



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

TO: Interested Parties

FROM: Brian Nichols  
Developmental Disabilities Division Manager  
The Spokane County Community Services, Housing, and  
Community Development Department

SUBJECT: REQUEST FOR PROPOSALS FOR MINI GRANTS

DATE: September 8, 2021

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The Spokane County Community Services, Housing, and Community Development Department (CSHCD) is announcing the availability of funds to develop and promote **Inclusion of Individuals with Developmental Disabilities in Spokane County in Innovative and Creative ways**. Proposals should benefit people with developmental disabilities and their families.

The amount of funds available is estimated to total a maximum of \$80,000, awarded to multiple applicants in up to \$20,000 amounts. Funding is for the provision of services for the period January 1, 2022 through December 31, 2022.

The submission of proposals is not limited to currently contracted entities with CSHCD.

Entities awarded a mini grant from the CSHCD, must present to the Spokane County Developmental Disabilities Advisory Board (DDAB) on January 10, 2023, to explain in detail how the grant was spent and the immediate and/or long-term outcomes.

County contracted services are to be provided in accordance with the following documents:

- *Guiding Values* are a set of philosophical values and policy statements developed by the Washington State Department of Social and Health Services (DSHS) Developmental Disabilities Administration (DDA) that provides a framework around how county contracted services are to be delivered and evaluated in Washington State.

Links to these documents can be found on the Spokane County website at [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp)



## GENERAL INFORMATION AND REQUIREMENTS

- **Proposals must be received no later than 5:00 p.m., Friday, October 8, 2021**
- **Application Submittal Requirements:**  
For an application to be considered, the applicant must adhere to the guidelines and instructions that are included in this application instruction document.
- **Contact Information:**  
Nicole Luppens, Adult Services Program Specialist  
Developmental Disabilities Division  
Email: [nluppens@spokanecounty.org](mailto:nluppens@spokanecounty.org)
- **Questions:**  
Please email questions to Nicole Luppens, who will email a response. Each email question/response will be posted on the County website. Check the website frequently at [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp) to see if your question has already been answered. Questions received after October 8, 2021 will not be posted on the website.
- **Forms and Other Documents:**
  - Completed RFP Questions
  - Completed Applicant Checklist for Proposal

Forms and other documents are in a combination of Microsoft Word and PDF formats and can be printed from the website at [www.spokanecounty.org/communitysvcs/ddp](http://www.spokanecounty.org/communitysvcs/ddp). If you are unable to open and print any of these documents, contact Denise Magee at [dmagee@spokanecounty.org](mailto:dmagee@spokanecounty.org) to make arrangements to receive paper copies of these documents.

### **Processing and Funding Recommendations:**

After applications are received, they will be checked for completeness by CSHCD staff. A subcommittee made up of CSHCD staff, Spokane County Developmental Disabilities Advisory Board member(s) and community member(s) will meet via Zoom to review the applications and hear presentations from applicants October 20 and/or October 21, 2021. Applicants will be notified of the time assigned for their presentation. At their regular meeting on November 9, 2021 at 4:00 p.m., the subcommittee will make funding recommendations for grantees. The DDAB will Make funding decisions at that meeting.

**Amendments to Solicitation:**

The County reserves the right to issue amendments to this solicitation for clarification, substitution, addition, or deletion. Applicants are strongly advised to check the County website periodically to see if amendments have been posted.

**Cancellation:**

The County reserves the right to cancel this solicitation in whole or in part and any or all proposals may be accepted or rejected in whole or in part.

**Proposal Revisions:**

The County may find it necessary to seek clarification from applicants regarding any of the responses submitted. The County may, at its discretion, request that applicants submit additional information to permit a more informed evaluation of the application. Property of the County: Any application submitted becomes the property of the County and will not be returned to the applicant.

CSHCD will not respond to requests under the public information request process regarding the proposals until after October 8, 2021.

**TECHNICAL REQUIREMENTS OF THE PROPOSAL:**

- Use standard 8.5 x 11 white background paper;
- Use 12-point font, black, double-spaced narratives;
- There is no minimum or maximum number of pages for the entire response;
- Proposal applications that are incomplete or do not follow the guidelines described in the “General Information and Requirements” section will not be considered;
- All questions must be answered.
- **Submit one PDF electronic file** containing all documents, in order, to [nluppens@spokanecounty.org](mailto:nluppens@spokanecounty.org), and [bnichols@spokanecounty.org](mailto:bnichols@spokanecounty.org) and [dmagee@spokanecounty.org](mailto:dmagee@spokanecounty.org) .

**DELIVERY OF THE PROPOSAL: The proposal must be received no later than 5:00 p.m. (Pacific Time) on October 8, 2021.**

**ATTN:** Nicole Luppens, Adult Services Program Specialist  
[nluppens@spokanecounty.org](mailto:nluppens@spokanecounty.org)