



## CHHS Board Annual Retreat 2024

April 12, 2024  
9:00am-2:30pm

Philanthropy Center  
1020 W. Riverside Ave.

### Agenda

9:00am – Welcome and Intro activity – 45 minutes

9:45am – CHHS Department Overview – 1 hour

10:45am – Break – 10 minutes

10:55am – Board Purpose activity – 1 hour 10 minutes

- Include 20 minute presentation from Diane Zemke

12:05pm – Lunch – 30 minutes

12:35pm – AH&RFP Committee Collaboration – 1 hour 10 minutes

- Include 20 minute presentation from George and Dawn
- Committee Roles
- Process improvements

1:45pm – Break – 10 minutes

1:55pm – +/- activity – 10 minutes

2:05pm – Board Business – 25 minutes ([Join Online](#))

- HOME ARP Public Hearing
- AAP Public Hearing
- Announcements

2:30pm – Adjourn

## PARKING OPTIONS:

**~1218 W. Sprague Ave. (Lot):** 5-minute walk to the PC.

ALL DAY – N/A; MONTHLY - \$114

**~1102 W. Sprague Ave. (Parking West Garage):** 3-minute walk to the PC.

ALL DAY – N/A; MONTHLY - \$120-\$140

**~777 W Spokane Falls Blvd (Riverpark Square Garage):** 6-minute walk to the PC.

ALL DAY – \$8.50 if arriving before 9:30am; MONTHLY – \$200

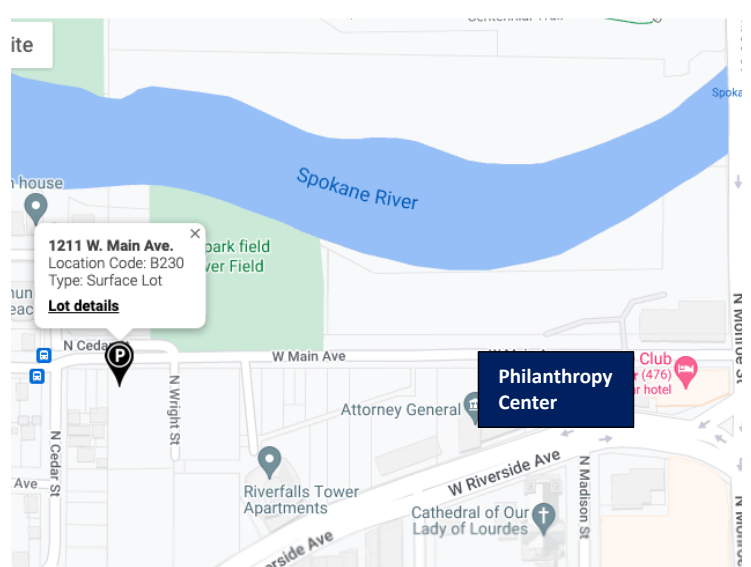
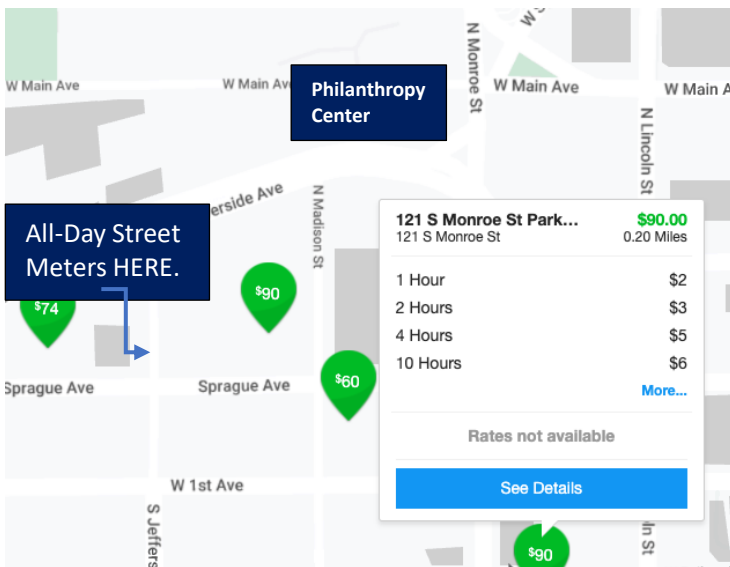
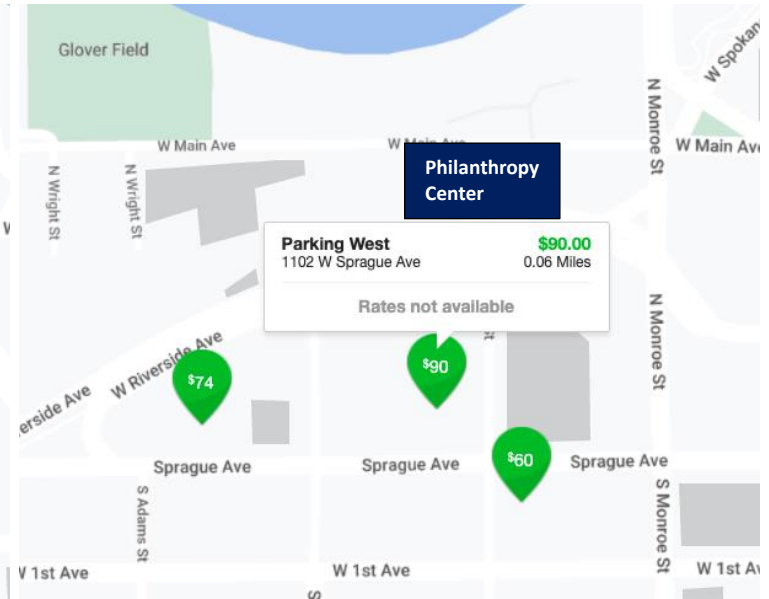
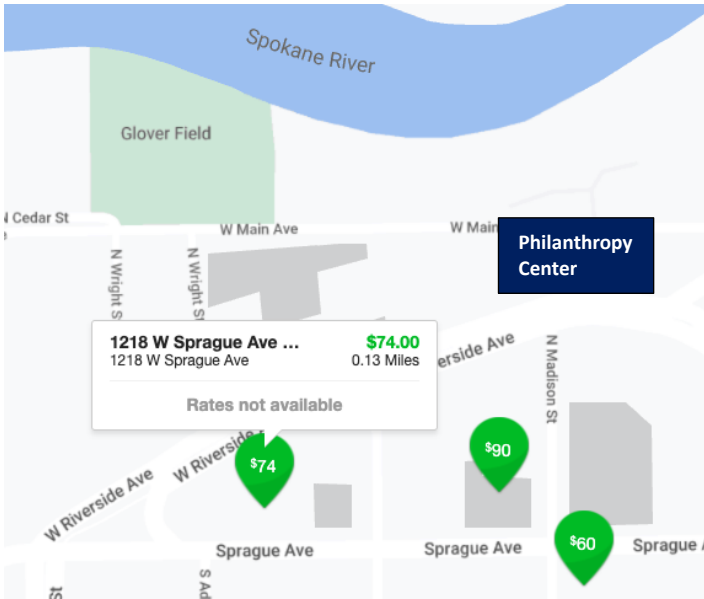
**~121 S. Monroe St. (Lot):** 6-minute walk to the PC.

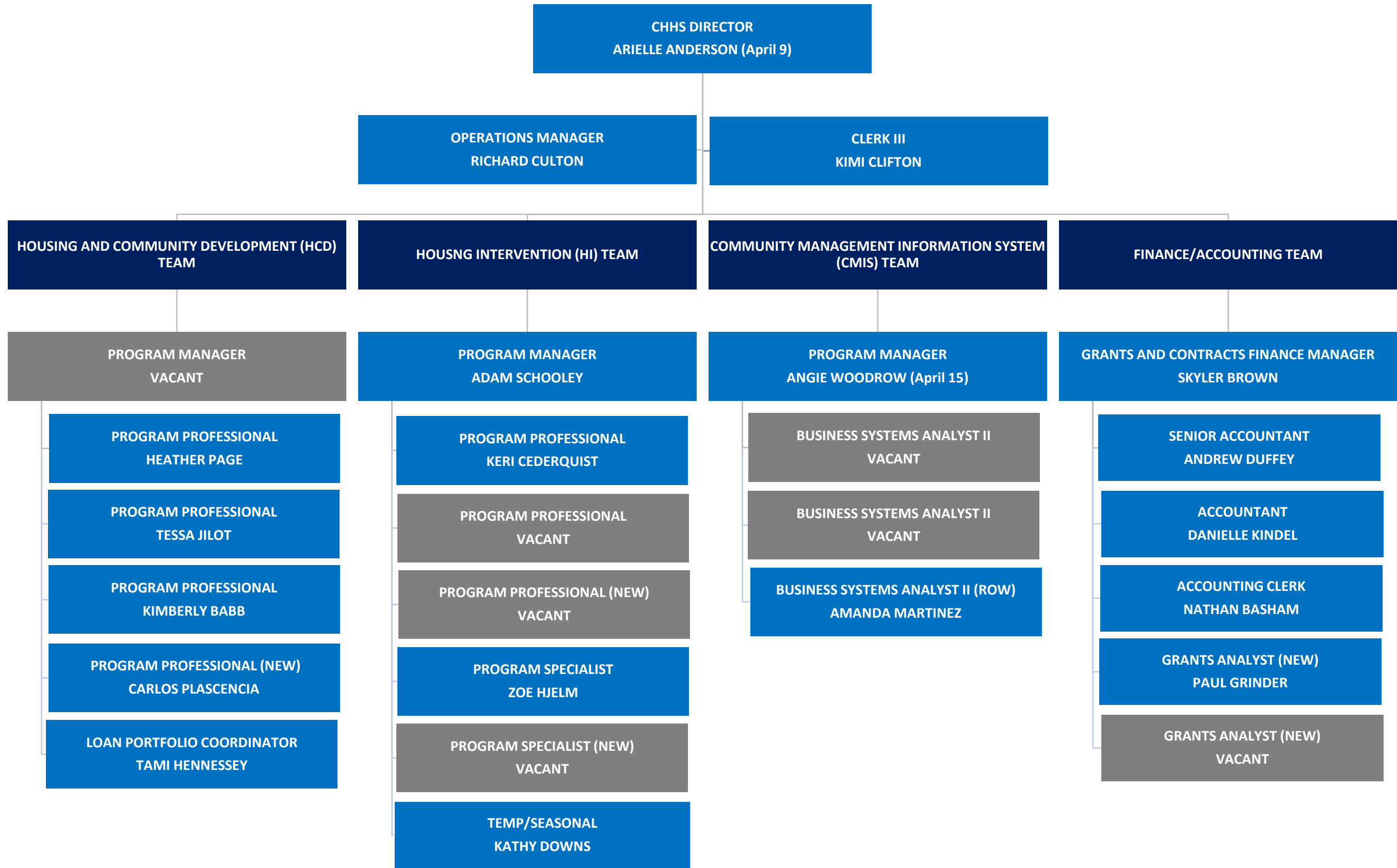
ALL DAY – \$6; MONTHLY – \$90

**~1211 W. Main Ave. (Lot):** 6-minute walk to the PC.

ALL DAY – \$7; MONTHLY – \$86

*\*All-Day Street Meters available on Jefferson St. \**







**Spokane County**

WASHINGTON

# Housing & Community Development Department

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CoC Retreat

MARCH 15, 2024

# Housing & Community Development (HCD)

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- Federal – HUD
  - *Community Development Block Grant Program*
  - *HOME Investment Partnerships Program*
  - *Emergency Solutions Grant Program*
- State – Commerce
  - *Consolidated Homeless Grant Program*
- Local Revenue
  - *Document Recording Fees*
  - *Sales and Use Tax*

# HCD Portfolio

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- **Homeless Services**

- Chris Mckinney

- **Affordable Housing**

- Pavel Parfilo

- **Community Development**

- Aidan Fritz

# 2024 Request for Proposals

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- Stakeholder Engagements to Define Priorities
  - November 14<sup>th</sup> & December 12<sup>th</sup>
- Ad hoc Review Committee
  - Edit and recommend improvements
- RFP Open
  - January 26<sup>th</sup>
- RFP Close
  - March 8<sup>th</sup>

# RFP Summary

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- 53 Applications
- **\$21,452,075 Requested**
- Approx. \$10,000,000 Available



# RFP Funding Gaps

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- **Focus on Foundational Programs**
  - HUD CoC Funded Projects
  - Prevent Structural Service Gaps
  - Proportionality Funding
- **Difficult Funding Decisions Ahead**

# Risks

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- **COVID Funding Gap**
  - Unsustainable funding
- **Reduction in Document Recording Fees**
  - Homeless Services
  - Affordable Housing
- **Economies of Scale**
  - We need more partnerships

# Opportunities

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- **Improved Regional Leadership Coordination**
- **Community Engagement**
- **New Planning and Coordination Tools**
  - 5-Year Homeless Plan
  - Consolidated Plan
  - Requests for Proposals

# Our Success Depends on YOU!

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- Check out our website
- Schedule a Meeting
- Complete a Survey
- Stop by the Office and say Hi!

[Housing & Community Development | Spokane County, WA](#)

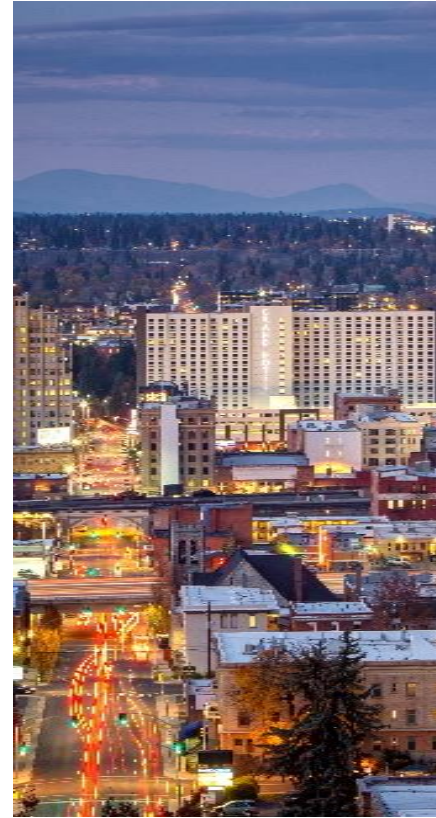
# Questions?

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# CoC Retreat

Funding Stream Overview



# Community, Housing, and Human Services

The CHHS Department also manages a wide array of program and fund sources which include but are not limited to:

HOME Investment Partnership Program  
Community Development Block Grant  
Single Family Rehabilitation Program  
Eviction Prevention Contracts  
Rental Assistance Contracts  
Youth Homelessness Demonstration Program  
Emergency Housing Fund Grant  
Right of Way/Encampment Removal Program  
Continuum of Care Program  
Homeless, Housing, Operations, and Services (HHOS) Program

# Homeless, Housing, Operations and Services (HHOS)

The City of Spokane created the HHOS funding allocation to consolidate and leverage multiple funding streams into a single RFP. The intention is the streamline application timelines and workloads for community partners, City staff, and volunteer boards while also strategically allocating funds.

Funds included in the HHOS RFP are:

Emergency Solutions Grant  
Consolidated Homeless Grant  
Housing and Essential Needs Grant  
Human Services Grant  
Homeless Housing and Assistance Grant





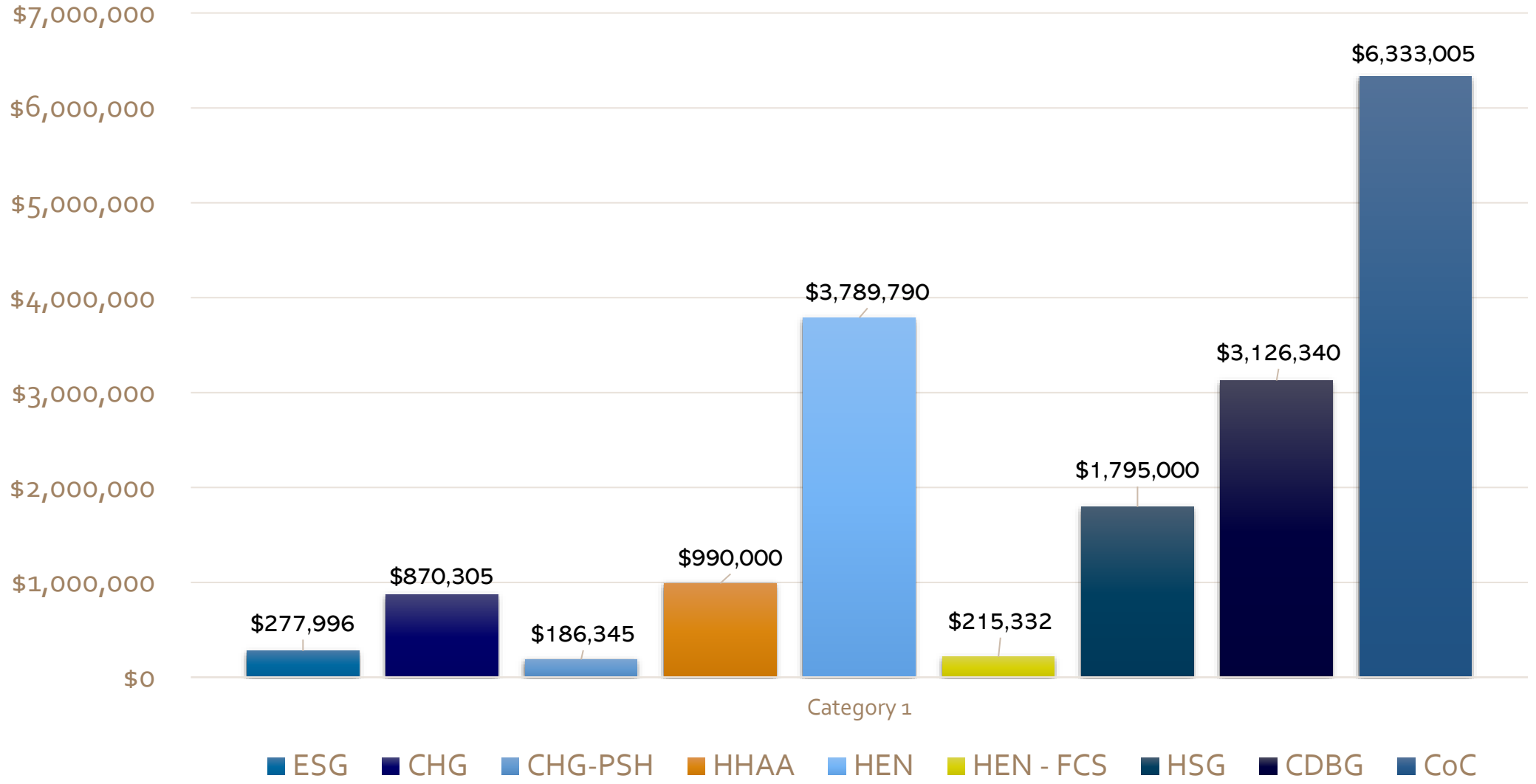
# Targeted Allocations for Retreat Discussion

Grant Name	Funder
Emergency Solutions Grant (ESG)	HUD
Community Development Block Grant (CDBG)	HUD
Consolidated Homeless Grant (CHG)	WA Dept of Commerce
Housing & Essential Needs (HEN)	WA Dept of Social & Health Services
Human Services Grant (HSG)	City of Spokane
Homeless Housing and Assistance (HHAA)	RCW – Doc Recording Fees
Continuum of Care (CoC)	HUD

\*These allocations represent HHOS, CoC, and CDBG



# Estimated Annual Allocations



# Eligible Activities

## Emergency Services Grant (ESG)

- Emergency Shelter Operations
- Services for emergency shelter clients
- Outreach to literally homeless households
- Improving access to shelter beds

## Human Services Grant (HSG)

- Emergency Shelter
- Transitional Housing
- Permanent Supportive Housing
- Rapid Re-Housing
- Coordinated Assessment
- Diversion



# Eligible Activities

## Homeless Housing & Assistance (HHAA)

- Activities must directly correlate to the 5 year plan to end homelessness
- Emergency Shelter
- Transitional Housing
- Rental Assistance
- Consolidated Emergency Assistance
- Overnight Youth Shelter
- Sheltering Activities

## Consolidated Homeless Grant (CHG)

- Emergency Shelter
- Transitional Housing
- Permanent Supportive Housing
- Rapid Re-Housing
- Coordinated Assessment
- Street Outreach
- Homeless Prevention



# Housing and Essential Services (HEN)

Serves individuals unable to work for at least 90 days due to physical or mental incapacity. Individuals must be at least 18 years old and meet income requirements. Eligibility determination and referral must come directly from DSHS.

Eligible activities for HEN funds are determined by WA State Dept of Commerce in partnership with homeless services providers. Activities CAN include:

- Rent and Utility Assistance
- Hygiene and household management supplies
- Transportation Assistance
- Homeless Prevention & Outreach



# Community Development Block Grant (CDBG)

Designed to support community development activities to build stronger and more resilient communities.

To support community development, activities are identified through an ongoing process. Activities may address needs such as infrastructure, economic development projects, public facilities installation, community centers, housing rehabilitation, public services, clearance/acquisition, microenterprise assistance, code enforcement, homeowner assistance, etc.

## Key Notes:

- Up to 15% of annual allocation can be awarded to Public Services which include traditional social service categories
- Up to 20% of annual allocation can be spent on administration and planning.
- Remaining 65% on acquisitions of real property, facility rehabilitation, construction of public facilities and improvements etc.

# Continuum of Care

The CoC Program is designed to promote communitywide commitment to the goal of ending homelessness by providing funding for efforts by nonprofit providers and State and local governments and promoting access to and effect utilization of mainstream programs by homeless individuals and families.

Eligible Activities Include:

- Permanent Housing & Permanent Supportive Housing
- Transitional Housing
- Supportive Services Only
- Homeless Management Information System (HMIS)
- Homelessness Prevention



**PSH Example of 25 units with annual cost of estimated \$750,00 annual cost.**

3 Services FTE = \$200,000

1 Property FTE = \$90,050

.25 Management FTE = \$35,900

.10 Senior Leadership FTE = \$15,755

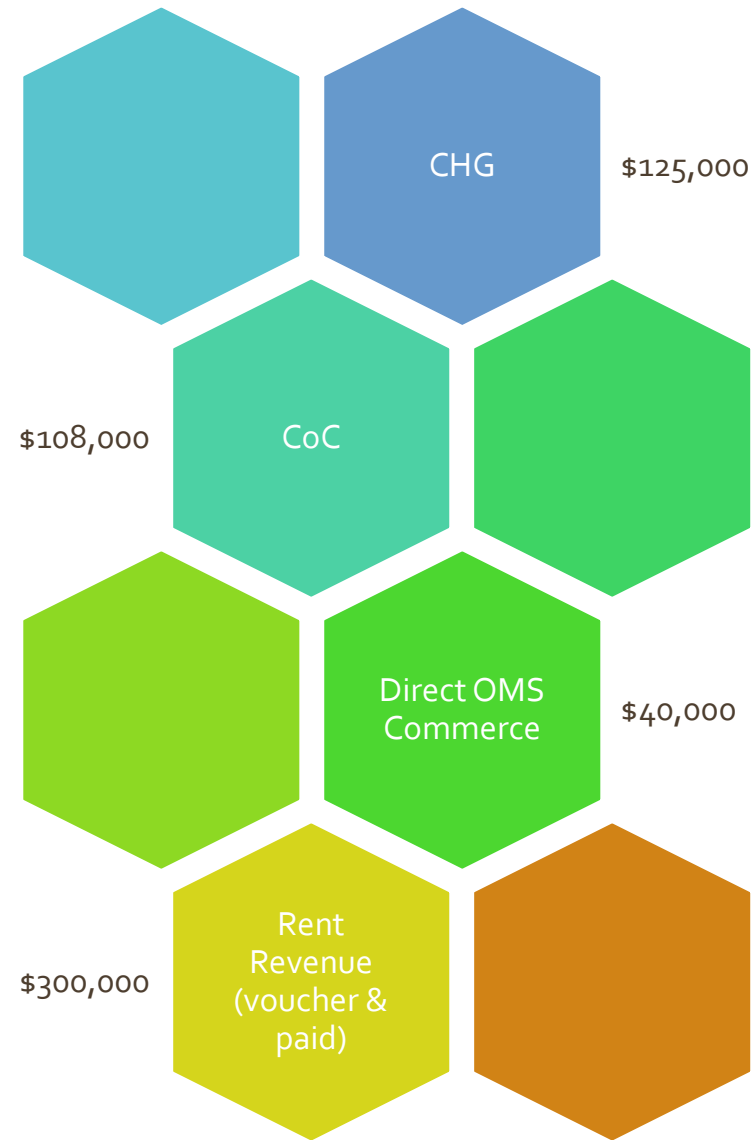
10% Indirect = \$75,000

O & M = \$325,000 (\$13k/unit)

**Total Expense: \$741,705**

**Total Revenue: \$573,000**

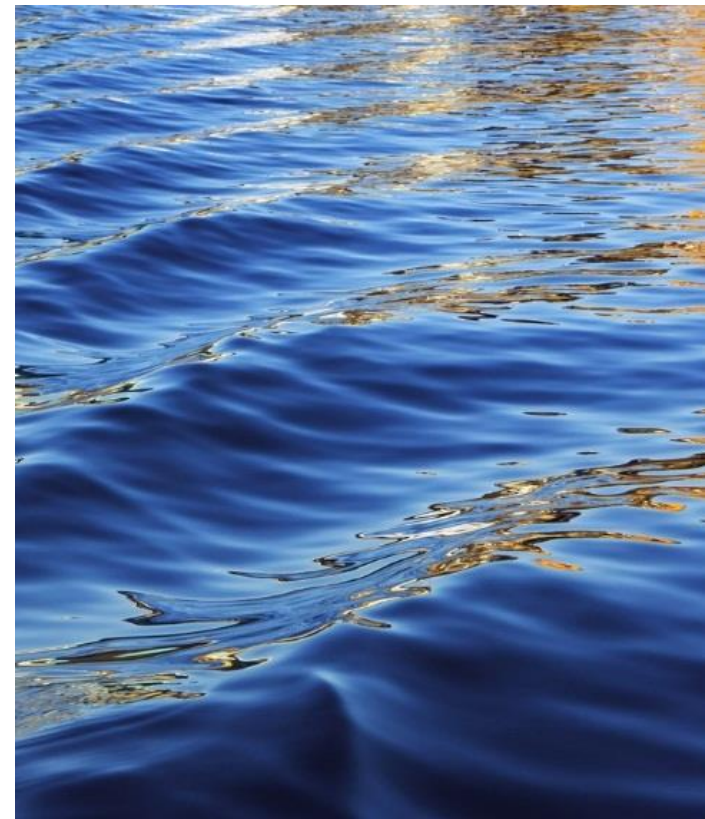
**Agency Shortfall: \$168,705**







# Questions & Discussion



8/11/12  
508

 <b>SPOKANE</b> <b>Agenda Sheet for City Council Meeting of:</b> 08/27/2012	<b>Date Rec'd</b>	8/15/2012
	<b>Clerk's File #</b>	RES 2012-0071
	<b>Renews #</b>	

<b>Submitting Dept</b>	HUMAN SERVICES	<b>Cross Ref #</b>	ORD C34900
<b>Contact Name/Phone</b>	JONATHAN 6734 MALLAHAN	<b>Project #</b>	
<b>Contact E-Mail</b>	JMALLAHAN@SPOKANECITY.ORG	<b>Bid #</b>	
<b>Agenda Item Type</b>	Resolutions	<b>Requisition #</b>	
<b>Agenda Item Name</b>	1540 A RESOLUTION DISSOLVING THE HUMAN SERVICES ADVISORY BOARD, THE COMMUN		

**Agenda Wording**  
 Resolution dissolving the Community Development Board, Homeless Services Advisory Board and Regional Homeless Governance Council.

**Summary (Background)**  
 The Community Development & Human Services Taskforce was formed the Mayor to make recommendations for a successful combination of the Community Development and Human Services departments and the 3 citizen advisory boards related to these depts. The taskforce presented their recommendations for the Community Housing & Services Board, which would replace the current Community Development Board, Human Services Advisory Board and the Regional Homeless Governance Council. An ordinance will accompany.

<b>Fiscal Impact</b>	<b>Budget Account</b>
Select \$	#
Select \$	#
Select \$	#
Select \$	#

<b>Approvals</b>		<b>Council Notifications</b>	
<b>Dept Head</b>	ALLARD, JERRIE	<b>Study Session</b>	PCED 7-30-12
<b>Division Director</b>	MALLAHAN, JONATHAN	<b>Other</b>	
<b>Finance</b>	LESESNE, MICHELE	<b>Distribution List</b>	
<b>Legal</b>	PICCOLO, MIKE		
<b>For the Mayor</b>	FEIST, MARLENE		
<b>Additional Approvals</b>			
<b>Purchasing</b>			

ADOPTED BY SPOKANE CITY COUNCIL

9/10/12  
*Jerrine Feist*  
 CITY CLERK

RES 2012-0071

## Community Development & Human Services Taskforce

The Community Development & Human Services Taskforce was formed by Mayor Condon to make recommendations for a successful combination of the Community Development and Human Services departments and the three citizen advisory boards related to these departments. The following material outlines the taskforce's recommendations for a combined citizen advisory board, known as the Community Housing & Services Board, which would replace the current Community Development Board, Human Services Advisory Board and the Regional Homeless Governance Council.

**Name:** Community Housing and Services Board

**Functions:**

- Develop Consolidated Plan and annual action plan. This plan will include what is currently known as the 10-Year Plan to End Homelessness.
- Make recommendations about funding priorities for housing and social services.
- Evaluate requests for funding for housing, social services, neighborhood revitalization and make funding recommendations to the Mayor and City Council.
- Provide guidance and recommendations for the Community Development and Human Services Department program implementation.
- Represent the diverse constituencies that make up Spokane's continuum of care.

**<sup>1</sup>Membership:**

Initially, the Board will be comprised of 16 members; 5 from each of the 3 current citizen advisory boards (CD Board, HSAB, RHGC) and one member from the *Community Assembly*. *Founding and future* members of the board will be selected based on experience, knowledge and expertise in the following areas (listed in alphabetical order):

Area of Expertise/Experience	
Accounting	Housing Development
Business	Immigration
Child Welfare	K-12
City Council	Law Enforcement
CA Representative	Low Income
CD Neighborhood	Mental Health Care
Disabled Care	Non-Profit
Workforce Development	Real Estate
Faith Based	Seniors
Health Care	Tribal
Higher Education	Veteran's Affairs
Youth	

<sup>2</sup>Taskforce to consider process for procedure development

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\*In addition to the areas listed above, all board members will be required to have a passion for service and social justice

Founding members will serve for the duration of the remainder of the term for the position on the board which they currently serve. Founding members will then be eligible to serve two 3-year terms.

As founding members term out or leave the Board for other reasons, membership will be limited to 12. In addition to the 12 positions, the Board will include a representative from the City Council and an elected official or policy level decision maker to represent the County.

### **Board Structure:**

<sup>2</sup>The founding Board will establish a subcommittee to draft procedures for operation and adopt such procedures within 6 months of the board's initial meeting.

The Board will operate using a subcommittee structure. Subcommittees may also be comprised of community members who do not serve on the Board. Subcommittee appointments shall be made through application to the Board. Members of the CD Board, HSAB, RHGC at the time of formation of the Community and Housing Services Board will automatically be eligible to serve on board subcommittees without application to the board.

The Board will include an executive committee of 3 individuals. Initially, these individuals will be the chairs of the HSAB, RHGC and CD Board. The taskforce will request that the Mayor appoint the first chair of the combined board from these individuals. The two executive committee members not serving as the chair will be vice-chairs. The vice-chairs and chair positions will rotate amongst the executive committee members annually, for the first 3 terms. The board will establish a selection process for selecting new executive committee members in their procedures.

### **Transition:**

In order to ensure a smooth transition and follow through with the commitments of the three impacted boards, the initial subcommittees of the Community Housing and Services Board will align with the current HSAB, RHGC and CD Boards. It will be a priority for Board to establish an integrated subcommittee structure at their first board retreat in 2012.

<sup>2</sup>Taskforce to consider process for procedure development

Resolution No. 2012-0071

A resolution dissolving the Human Services Advisory Board, the Community Development Board and the Spokane Regional Homeless Governance Council with the creation of the Community Housing and Human Services Board.

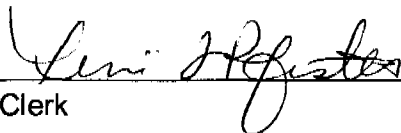
WHEREAS, the City of Spokane currently has several boards performing related functions and duties, including the Human Services Advisory Board created in September of 1980 pursuant to Resolution No. 80-34, the Community Development Board created in September of 1986 pursuant to Resolution No. 86-84 and the Regional Homeless Governance Council created in October of 2010 pursuant to Resolution No. 2010-78; and

WHEREAS, it is in the best interest of the citizens of Spokane as well as the city government to utilize the services and expertise of its board volunteers to combine these three boards into one board encompassing the functions and duties of the three boards; and


WHEREAS, this resolution dissolves the Human Services Advisory Board, the Community Development Board and the Spokane Regional Homeless Governance Council upon the establishment of the City of Spokane Community Housing and Human Services Board; -- Now, Therefore;

BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPOKANE that the Human Services Advisory Board, the Community Development Board and the Spokane Regional Homeless Governance Council are hereby dissolved and their responsibilities and duties transferred to the City of Spokane Community Housing and Human Services Board upon its establishment.

ADOPTED by the City Council September 10, 2012.

  
\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
Assistant City Attorney





**Agenda Sheet for City Council Meeting of:**  
08/27/2012

<b>Date Rec'd</b>	8/15/2012
<b>Clerk's File #</b>	ORD C34900
<b>Renews #</b>	
<b>Cross Ref #</b>	RES 2012-0071
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	HUMAN SERVICES
<b>Contact Name/Phone</b>	JONATHAN 6734 MALLAHAN
<b>Contact E-Mail</b>	JMALLAHAN@SPOKANECITY.ORG
<b>Agenda Item Type</b>	First Reading Ordinance
<b>Agenda Item Name</b>	1540 RELATING TO THE FORMATION OF THE COMMUNITY, HOUSING AND HUMAN SERVICES

**Agenda Wording**  
Relating to the formation of the Community, Housing and Human Services Board. Adopting new SMC Sections 4.34.010, 4.34.020, 4.43.030, 4.43.040, 4.43.050.

**Summary (Background)**  
The Community Development & Human Services Taskforce was formed the Mayor to make recommendations for a successful combination of the Community Development and Human Services departments and the 3 citizen advisory boards related to these departments. The taskforce presented their recommendations for the Community Housing & Services Board, which would replace the current Community Development Board, Human Services Advisory Board and the Regional Homeless Governance Council. This establishes it.

<b>Fiscal Impact</b>	<b>Budget Account</b>
Select \$	#
Select \$	#
Select \$	#
Select \$	#

<b>Approvals</b>		<b>Council Notifications</b>	
<b>Dept Head</b>	ALLARD, JERRIE	<b>Study Session</b>	PCED 7-30-12
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<b>Legal</b>	PICCOLO, MIKE		
<b>For the Mayor</b>	FEIST, MARLENE		
<b>Additional Approvals</b>			
<b>Purchasing</b>			

FIRST READING OF THE ABOVE ORDINANCE  
WAS HELD ON  
8/27/2012  
AND FURTHER ACTION WAS DEFERRED  
  
CITY CLERK

PASSED BY SPOKANE CITY COUNCIL  
(As Amended)  
9/10/12  
  
City Clerk

C34900

## Ordinance No. C34900

An ordinance relating to the establishment of the City of Spokane Community Housing and Human Services Board; adopting a new chapter 4.34 to title 4 of the Spokane Municipal Code.

WHEREAS, the City of Spokane currently has three boards performing related functions and duties; the Human Services Advisory Board created in September of 1980 pursuant to Resolution No. 80-34, the Community Development Board created in September of 1986 pursuant to Resolution No. 86-84 and the Regional Homeless Governance Council created in October of 2010 pursuant to Resolution No. 2010-78; and

WHEREAS, it is in the best interest of the citizens of Spokane as well as City government to utilize the services and expertise of its board volunteers by combining these three Boards into one Board to comprise all functions and duties of the three; and

WHEREAS, this ordinance establishes the City of Spokane Community Housing and Human Services Board and sets forth Functions, Membership and Board structure, as well as other related matters; -- Now, Therefore;

The City of Spokane does ordain that:

Section 1. There is adopted a new chapter 4.34 to title 4 of the Spokane Municipal Code to read as follows:

### **Chapter 4.34 Community Housing and Human Services Board**

#### Sections:

- 4.34.010 Purpose
- 4.34.020 Functions
- 4.34.030 Membership
- 4.34.040 Board Structure
- 4.34.50 Policy Directive

#### **4.34.010 Purpose**

It is the purpose of the Community Housing and Human Services Board to act in an advisory role to City administration, the Mayor and City Council in regards to community development, housing and human services programs.

#### **4.34.020 Functions**

The functions of the Community Housing and Human Services Board shall include:

- A. Prepare the City's Consolidated Community Development and Housing Plan and Annual Action Plans and the 10-Year Plan to End Homelessness. All to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable.
- B. Develop the City's Annual Citizen Participation Plan as required by HUD and involve neighborhoods and citizen representation in the annual funding allocation process.
- C. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council.
- D. Act as the board for the local Continuum of Care, as defined by the Federal Homeless Emergency Assistance and Rapid Transition to Housing Continuum of Care Program, ensuring compliance with provisions of 24 CFR Part 578. Ensuring the Continuum carries out the duties and responsibilities of a coordinated homeless response system. The three primary responsibilities of the Continuum of Care include (1) operating the Continuum of Care, (2) Designating and operating a Homeless Management Information System and (3) Continuum of Care planning.
- E. Make recommendations about funding priorities for housing programs and projects and social services utilizing Federal, Washington State and City resources.
- F. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council.
- G. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council.
- H. Provide policy guidance and recommendations for community development, human services, homeless and special purpose grant programs applications and implementation.
- I. Represent the diverse constituencies that make up Spokane's low and moderate income populations, service providers and the continuum of care needs and services for extremely low income persons and families.
- J. Guide Spokane's Community Housing and Human Services into the future.



**4.34.030 Membership**

- A. The initial Board membership shall be comprised of sixteen members; five current members from each of the Human Services Advisory Board, the Community Development Board and the Spokane Regional Homeless Governance Council and one member from the Community Assembly. Members shall be nominated by the Mayor and appointed by City Council.
  
- B. Initial members will serve for the duration of the remainder of the term for the position on the Board which they currently serve. As the terms of the initial members expire, Board membership shall be reduced to twelve members. Subsequent appointees to the Board shall serve three year terms and may be eligible for one three year term reappointment. The Mayor shall nominate and the City Council shall appoint all subsequent members. Initial members of the Board will be eligible for subsequent appointment after their initial term has expired.
  
- C. In addition to the twelve positions, the Board will include two voting representatives from the City Council selected by City Council and a voting elected official or policy level decision-maker to represent Spokane County who shall be selected by the Spokane County Commissioners then nominated by the Mayor and appointed by City Council, all of whom shall be appointed or reappointed to one year terms.
  
- D. Initial and subsequent members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.
  
- E. The Board shall serve without compensation. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. Youth may also serve as members.

In addition to the areas listed above, all Board Members must have a passion for service and social justice.

**4.34.040 Board Structure**

- A. The initial Board will establish a subcommittee to draft procedures for operation and adopt such procedures within six months of the Board's initial meeting.
  
- B. The Board will utilize a subcommittee structure to assist with its Functions. Subcommittees will be comprised of Board Members and other citizens with experience and expertise in the subject matter of the subcommittee. The Board

Chair shall appoint subcommittee members. Current members of the Human Services Advisory Board, Community Development Board and Regional Homeless Governance Council may serve on the subcommittee(s) of their choosing for the remainder of their term.

- C. The Board will include an Executive Committee of three individuals. Initially, these individuals will be the Chairs of the Human Services Advisory Board, Community Development Board and Regional Homeless Governance Council. The Mayor shall appoint the first chair of the Community Housing and Services Board from these individuals. The two Executive Committee members not serving as the Chair will be Vice-Chairs. The Vice-Chairs and Chair positions will rotate amongst the Executive Committee members for the first three terms. The Board will establish a selection process for new Executive Committee members in its procedures.
- D. The Board will establish a well integrated subcommittee structure during their first year in order to function efficiently as one Board for the different funding sources and variety of programs.

**4.34.050 Policy Directives**

All policy directives previously issued by the City Council pursuant to a resolution or ordinance shall continue in full force and effect with the Community Housing and Human Services Board upon its formation.

PASSED BY THE CITY COUNCIL ON September 10, 2012

Ben Stucke  
Council President

Attest:

Servi L. Hester  
City Clerk

Approved as to form:

B. Brown  
Assistant City Attorney

David A. Cannon  
Mayor

September 20, 2012  
Date

October 20, 2012  
Effective Date



## Community Development & Human Services Taskforce

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Higher Education	Veteran's Affairs
Youth	

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The Board will include an executive committee of 3 individuals. Initially, these individuals will be the chairs of the HSAB, RHGC and CD Board. The taskforce will request that the Mayor appoint the first chair of the combined board from these individuals. The two executive committee members not serving as the chair will be vice-chairs. The vice-chairs and chair positions will rotate amongst the executive committee members annually, for the first 3 terms. The board will establish a selection process for selecting new executive committee members in their procedures.

### **Transition:**

In order to ensure a smooth transition and follow through with the commitments of the three impacted boards, the initial subcommittees of the Community Housing and Services Board will align with the current HSAB, RHGC and CD Boards. It will be a priority for Board to establish an integrated subcommittee structure at their first board retreat in 2012.

<sup>2</sup>Taskforce to consider process for procedure development

# **BYLAWS**

## **Community, Housing and Human Services Board**

### **City of Spokane**

**Adopted April 6, 2013  
Revised April 30, 2014  
Revised June 4, 2014  
Revised November 5, 2014  
Revised September 7, 2016  
Revised April 11, 2018  
Revised July 6, 2022**

BYLAWS

COMMUNITY, HOUSING AND HUMAN SERVICES BOARD

CITY OF SPOKANE

July 6, 2022

ARTICLE I - NAME

The name of this Board is the COMMUNITY, HOUSING and HUMAN SERVICES BOARD (hereinafter "Board") for the City of Spokane.

ARTICLE II - PURPOSE

The Community, Housing and Human Services Board advises the City Administration, the Mayor and the City Council regarding community development, housing, and human services programs. Members serve at the discretion of the Mayor and City Council.

ARTICLE III - RELATIONSHIP WITH THE CITY COUNCIL

The Board serves at the discretion of the Mayor and City Council and may be asked to perform any duties necessary and proper to achieve the Mayor's or the Council's objectives regarding community, housing and human services.

ARTICLE IV - POWERS AND DUTIES

The Community Housing and Human Services Board shall:

1. Advise the City on preparing the Annual Action Plan, the CAPER, the Citizen Participation Plan, the Consolidated Plan, and other required plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable;
2. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council;

3. Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources. Priorities must conform to the requirements of 24 CFR Part 91 and the U.S. Department of Housing and Urban Development (HUD) guidelines together with the Washington State Department of Commerce where applicable. The Board may assist in the preparation of other related plans as needed.
4. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council;
5. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council;
6. Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation;
7. Participate as needed with the Spokane Continuum of Care in developing the goals and priorities for regional homeless plans; and,
8. Represent the diverse constituencies that make up Spokane's low and moderate income populations, to help guide Spokane's community, housing, and human services into the future.

#### ARTICLE V - ACTIVE MEMBERSHIP

1. Appointees to the Board shall serve three (3) year terms and may be eligible for one (1) reappointment for a three (3) year term.
2. Board members may reapply for membership following a one-year absence and if there is a vacancy on the board.
3. City residence is not a requirement for board membership due to the regional nature of some of the duties and responsibilities of the Board.
4. The Board will consist of twelve (12) members, nominated by the Mayor and appointed by the City Council. The Board membership will include:
  - a. At least one (1) representative of a veteran service organization, employee of the Department of Veteran Affairs or an active duty military member based at Fairchild Air Force.
  - b. At least one (1) representative from the Community Assembly. This position is nominated by the Community Assembly to the Mayor according to the

process determined by the Community Assembly, then nominated by the Mayor and appointed by the City Council.

5. In addition to the twelve (12) positions, the board will include:
  - a. Two (2) voting representatives from the City Council selected by the City Council, appointed or reappointed for one (1) year terms;
  - b. One (1) voting elected official or policy-level decision maker to represent Spokane County who shall be selected by the Spokane County Commissioners then nominated by the Mayor and appointed by City Council, appointed or reappointed for one (1) year terms.
6. As vacancies occur on the Board, the Chair will appoint an ad hoc nominating committee to bring forward possible candidates. Each candidate will be interviewed by the Ad Hoc Nominating Committee. Candidates selected by the Nominating Committee will be presented at the next regular Board Meeting for a vote. Upon approval, the candidates' name will be forwarded to the Mayor. The Mayor shall fill the vacancies in consideration and approval from City Council.
7. The Chair of the Coordination of Care (COC) Committee and the Chair of the CHHS Board may act as liaisons between the two committees and attend regularly scheduled meetings as non-voting members. Each may appoint a representative to attend in their place.
8. Members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.
9. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. The Board will strive to include representatives from LGBTQIA2S communities, communities of color, Indigenous communities, and peoples with the experience of low income and/or homelessness. Youth may also serve as members.
10. The attendance of each Board member at meetings shall be recorded. Two (2) absences in a year by any member will be evaluated by the Executive Committee. Those absences may be grounds for removal. Leaves of absence will be decided on a case-by-case basis by the Executive Committee.
11. Board members shall serve without compensation.



12. Board members will sign annual conflict of interest statements indicating that they meet all Conflict of Interest requirements as outlined by HUD. Committee members may be required to meet conflict of interest requirements.
13. Board members are required to complete open government training as required in City Administrative Policy No. 0520-17-06.

#### ARTICLE VI – BOARD OPERATION

1. The Board will utilize a committee structure to assist with its functions. Committees will be comprised of Board Members and other citizens with experience and expertise in the subject matter of the committees.
2. The Director of Community, Housing and Human Services for the City of Spokane is responsible for providing information and services to the Board. Communication from the Board to the Council is through the Chair and Director of Community, Housing and Human Services. Minutes of meetings and committee reports are kept on file in the Community, Housing and Human Services department.
3. The Board approves all recommendations to the City Council by simple majority vote. Each Board member has one (1) vote on all matters brought before the Board for formal action.
4. The Board will include an Executive Committee consisting of the Chair, the two (2) Vice Chairs, and Board Committee Chairs. The immediate past Chair will serve as an ex-officio member of the Executive Committee. The Community, Housing and Human Services Director will act in a supportive and advisory role to the executive committee. Executive Committee Meetings must not exceed fifty (50) % of the total Board membership
5. The Board will vote at the first meeting of the year to empower the Executive Board to approve emergency actions that might be required by the Department. Any such actions will be presented at the next regularly scheduled meeting for final Board approval.

#### ARTICLE VII VI - OFFICERS

1. The officers of the Board are the Chair and two (2) Vice Chairs.
2. Officers missing two (2) consecutive Board meetings may be relieved and replaced by a majority vote of the Board. Leaves of absence will be decided by the Executive Committee on a case-by-case basis.

3. At the September Board meeting, the Chair shall appoint an ad-hoc committee of the Board to serve as the nomination committee for election of Officers. The committee shall bring forward their nominee(s) at the November Board meeting. The Chair will call for nominees from the floor. The Board shall vote on the nominees at the December Board meeting.
4. The Chair shall be elected to a two-year term of office. Vice-Chairs will be elected annually. It is expected that a Vice-Chair will rotate into the Chair position at the end of the Chair's two-year term. The term of office will start in January.
5. In the event of a vacancy of the Chair position, a Vice Chair shall rotate into the Chair position. The Chair of the Board shall appoint an ad-hoc committee of four (4) Community, Housing and Human Services Board members to recommend nominees for the vacant Vice Chair position. The nomination shall be taken to the full Board for approval at its next regular Board meeting.
6. The Chair presides at meetings, acts as the spokesperson for the Board, appoints committees, and works with the Director of Community Housing and Human Services to prepare the agenda and presents reports to the City Council. A Vice Chair serves in the absence of the Chair. The Chair is an ex-officio member of all committees.

#### ARTICLE VIII – MEETINGS

1. Meetings are held every month unless there is a month where the business of the Board is not required. Meeting notices and agendas will be posted consistent with the Open Public Meetings Act.
2. There is at least one (1) planning retreat held each year. Additional planning retreats may be called at the request of the CHHS Director.
3. Whenever necessary, special meetings are called by the Chair or by a majority of the Board, or at the request of the CHHS Director or City Council.
4. Board members may participate remotely in all or part of a Board meeting if:
  - a. Prior approval is given by the Board Chair for good cause, whose approval shall not be unreasonably withheld;
  - b. All persons participating in the meeting can hear each other at the same time, such as by the use of speaker phone; and,

- c. The member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the meeting related to the topic to which the member is voting on. Any technical prohibitions or difficulties that prevent all parties present at the meeting from adequately communicating with one another will negate any authorization previously given by the Board Chair.
5. The Board is subject to the Open Public Meetings Act and its meetings are therefore open to the public. Members of the public may not necessarily be permitted to speak unless the Board is calling for public comments or having a public hearing. Any member of the Board may propose an item for the Agenda at any meeting and may speak to any issue before the Board.
6. A special meeting may be called at any time by the Chair of the Board or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Written notice shall be deemed waived in the following circumstances:
  - a. A member submits a written waiver of notice with the Director of the Community, Housing and Human Services Department at or prior to the time the meeting convenes. A written waiver may be given by written notice by mail, or electronic mail to the Director; or,
  - b. A member is actually present at the time the meeting convenes.
7. Notice of a special meeting called under subsection (6) of this section shall be:
  - a. Delivered to each local newspaper of general circulation and local radio or television stations that have on file with the Department of Community, Housing and Human Services a written request to be notified of such special meeting or of all special meetings;
  - b. Posted on the Department of Community, Housing and Human Service's web site; and,
  - c. Prominently displayed at the main entrance of Spokane City Hall and the meeting site if it is not held at City Hall. Such notice must be delivered or posted, as applicable, at least twenty-four (24) hours before the time of such meeting as specified in the notice.
8. The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Board.

9. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of the notice would make notice impractical and increase the likelihood of such injury or damage.

#### ARTICLE VIII – COMMITTEES OF THE BOARD

1. There shall be such standing and ad hoc committees of the Board as required to carry out its functions.
2. All Board committee, subcommittee, and work group responsibilities must be documented in Committee Governance that is reviewed and approved annually by the Board.
3. The Board, by resolution, shall set forth the duties and responsibilities of the standing committees.
4. Standing and ad-hoc committee members shall be recommended by the committee Chair, subject to an annual approval by the Board.
5. Additional committees may be developed by the Executive Board in cooperation with CHHS staff as needed to complete the work of the Board.

#### ARTICLE X RULES OF ORDER

1. Bylaws are reviewed every two years by the Board. Any revisions and/or amendments to the bylaws are transmitted to the Board two (2) weeks before the regular monthly meeting and are approved by simple majority vote of the Board. By laws, with revisions/amendments noted, are provided to the City Council for its information.
2. A quorum consists of a simple majority of the Board members.
3. Robert's Rules of Order Newly Revised is the parliamentary authority for the Board.

The initial bylaws were adopted by the Community, Housing and Human Services Board on April 6, 2013. The bylaws were subsequently revised on April 30, 2014, June 4, 2014, November 5, 2014, September 7, 2016, April 12, 2018, and July 6, 2022.

Adriane Leithauser  
Chair, Community, Housing, and Human Services Board

Jennifer Cerecedes  
Director of Community, Housing and Human Services

## **Community, Housing and Human Services Board (CHHS) Committee Governance**

This document defines the governance structure of all standing CHHS Board committees

1. The Board has two standing committees
  - a. Affordable Housing Committee
  - b. Evaluation and Request for Proposal (RFP) Committee
2. Committee Officers
  - a. Each Committee will have representation of the CHHS Board through a Chair and Vice-Chair as determined by the Board. These positions are recommended by the Executive Committee and approved by the Board. Committee Chairs and Vice-Chairs are current Board members.
  - b. All Committee Chairs will:
    - I. Work with CHHS staff to set agendas.
    - II. Facilitate meetings.
    - III. Ensure committee is meeting objectives.
    - IV. Function as liaison to the Board.
    - V. Report update on Committee activities at each Board meeting, and work with Executive Committee to add any Board action items to the monthly meeting agenda.
    - VI. Recruit committee members and submit potential members to the Board for approval.
  - c. Committee Vice-Chairs will:
    - I. Act for Chair in absence of Chair.
    - II. Rotate into role of Chair as needed.
  - d. Terms
    - I. Chair and Vice-Chair assignments will be reviewed annually.
3. Role of CHHS Staff
  - a. The CHHS Director will assign a CHHS staff member to support each standing committee.
  - b. The CHHS staff member assigned to each committee will be responsible for working with the Committee Chair to set agendas, assist with facilitation of meeting communications and logistics.
4. Conduct of Meetings
  - a. All meetings will have a written or verbal agenda, and/or written communication via email out to Committee members prior to a meeting.
  - b. Decisions will be made by a consensus process.
  - c. Actions or recommendations will be determined by simple majority of those present at the meeting.
  - d. Committees Chairs will decide how often they should meet to accomplish their tasks.

5. Membership

- a. A community member may serve on only one committee at a time unless otherwise approved by the Board.
- b. Potential members will apply using the online form for City Boards. If a conflict of interest statement is required, they will address that as well.
- c. Committee membership shall be open to interested parties upon vacancy, or annually.
- d. All committee members shall be approved by the Board.
- e. Previous Board Members may be committee members with Board approval

6. Inter-committee communication

- a. The Board Chair and CHHS Director will oversee the systems and processes of the Committees to ensure collaboration and communication between Committees.
- b. The CHHS Department will maintain a master Board calendar and oversee overlapping meetings.

7. Standing Committee duties and responsibilities

Affordable Housing Committee

- a. Purpose: To provide expertise on activities and funding in the area of affordable housing, capital, and housing repairs.
- b. Duties:
  - i. Convey and seek out timely and transparent communication with stakeholders.
  - ii. Assist the CHHS Board in identifying needs, gaps, and funding priorities that focus on CHHS strategies
  - II. Review and provide recommendations for allocation of funds for affordable housing, housing rehabilitation, and capital improvement proposals that further the goals of the CHHS Board.
  - III. Research, recommend and implement best practices.
  - IV. Ensure all decisions reflect the intent of the program to benefit low to moderate income individuals.
- c. Governance will include a Chair and Vice Chair.
- d. Committee will include up to 12 members.
- e. Committee will seek diverse representation which may include appraisers, property managers, housing developers, bankers, service providers, contractors, economists, planners, Real Estate, loan management expertise, disabled constituents, low-income constituents, and housing experts. Members must have sensitivity to the needs of the low and moderate-income individuals.
- f. Committee members are required to follow CHHS Board Conflict of Interest policy and comply with Code of Conduct Requirement.

## Evaluation and RFP Committee

- a. Purpose: To advise the Board on contract performance, funding priorities, allocation of funds, and alignment of resources.
- b. Duties
  - I. Convey and seek out timely and transparent communication with all stakeholders.
  - II. Oversee RFP processes.
  - III. Review requests for funding and make recommendations to the Board.
  - IV. Review performance reports including items such as meeting program objectives/outcomes and utilization of funds.
  - V. CHHS staff will provide the Committee with summary program performance reports at least annually. The Committee will report to the Board overall progress toward specific grant program performance and effectiveness.
  - VI. Governance will include a Chair and Vice Chair who are members of the CHHS Board.
  - VII. Committee will include a minimum of four standing committee members, with at least two CHHS Board members. CHHS Board member representation on the Committee shall not exceed fifty (50) % of total CHHS Board membership. The total Committee membership will not exceed 12 standing committee members.
  - VIII. The Committee will recruit additional participants for the review of proposals during RFP processes, as deemed necessary. The committee will maintain a pool of reviewer candidates with the purpose of completing an effective review of grant proposals. For any given RFP process, reviewers will be selected from this pool based on their expertise and their ability to review particular proposals without a conflict of interest. Reviewer candidates will be selected on their:
    - a. Knowledge of the community's needs.
    - b. Ability to donate their time for review and evaluation.
    - c. Qualifications and background needed to evaluate applications and recommend funding.
  - IX. Committee members are required to follow CHHS Board Conflict of Interest policy and comply with Code of Conduct Requirement.

Signature: *Aleithauser*  
Aleithauser (Feb 15, 2023 09:21 PST)

Email: aleithauser@spokanecity.org

Signature: *Jennifer Cerecedas*

Email: jcerecedas@spokanecity.org



# **Substantial Amendment to the City of Spokane HOME-ARP Allocation Plan, 2021 Annual Action Plan**

## **Introduction**

The City of Spokane is requesting an amendment to the HOME-ARP allocation plan approved by HUD on March 31, 2023.

The City of Spokane's Community, Housing, and Human Services Department (CHHS Department) issued a competitive request for proposal (RFP) for HOME-ARP funds in August 2023 as per the approved HOME-ARP allocation plan. Applications were reviewed by the Affordable Housing Committee, and funding recommendation made to the Community Housing and Human Service Board (CHHS Board) on November 8, 2023. Three applications for supportive services projects were recommended for funding and one development of affordable rental housing project was recommended for funding.

During the CHHS Board meeting on November 8, 2023, community members present at the open meeting expressed concern regarding the need for additional supportive services funds in Spokane. This concern stemmed, not only from the data available for public review regarding the overall increase in homelessness recorded during the 2023 PIT Count, but also from the overwhelming requests for funding to serve homeless and at-risk of homelessness households the City received during their annual funding cycle. In October 2023, the City of Spokane issued an RFP for local and State funds dedicated to housing and supportive services for homeless and at-risk of homelessness households. The City of Spokane received \$18.9 million in funding requests, for the \$7.6 million in funding available. The \$11.3 million shortfall in State and local funding to serve the homeless and at-risk of homelessness populations in Spokane is a cause for grave concern.

Tenant-Based Rental Assistance was also discussed. For the first time in the City's Point-In-Time (PIT) Count history, eviction was identified by 7% of survey respondents in 2023 as a cause of their homelessness. Spokane County continues to struggle with high rents and low incomes that make it difficult for households to afford basic housing. The threshold for handling small financial crisis, like a medical bill, or a car repair, for these households is low and can tip the scales in whether a household is able to pay rent or not in any given month. While TBRA is not a permanent solution, it can prevent eviction by providing households with immediate support during a household crisis.

Further conversations with the sole applicant for the development of affordable rental housing funds in the City's RFP, determined that the HOME-ARP qualifying population restrictions were incompatible with the requirements of the project's other funding sources. The applicant was not able to accept the HOME-ARP award.

The lack of applicants for the development of affordable rental housing funding in the competitive RFP resulted in the CHHS Department conducting additional consultations with affordable housing development sponsors/developers in November and December 2023. In those consultations, only one sponsor/developer expressed interest in applying for HOME-ARP funds for development of affordable rental housing due to the qualifying populations restrictions. The difficulty in awarding the HOME-ARP funds for the development of affordable rental housing, the overwhelming need for additional supportive services funding, the continuing need for tenant-based rental assistance, and the one-time funding nature of HOME-ARP justified the need for a substantial amendment to the City of Spokane’s HOME-ARP allocation plan.

The City of Spokane is requesting the following changes to its current HOME-ARP allocation plan:

1. Add \$500,000 in Tenant-Based Rental Assistance (TBRA) to the HOME-ARP allocation plan, an activity not previously described in the City of Spokane’s HOME-ARP allocation plan.
2. Add a “direct allocation” method of distributing HOME-ARP funds to HOME-ARP TBRA sponsors in the HOME-ARP allocation plan, a funds distribution method not previously described in the City of Spokane’s HOME-ARP allocation plan.
3. Decrease funding for the Development of Affordable Rental Housing to \$0.00, a funding change that is greater than 30% of the original funding allocated in the previous HOME-ARP allocation plan.
4. Increase funding to Supportive Services for a total allocated of \$3,434,371.00, a funding change greater than 30% of the original funding allocated in the previous HOME-ARP allocation plan.

Change (as noted above)	Eligible Activity	Funding Amount	New Funding Amount	Method of Distribution
#1 and #2	Tenant Based Rental Assistance (TBRA)	0	\$500,000 (11% of grant)	Direct Allocation
#3	Development of Affordable Rental Housing	\$3,471,504 (75% of grant)	0	
#4	Supportive Services	\$462,867 (10% of grant)	\$3,434,371 (74% of grant)	Competitive RFP
	Administration and Planning	\$694,300 (15% of grant statutory limit)	\$694,300 (15% of grant statutory limit)	
	<b>Total HOME ARP Allocation</b>	<b>\$4,628,671</b>	<b>\$4,628,671</b>	

**Consultation:**

***Describe the consultation process including methods used and dates of consultation:***

During the initial HOME-ARP consultation process a total of eight (8) presentations were given to member organizations or individuals representing the Continuum of Care, Spokane Housing Authority, homeless service and shelter providers (including the Spokane Homeless Coalition), regional government, affordable housing developers, veterans' affairs, and consultations with domestic violence service providers, fair housing, and human rights agencies, beginning December 2021 through June 2022. Member organizations provided a broader reach and included more interested parties, contributing to good feedback through the HOME ARP survey. Membership lists are attached to this Plan. The lists show that over 100 local agencies, organizations, and jurisdictions were provided information on HOME ARP planning. Included were fire districts, libraries, schools, concerned citizens, DOT, Avista, and many more. An informational web page was developed where interested parties could review every PowerPoint presentation, the CPD notice and guidance, as well as factsheets on HOME ARP. A link to the regional survey, for feedback on development of the HOME ARP Plan, was also located on the informational web page. The survey had good responses from stakeholders and provided insight on the perceptions of the community regarding the best use of funds.

Additional consultations with developers/sponsors of affordable rental housing occurred in November and December 2023. These additional conversations assisted the City of Spokane in identifying the best ways to use HOME-ARP funds to assist the qualifying populations within the boundaries of Spokane.

***List the organizations consulted:***

<b>Agency/Org Consulted</b>	<b>Type of Agency/Org</b>	<b>Method of Consultation</b>	<b>Feedback</b>
<b>Regional Continuum of Care Board</b>	WA 502 Continuum of Care for Spokane City/County (membership list attached)	Remote meeting and presentation with follow up of electronic opportunity to comment	The CoC Board was interested to learn about the HOME ARP Plan and future funding opportunities to complete projects that have gaps in funding.
<b>Spokane Homeless Coalition</b>	Membership organization for agencies who serve and house people experiencing homelessness	In person presentation, electronic distribution of HOME ARP survey and documents	Several agencies chose to participate in the online survey to provide input on the potential uses of HOME ARP in Spokane County.

<b>Volunteers of America</b>	Homeless shelter(s), service provider, permanent supportive housing provider	In person, electronic communication, phone conversations	Organization offers shelter and PSH to women, pregnant youths, veterans, chronic singles in the Spokane community through several different locations. Additional funding for homeless services and affordable housing options can always be used.
<b>Catholic Charities of Eastern Washington</b>	Homeless service provider, lead organization for family Coordinated Entry System for Spokane Regional homeless crisis support network.	Electronic meeting to discuss the homeless services and CE System Chart to ensure accuracy	There are CoC funded Singles and Family CE systems in the region. A Youth and Young Adult CE system is currently under development. Right of Way (ROW) CE serving Camp Hope, and The Salvation Army which has CE for the "Way-Out" Shelter operate outside of the CoC systems. All the CE systems identify preferences and use the CoC definition of homelessness.
<b>YWCA</b>	Domestic violence services and shelter provider	Electronic communication, phone conversations, presentation attendee	YWCA support the use of any homeless funds available to serve those at risk and fleeing domestic violence, including youth and young adults.
<b>Spokane County, Veterans Affairs</b>	Eastern Washington Regional Veterans	In person and electronic communication. Remote presentation	Veteran affairs of Spokane County, uses a variety of funding sources to serve Veterans.
<b>Spokane Housing Authority</b>	Public Housing Authority for the geographical area	In person, electronic communication, phone conversations	Continuing need for affordable housing options.
<b>Northwest Fair Housing Alliance</b>	Fair Housing (HUD FHIP)	In person and electronic communication	Fair housing needs of individuals and families who access shelters. Limited ability of shelters to provide modifications. Housing Costs.
<b>Spokane Low Income Housing Consortium</b>	Affordable housing development organization.	In person presentation to the group with electronic communication	Several members of the organization provided feedback on the challenges of funding multi-family housing projects. They began to think about how these

		follow up to those who did not attend in person	funds might be used. They also provided a letter for the record describing a project they believe is appropriate for HOME ARP along with support letter from Empire Health Community Advocacy Fund.
<b>Spokane Regional Governance Council</b>	Local mayors and leadership council	In person presentation, electronic communication, phone conversations.	The region shares concerns about homelessness and the Regional Governance Council discussed the needs of the homeless crisis response system.
<b>Greater Valley Support Network</b>	Concerned representatives from a variety of disciplines and professions addressing the needs of homeless individuals and families Spokane Valley (list of members attached)	Electronic presentation with follow up opportunity to provide feedback with survey or email communication	Participants were anxious to have HOME ARP funds become available due to the many projects underway in the homeless crisis response system that need additional financial support.
<b>Housing and Community Development Advisory Committee</b>	Representatives of Spokane Urban Consortium; 12 cities and towns excluding City of Spokane in Spokane County.	Remote meeting and presentation with follow up of electronic opportunity to comment	As representatives of the Urban County Consortium the HCDAC representatives are supportive of development of HOME ARP Plan to assist with the Spokane Regional Crisis Network
<b>Human Rights Commission</b>	Racial equity and civil rights advocates	In person and electronic communication	Human Rights and Fair housing issues are related. However, there was not a specific concern about racial equity in our shelters. They do a good job of accepting gender identity safety and acceptance. Similarly, BIPOC related issues are isolated issues.
<b>Empire Health Foundation</b>	Lead organization for updating the CE for the Spokane Regional homeless crisis support network	Electronic meeting to discuss work of the organization as it relates to CE	Although administering the ROW CE system, Empire Health foundation may have funds to assist with the other CE lead organization to increase responsiveness to homeless individuals and families

<b>Catholic Charities of Eastern Washington, Catholic Housing Ventures</b>	Housing development division of Catholic Charities of Eastern Washington	In-person meeting to discuss potential new affordable housing projects	HOME ARP funding does not fit with their current development plan which relies heavily on LIHTC.
<b>Inland Empire Residential Resources</b>	Non-profit affordable housing development, and affordable housing property management organization	In-person meeting to discuss potential new affordable housing projects.	Potential new developments would not be able to meet the qualifying populations restrictions.
<b>Spokane Neighborhood Action Partners</b>	Non-profit supportive services organization and affordable housing developer, affordable housing property management organization	In-person meeting to discuss potential new affordable housing projects.	Expressed an interest in exploring HOME-ARP funding for development but didn't have a current project in the queue that could utilize HOME-ARP funding.
<b>Community Frameworks</b>	Non-profit affordable housing development, and affordable housing property management organization	In-person meeting to discuss potential new affordable housing projects.	Projects discussed could potentially meet HOME requirements but not HOME-ARP requirements.

***Summarize feedback received and results of upfront consultation with these entities:***

The City of Spokane and Spokane County conducted eight presentations in person and electronically to five member organizations and conducted in person consultations with representatives of specific agencies, as required. Follow up for presentations was provided electronically with a link to the HOME ARP Survey. Participants were encouraged to provide feedback within the survey and/or e-mail comments directly to the two HOME ARP Plan developers at the City of Spokane and Spokane County.

While some survey responders did review home ARP guidance and requirements, most survey responses were from people who simply expressed their perception of the Spokane regional homeless crisis network serving Spokane County.

The development of affordable housing units was the highest priority need identified by survey respondents. It is well-known that the City of Spokane lacks adequate affordable housing to address the housing crisis. However, in an open meeting in November 2023, and in subsequent

consultations with affordable housing developer/sponsors, the immediate need for supportive services and tenant-based rental assistance was stressed to address the housing crisis.

**Public Participation:**

***Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:***

- ***Date(s) of public notice: 1/4/2024***
- ***Public comment period: start date – 1/3/2024 end date – 1/18/2024***
- ***Date(s) of public hearing: 1/3/2024***
  
- ***Date(s) of public notice: 11/23/2022***
- ***Public comment period: start date – 12/7/2022 end date – 1/6/2023***
- ***Date(s) of public hearing: 12/7/2022***

***Describe the public participation process:***

Eight City of Spokane and Spokane County joint informational sessions were provided to stakeholder groups, reaching well over 100 businesses, organizations, and agencies. Please see attached lists of those reached through presentations. Citizens were invited to participate in the HOME ARP survey through an informational website, press release to local media outlets, and community presentations.

A public notice invited interested parties to submit comments electronically or in person at a public hearing on December 7, 2022, or during a 30-day comment period beginning December 7, 2022, through January 6, 2023, for the initial HOME-ARP allocation plan.

A public notice invited interested parties to submit comments electronically or in person at a public hearing on January 3, 2024, or during a 15-day comment period beginning January 3, 2024, through January 18, 2024, regarding the substantial amendment to the HOME-ARP allocation plan. The announcement of the public comment period was posted to the website on December 29, 2023, but the Spokesman was unable to post the public announcement until January 4, 2024.

***Describe efforts to broaden public participation:***

During outreach activities and presentations attendees were encouraged to pass along information and comment opportunities to their friends, families, and colleagues. 162 people participated in the survey. The City of Spokane staff encouraged the CHHS Board to share the information broadly with associated organizations.

The City of Spokane provides ADA accommodations upon request.

***Summarize the comments and recommendations received through the public participation process either in writing, or orally at a public hearing:***

Recommendations received through the first public participation process favored increasing affordable housing options for the qualifying populations. While service organizations identified a need for additional supportive services, the consensus of non-service providers was that increasing inventory of affordable housing for very low-income households was the first priority.

Recommendations received through the second public participation process, following the first request for proposals for HOME-ARP funding, favored increasing affordable housing options for the qualifying populations, and increasing the stabilization of qualifying households by increasing tenant-based rental assistance and supportive services to qualifying households.

***Summarize any comments or recommendations not accepted and state the reasons why:***

All public comments were accepted and reviewed.

During the 30-day public comment period for the proposed HOME-ARP plan, a citizen requested that we consider participating in the CoC's CE. This comment was reviewed, but the plan was not changed to accommodate the recommendation. The Spokane Regional CoC uses the definition of homelessness, those at-risk of homelessness as defined in 24 CFR 578.3. HOME-ARP projects are required to use the definitions as defined in 24 CFR 91.5. Additionally, the CoC's CE system has population prioritization built into it that would not consider all HOME-ARP qualifying populations equally. For these reasons, the City of Spokane did not accept the recommendation of the citizen to use the CoC's CE system for referrals.

During the 15-day public comment period for the proposed substantial amendment to the HOME-ARP allocation plan, CHHS received two public comments. Both citizens wrote about the importance of adding units to the affordable housing inventory. One citizen supported the amendment to reallocate money to supportive services and tenant-based rental assistance but requested that the City of Spokane identify and eliminate roadblocks that deterred developers from applying for HOME-ARP funding, to increase developer interest in the future. The City of Spokane is committed to providing additional technical assistance to sponsors/developers and to expanding funding marketing efforts in future funding rounds.

The second comment was a recommendation that the City of Spokane not provide additional funding for supportive services. This comment was reviewed but the plan was not changed to accommodate the recommendation. The funding gap between supportive services requests and the funding available, community engagement prior to the public comment period expressing support for housing stabilization and supportive services funding, and the increase in the



numbers of households meeting the definitions of the qualifying populations, and the short-term nature of HOME-ARP funding were the primary reasons for not accepting the recommendation.

**Needs Assessment and Gaps Analysis:**

**Table 1 Homeless Needs Inventory and Gap Analysis Table**

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family HH (at least 1 child)	Adult HH (w/o child)	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	299	30	667	25	10								
Transitional Housing	218	74	80	70	22								
Permanent Supportive Housing	197	57	928	928	494								
Other Permanent Housing	724	226	97	97	0								
Sheltered Homeless						87/277	647/651	66	97				
Unsheltered Homeless						3/13	766/806	45	60				
<b>Current Gap</b>										1148	297	318	318

**Data Sources:** 1. Point in Time Count (PIT); 2. Continuum of Care Housing Inventory Count (HIC); 3. Consultation; 4. American Community Survey; 5. Comprehensive Housing Affordability Strategy (CHAS)

\* This includes all beds at family shelters - regardless of use at the time of the 2022 HIC that had bed/unit usage for HH without children.

\*\* This includes season beds that were scheduled to end on or after 2/27/2022 and overflow beds.

\*\*\* Adults Only Units are estimated as that isn't included in the HIC, only beds are.

\*\*\*\* Total ES count discrepancy is related to 24 beds from Child Only Households

\*\*\*\*\* Homeless Population is pulled from the PIT Summaries in the HDX. The counts represent Households/Persons.

**Table 2 Housing Needs Inventory and Gap Analysis Affordable Units**

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	74,380*		
<b>Rental Units</b> Affordable to HH at 30% AMI (At-Risk of Homelessness)	5,855**	17,950 HH @30% AMI***	<b>12,095</b>
<b>Rental Units</b> Affordable to HH at 50% AMI (Other Populations)	14,430**	14,520 HH @ 50% AMI***	<b>90</b>
<b>Current Gaps</b>			<b>12,185</b>

**Data Sources:** \*American Community Survey 2021 One-year Estimates

\*\*2015-2019 CHAS 5-year average data set tables 14B, 15C

\*\*\*2015-2019 CHAS ACS Report

Consultation

**Table 3 Housing Needs Inventory and Gap Analysis Units with One or More Severe Housing Problems**

<b>Non-Homeless</b>			
	<b>Current Inventory</b>	<b>Level of Need</b>	<b>Gap Analysis</b>
	# of Units	# of Households	# of Households
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		14,465**	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		8,020**	
<b>Current Gaps</b>			22,485

**Data Sources:** \*American Community Survey 2021 One-year Estimates,  
\*\*2015-2019 CHAS ACS Report

*Describe the size and demographic composition of qualifying populations within the PJ’s boundaries:*

***Homeless as defined in 24 CFR 91.5***

The Point-In-Time (PIT) Count conducted in 2023 saw increases in homelessness in Spokane County by roughly 36% overall.

- There were 2,390 people from 2,136 households counted in 2023 compared to the 1,757 people from 1,513 households counted in 2022;
- The sheltered population total was 1,435 in 2023, a 54% over 2022;
- The unsheltered population of 955 in 2023 was 16 % increase over 2022;
- 129 total veterans were counted in 2023, an 86% increase over 2022;

Lack of affordable housing, lack of family or a support network, and substance abuse were the top three reasons identified for homelessness in the 2023 PIT Count. Additionally, 7% of those surveyed in the 2023 PIT Count said eviction was their primary reason for being homeless. Supportive services can assist in providing households with a support network, and referrals to substance abuse services. TBRA can assist households in securing and keeping affordable housing, eliminating some of the evictions that have led to increased homelessness in Spokane as identified by respondent surveyed during the 2023 PIT count.

***At Risk of Homelessness as defined in 24 CFR 91.5***

Other qualified populations include a subset of the over 14,465 households with at least one severe housing burden who are at 0-30% of the Area Median Income and an additional 8,020 households with at least one severe housing burden making 30-50% of the local AMI as seen in Table 3.

***Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice***

When looking at the data for those who report these issues the PIT counted 218 adults in 2023. Twenty-two individuals were living in transitional housing, 118 individuals in emergency shelter and 78 individuals were unsheltered.

***Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability, as defined by HUD in the Notice***

As seen in Table 2, Spokane currently has a deficit of housing for households with annual incomes less than or equal to 30% local AMI. This means that many extremely low-income households in Spokane are paying more than 30% of their incomes in housing costs. The 2015-2019 CHAS data tables identified more than 6300 households earning less than 30% local AMI, paying more than 50% of their incomes in rent.

Spokane's Veteran population has been a focus of Spokane's local Built for Zero initiative for several years. The City of Spokane's partnership with Spokane United Way has led to decreases in the number of Veteran households experiencing homelessness. However, the percentage of Veterans who return to homelessness within in two years is 30% of inflow each month. The 2023 PIT Count saw an 86% increase in the number of Veterans experiencing homelessness.

***Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing (Optional):***

According to the 2022 Housing Inventory Count, the City of Spokane has 855 year-round emergency shelter beds, 298 transitional housing beds, and 22 safe haven beds. 615 households were counted for rapid rehousing programs, 347 of whom were families with children as well as some veterans with children (299 families, 48 veterans), and 2,242 units of Supportive Housing.

According to the last conducted Housing Needs Assessment, in Washington State, 118,092 units of subsidized rental housing have been built using state, local, federal, and private capital funds. In addition to these physical units, 40,169 tenant-based rent vouchers are in circulation across the state. Currently, at least 7,303 affordable units are in the development process, but 12,663 of the existing units were at risk of being converted to market-rate housing in 2017 due to expiring affordability agreements.

In addition, a significant unmet need remains for special groups with limited incomes such as seniors, people with physical and cognitive disabilities, families, victims of domestic violence, and the homeless. For extremely low- and very low-income households, Washington State has a deficit of 327,136 affordable and available housing units. In other words, for every 100

extremely low and very low-income households, only 51 units are affordable and available to them. The remaining 49-unit gap represents households in the state who are paying more for housing than they can reasonably afford. Since 2000, incomes in the state have declined by 2.4 percent but median rents have increased 7.8 percent in real dollars. This means that housing affordability in the state has been a growing problem over the past decade.

Locally, the situation mirrors the state. As seen in Table 2, the 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) data provided by HUD in September 2022, estimated the **number of affordable housing units** in Spokane County at **5855 units** for Households with incomes at the 30% AMI. The **number of affordable housing units** for Households earning 50% AMI was reported to be **14,430 units**. The number of Households earning less or equal to 30% AMI was reported as 17,950 in the 2015-2019 CHAS report. The number of Households earning 31% - 50% AMI was reported to be 14,520. This represents a gap in affordable housing inventory of at least 12,185 units. This gap in inventory in affordable housing aligns with the feedback received from the community during the public participation meetings.

***Describe the unmet housing and service needs of qualifying populations:***

***Homeless as defined in 24 CFR 91.5***

When looking at the 2023 Point in Time count the data that was collected for those who experience sheltered and unsheltered homelessness, it was estimated that approx. 2,390 people from 2,136 households experienced homelessness at the time of the count. On the night of the 2023 PIT count, 955 individuals were reported to be living unsheltered, with 1176 counted in shelters along with 259 individuals living in transitional housing programs. This was a dramatic increase over the 2022 PIT count.

Lack of affordable housing was the number one cause for homelessness identified by respondents in the 2023 PIT count.

***At Risk of Homelessness as defined in 24 CFR 91.5***

Among those who are at risk of homelessness, the Corporation for Supportive Housing estimates Another 17,131 households need supportive housing in Washington each year. This includes individuals who are incarcerated and have behavioral health needs, individuals in nursing homes, developmental centers, psychiatric hospitals, and residential treatment facilities, as well as families and youth involved in the child welfare system due to a lack of safe and affordable housing.

There is an unknown additional number of households who are facing eviction, behind on rent, and not otherwise counted in this data. (Source: 2019 Affordable Housing Update Pursuant to RCW 43.185B.040)

While housing starts are at a 13-year high in fast-growing areas of Washington, affordability remains a problem for most households. In 2019, despite increased permitting activity, housing affordability worsened throughout the state by 10%. For low and extremely low-income households, the situation is worse than ever. Twenty-two percent of Washington renters (234,362 households) are extremely low-income, and there is a deficit of 165,345 units that are both affordable and available to them.

In Washington state, nearly half of renters are cost burdened. Those with extremely low incomes, meaning their household income is 30% or less of the Area Median Income, have the hardest time finding and keeping housing. When housing costs are more affordable and housing opportunities are more readily available, there is a lower likelihood of these households becoming homeless, and households who do become homeless can exit homelessness more quickly and with a greater likelihood of sustaining that housing long-term.

The National Low-Income Housing's most recent state housing needs report notes that there is a shortage of 158,225 housing units available to people at extremely low income. (Retrieved from Washington I National Low Income Housing Coalition {nlihc.org})

***Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD in the Notice***

When looking at the data for those who report these issues the PIT counted 218 adults in 2023. Twenty-two individuals were living in transitional housing, 118 individuals in emergency shelter and 78 individuals were unsheltered.

***Other populations requiring services or housing assistance to prevent homelessness and other populations at greatest risk of housing instability as defined by HUD in the Notice***

A significant unmet need remains for special groups with limited incomes such as seniors, people with physical and cognitive disabilities, families, victims of domestic violence, and the homeless. For extremely low- and very low-income households, Washington State has a deficit of 327,136 affordable and available housing units. In other words, for every 100 extremely low and very low-income households, only 51 units are affordable and available to them. The remaining 49-unit gap represents households in the state who are paying more for housing than they can reasonably afford. Since 2000, incomes in the state have declined by 2.4 percent but median rents have increased 7.8 percent in real dollars. This means that housing affordability in the state has been a growing problem over the past decade.

***Identify any gaps within the current shelter and housing inventory as well as the service delivery system:***

Existing vulnerabilities compound the effects of poverty and homelessness. Among the unhoused population in the City of Spokane, like other cities, there is a greater proportion of individuals

suffering from substance use disorder (23% compared to 9% in Washington State), domestic violence survivors (10% compared to 1 % in Spokane County), and people with serious mental illness (31 % compared to 4% in Spokane County). While these vulnerabilities are undeniably a piece of the puzzle, they do not explain the rise in homelessness in Spokane. According to a variety of indicators, there have not been major increases in the prevalence of substance abuse or serious mental illness over the years. Where there are increases, they certainly are not on par with the increases in the unhoused population from the 2020 PIT count to the 2023 PIT count. Many of the current shelters operating do not have separate (non-congregate) sleeping quarters for individuals and families to feel safe and secure during a housing crisis. Furthermore, few emergency shelter programs can accommodate all household compositions, pets, and gender identities, and/or operate in a low-barrier, harm-reduction manner.

Below is the breakdown of the reasons given by the unhoused population for why they became homeless. Note that a person could provide more than one reason, so the totals do not sum to the population number.

- 334 reported a Lack of affordable housing,
- 187 reported Substance Abuse,
- 177 reported unemployment/underemployment,
- 174 reported a Lack of Family/support network,
- 167 reported mental health problems,
- 104 reported access to transportation,
- 99 physical disabilities,
- 74 due to covid,
- 60 reported due to Domestic Violence,
- 32 reported due to healthcare costs,
- 21 reported due to criminal history, and
- 16 by choice.

**What are the primary reasons why you became homeless?**

56% reported a lack of affordable housing, 33% reported Substance abuse, 31 % reported unemployment, 30% reported a lack of support, 29% reported mental health issues, 18% reported transportation access, 17% reported Physical disability issues/concerns, 13% reported COVID related issues, 0% due to DV, and 5% reporting health care costs.

**What is missing from the shelter system?**

53% reported permanent housing, 44% reported bed space, 44% reported day space, 33% reported transportation, 32% reported Behavioral Health, 27% reported other, 21 % reported Drug or Alcohol Treatment, 18% reported Health Care, 13% reported Employment training services, 12% reported job search, and 7% reported to want Family Reunification Services.

**What services are you most in need of?**

84% reported Housing, 40% reported Transportation, 36% reported Behavioral Health, 28% reported Drug or Alcohol Treatment, 25% reported Job search support, 21 % reported Health

care, 20% reported Employment training, 15% reported other, and 9% reported Family Reunification Services.

***Under Section IV.4.2.ii.G of the HOME-ARP Notice, a PJ may provide additional characteristics associated with instability and increased risk of homelessness in their HOME-ARP allocation plan. These characteristics will further refine the definition of “other populations” that are “At Greatest Risk of Housing Instability,” as established in the HOME-ARP Notice. If including these characteristics, identify them here:***

The Housing Needs Assessment was commissioned by the diverse, governor-appointed membership of the Washington State Affordable Housing Advisory Board to create an unbiased accounting of housing affordability in Washington. It is meant to serve as a foundation for current and future policy discussions. In future years this study can be replicated to understand trends and the effectiveness of policy decisions and investments. The data that they have collected shows; Thirty-six percent (936,260) of Washington's households are cost burdened. More than 390,000 households (15.2%) are severely cost-burdened. The proportion of the lowest-earning households (earning less than 30% of the state's median family income) that are severely cost-burdened is greater than those who can reasonably afford their housing. Homelessness is another critical affordability problem one step beyond the cost burden.

HUD's 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) data (<https://www.huduser.gov/portal/datasets/cp.html>) reports that 64,730 Spokane County households have at least 1 of 4 severe housing problems. These households lack safe, economically sustainable housing and are at increased risk of housing instability and homelessness.

Therefore, households that spend more than 30% of their income and live-in substandard housing is unstably housed and at risk of homelessness. Substandard housing is defined at 24 CFR § 5.425, which reads:

- (A) When the unit is substandard. (See§ 5.415(a)(2) and (c)(2)(ii) for applicability of this section to the Section 8 Certificate/Voucher, Project-Based Certificate, Moderate Rehabilitation programs and the public housing program.) A unit is substandard if it:
- (1) Is dilapidated.
  - (2) Does not have operable indoor plumbing.
  - (3) Does not have a usable flush toilet inside the unit for the exclusive use of a family.
  - (4) Does not have a usable bathtub or shower inside the unit for the exclusive use of a family.
  - (5) Does not have electricity or has inadequate or unsafe electrical service.
  - (6) Does not have a safe or adequate source of heat.
  - (7) Should, but not have a kitchen; or
  - (8) Has been declared unfit for habitation by an agency or unit of government.
- (B) Other definitions:
- (1) Dilapidated unit. A housing unit is dilapidated if:



- a. The unit does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family; or
- b. The unit has one or more critical defects or a combination of intermediate defects in sufficient number or the extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

***Identify priority needs for qualifying populations:***

The priority needs among the qualifying populations are affordable and supportive housing, as well as appropriate shelters. The proportion of people sleeping in outdoor encampments has more than doubled since 2020. Although proportionally less, there are also more people (numerically) sleeping on the street, under bridges/overpasses, and in vehicles. We may begin to understand something about different unsheltered populations' needs based on their chosen sleeping location and the reason that they don't use a shelter.

For example, those sleeping on the streets were less likely to cite safety or fear of violence as the reason for not using a shelter but more likely than the unsheltered population to cite privacy, rules, hours of operation, and alcohol or drug dependency. Those sleeping in encampments were more like to cite safety/fear of violence and pets as their reason for not using shelters and less likely to cite all other reasons. Finally, those sleeping in a vehicle boat, or RV were more likely to cite safety/fear, privacy, anxiety, pets, and non-traditional family units.

Forty-six percent of respondents cited unemployment or lack of affordable housing as the reason that they are homeless. Forty percent of the population cited affordable housing and 16% cited both. In Spokane, average housing sales and rent have both nearly doubled over the last 10 years. About 10 years ago, Spokane was a very affordable city, and our homeless population was decreasing. In recent years it has become much less affordable with a corresponding rise in our unhoused population. The housing affordability index is calculated using median income and median housing price. When the pricing distribution of the stock of housing for sale does not proportionally match the distributions of household incomes then the affordable housing potential for households at the lower end of incomes are squeezed out of the market.

Since at least 2016, there has been a segment of the population for whom purchasing a house was not affordable. In 2016 this was those making below \$15,000 annual income or about 24,859 households. Recently that segment of the population for which housing ownership is unaffordable has increased to about 86,318 households (making less than \$50,000). Note, for example, in 2020 6% of households had incomes in the lowest segment with only 1 % of housing sales that would have matched those households.

The story is the same with rentals. Housing experts generally site a vacancy rate below 5% as a tight market - the last time the Spokane vacancy rate was above 5% was in 2011. HUD's 2015-

2019 CHAS report listed Spokane’s vacancy rate at 1.8%. This rate was further impacted by the impacts of Covid-19 and the eviction moratorium. Additionally, even for those that qualify, HUD specifies a Fair Market Rent value that support organizations cannot exceed. The fair market rent value has diverged from the average rent cost in recent years. In 2021, HUD’s fair market rent was \$ 774 but the average cost of a one-bedroom apartment was \$988 in Spokane. If providers cannot find rentals at fair market rates, they cannot spend subsidy dollars.

***Explain how the PJ determined the level of need and gaps in the PJ’s shelter and housing inventory and service delivery systems based on the data presented in the plan:***

Annualized data available through the Spokane Regional CoC CMIS data, PIT Count data, Housing Inventory Count data, and the Balance of State HMIS data was presented to stakeholders, advisory boards, and community groups during the consultation process. Stakeholders, community members and advisory groups reviewed the data and confirmed the gaps and needs as presented through the data. Additional reference materials used in identifying priorities for the HOME-ARP plan include: The City of Spokane Housing Action Plan, the Washington State Housing needs assessment, the Community Housing and Human Services Affordable Housing Committee, The Corporation for Supportive Housing, as well as the American Community Survey, and the 2015-2019 HUD Comprehensive Housing Affordability Strategy data sets.

## **HOME-ARP Activities**

***Describe the method(s) that will be used for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors:***

Upon HUD approval of the City of Spokane’s Amendment to the HOME-ARP plan, funds will be allocated through a competitive Request for Proposals process for funds allotted to supportive services, and through a direct allocation method to TBRA sponsors.

The CHHS Affordable Housing Committee will assist the City of Spokane in developing the supportive services RFP, the criteria for selecting proposals, and will review the proposals for selection. The competitive supportive services RFP will be publicly posted to websites and the local newspaper. The RFP will also be distributed through stakeholder listservs, and to interested community members. Once the RFP closes, the CHHS Affordable Housing Committee will review the proposals. The selected proposals will be presented to the Community Housing and Human Development Board for review and approval. Following CHHS Board approval, the selected proposals will be presented to the City of Spokane City Council for approval to fund the proposals.

The TBRA direct allocation to TBRA sponsor organizations will be assigned to organizations that either currently administer similar federally funded TBRA programs or successfully administered federally funded, covid-related TBRA previously.

***Describe whether the PJ will administer eligible activities directly:***

The City of Spokane will provide oversight of sub-recipients and provide monitoring to ensure that funds are spent in accordance with regulations. Sub-recipients will conduct the eligible activities under the HOME-ARP plan.

***If any portion of the PJ's HOME-ARP administrative funds are provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ's HOME-ARP program:***

No funds will be spent prior to HUD's acceptance of the City of Spokane's amendment to the HOME-ARP allocation plan.

## **Use of HOME-ARP Funding**

***Describe how the PJ will distribute HOME-ARP funds in accordance with its priority needs identified in its needs assessment and gap analysis:***

The gaps and needs analysis, public comment gathered during the consultation periods, and public feedback received in response to the HOME-ARP RFP indicate that increasing access to supportive services and affordable housing for qualifying populations are the two top priority needs in Spokane. The substantial amendment to the HOME-ARP allocation plan addresses these needs. Seventy-four percent, or \$3,434,371.00, will be allocated to the funding supportive services in Spokane, and eleven percent, or \$500,000, will go to funding tenant-based rental assistance in Spokane. The remaining fifteen percent is allocated to Planning and Administration.

***Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:***

The City of Spokane reviewed all the collected data as well as the gap analysis for shelter, affordable and supportive housing, including the investments being focused on by other entitlements, as well as feedback and experience from those working to end homelessness and those who experience homelessness. There are significant needs throughout the City of Spokane for each of the HOME-ARP eligible activities. The lack of short-term and long-term affordable housing and the need for increased supportive services were identified repeatedly in the data,

through community conversations with stakeholders, advisory groups and people with lived experience.

Affordable and supportive housing can help reduce long-term shelter stays, unsheltered homelessness, and provide a safe and affordable place to recover from substance abuse, mental illness, and other disabling conditions. The existing homeless prevention and supportive housing programs are not adequately funded to meet the current and growing needs of the population they continue to serve. Through this substantial amendment, the City of Spokane will utilize the HOME-ARP funds to aid organizations in providing affordable housing through tenant-based rental assistance and supportive services to the qualifying populations.

## **HOME-ARP Production Housing Goals**

***Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:***

The City of Spokane has amended its HOME-ARP allocation plan to focus on tenant-based rental assistance and supportive services. The City of Spokane will serve a minimum of 60 households with TBRA.

Supportive services will support approximately 2000 qualifying individuals over the three-year contract term associated with each supportive services grant award. This does not translate into production of units.

***Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how the production goal will address the PJ's priority needs:***

The number one priority need identified in the City of Spokane's 2020 Consolidated Plan is to **improve affordable housing access & availability**.

Through its needs assessment, gap analysis, public feedback and stakeholder input, the City of Spokane further identified that increasing the number of units available to qualifying households is necessary for **improving affordable housing access and availability** in Spokane.

Providing tenant-based rental assistance to 60 qualifying households over 24-months, and supportive services to approximately 2000 qualifying individuals during the three-year contract term for the supportive services grants contributes to the overall housing goals established in the Consolidated Plan.

***Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:***

The City of Spokane will equally prioritize the four qualifying populations.

*If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:*

Not applicable.

**Referral Methods:**

*Identify the referral methods that the PJ intends to use for its HOME-ARP projects and activities. PJ's may use multiple referral methods in its HOME-ARP program. (Optional):*

Projects will accept applications from all qualifying populations. The intake process will involve initial verification that the applicant is eligible as a qualifying population, placement on a project-based waitlist, and placement into housing in chronological order of application receipt. Verification of eligibility may be needed at time of selection if the initial verification of eligibility has expired.

*If the PJ intends to use the coordinated entry (CE) process established by the CoC, describe whether all qualifying populations eligible for a project or activity will be included in the CE process, or the method by which all qualifying populations eligible for the project or activity will be covered. (Optional):*

Not applicable.

*If the PJ intends to use the CE process established by the CoC, describe the method of prioritization to be used by the CE. (Optional):*

Not applicable.

*If the PJ intends to use both a CE process established by the CoC and another referral method for a project or activity, describe any method of prioritization between the two referral methods, if any. (Optional):*

Not applicable.

**Limitations in a HOME-ARP rental housing or NCS project**

*Describe whether the PJ intends to limit eligibility for a HOME-ARP rental housing or NCS project to a particular qualifying population or specific subpopulation of a qualifying population identified in section IV.A of the Notice:*

The City of Spokane does not intend to limit eligibility for HOME-ARP rental housing to a particular qualifying population.

***If a PJ intends to implement a limitation, explain why the use of a limitation is necessary to address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or subpopulation of qualifying population, consistent with the PJ's needs assessment and gap analysis:***

Not applicable.

***If a limitation was identified, describe how the PJ will address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the limitation through the use of HOME-ARP funds (i.e., through another of the PJ's HOME-ARP projects or activities):***

Not applicable.

## **HOME-ARP Refinancing Guidelines**

- ***Establish a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing to demonstrate that rehabilitation of HOME-ARP rental housing is the primary eligible activity.***

HOME-ARP funds will not be used for refinancing existing debt.

- ***Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving qualified populations for the minimum compliance period can be demonstrated.***

Not applicable.

- ***State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.***

Not applicable.

- ***Specify the required compliance period, whether it is the minimum 15 years or longer.***

Not applicable.

- ***State that HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.***

HOME-ARP funds will not be used to refinance any existing debt.

- ***Other requirements in the PJ's guidelines, if applicable:***

Not applicable.

WA 502 Spokane Regional Continuum of Care Board

Sector/Population Representing	Name
<b>Lived Experience Representatives (4)</b>	
Family Representative	Angela Chapman
Single Adult Representative	Dale Brieese
Veteran Representative	Jennifer Wilcox
Youth Representative	Pink Varela (they/them)
<b>Homeless Service Providers (3)</b>	
Supportive Services	Jennifer Haynes
Permanent Housing	VACANT
Temporary Housing	Shannon Boniface
<b>City of Spokane (1)</b>	
City of Spokane	Jenn Cerecedes
<b>City of Spokane Valley (1)</b>	
City of Spokane Valley	Arne Woodard
City of Spokane Valley - Alternate	Brandi Peetz
<b>Spokane County (1)</b>	
Spokane County	Cathrene Nichols
<b>Law &amp; Justice Community (1)</b>	
Law & Justice Community	Judge Mary Logan
<b>Behavioral Health &amp; Chemical Dependency (1)</b>	
Behavioral Health/Chemical Dependency	VACANT
<b>Spokane Regional Health District (1)</b>	
Spokane Regional Health District	VACANT
<b>Workforce Development (1)</b>	
Workforce Development	Mark Mattke
<b>DSHS Children's Administration (1)</b>	
Child Welfare	Erik Larson
<b>Public Housing Authority (1)</b>	
Spokane Housing Authority	Arielle Anderson
<b>Veteran's Administration (1)</b>	
Veteran Service Agency	VACANT
<b>Healthcare Provider or Hospital (1)</b>	
Healthcare Provider or Hospital	VACANT
<b>Business Community (1)</b>	
Business Community	VACANT
Landlord Association/Private Landlord	Daniel Klemme
<b>Schools &amp; Education (2)</b>	
K – 12 Education	VACANT



Higher Education	VACANT
<b>Homeless Coalition (1)</b>	
Chair of the Homeless Coalition	Robert Lippman
<b>Philanthropy (1)</b>	
Philanthropy	Morgan Smith
<b>At-Large (2)</b>	
At-Large	VACANT
At-Large	Jason Campbell

## Housing and Community Development Advisory Committee

City of Airway Heights - vacant  
City of Cheney - vacant  
City of Deer Park - Dee Cragun  
Town of Fairfield - Cheryl Loeffler  
Town of Latah - Yvonne Warren  
City of Liberty Lake - Ralph Williams  
City of Medical Lake - Chad Pritchard  
Town of Millwood - vacant  
Town of Rockford - vacant  
Town of Spangle - Clyde Sample  
City of Spokane Valley - Eric Robinson  
City of Spokane Valley - Arne Woodard  
City of Spokane Valley - Amanda Tainio  
City of Spokane Valley - Tom Hormel  
Town of Waverly - Ryan Wilson  
At-Large (North) - Tom Richardson  
At-Large (North) - Rusty Barnett  
At-Large (South) - Mason Burley  
At-Large (South) - Michael Mohondro  
City of Spokane - vacant

## Greater Valley Support Network Membership

Renee Norris, Catholic Charities Rapid Rehousing, [renee.norris@cceasternwa.org](mailto:renee.norris@cceasternwa.org)

Angela Slabaugh, NAOMI [angela@naomicommunity.org](mailto:angela@naomicommunity.org)

Kylie Pybus, WSU Extension Expanded Food and Nutrition Education Program

[kylie.pybus@wsu.edu](mailto:kylie.pybus@wsu.edu)

Aileen Luppert, Spokane County Library District, [aluppert@scl.d.rog](mailto:aluppert@scl.d.rog)

Kirsten Fuchs, NEWESD 101/East Valley Community Coalition. [kfuchs@esd101.net](mailto:kfuchs@esd101.net)

Sara Cardwell~NAOMI Abundant Life Director [sara@naomicommunity.org](mailto:sara@naomicommunity.org)

Caesy Morphis, District School Social Worker for Central Valley School District.

[Cmorphis@cvsd.org](mailto:Cmorphis@cvsd.org)

David Stone, [davids@svpart.org](mailto:davids@svpart.org)

Jessica Erdman, CVSD Student and Family Engagement Center Coordinator,

[jerdman@cvsd.org](mailto:jerdman@cvsd.org)

Sherri Gangitano, Director/Community Coordinator, Spokane Valley Community

Advocates, [sv.communityadvocates@gmail.com](mailto:sv.communityadvocates@gmail.com)

Lily Vergine, Communities in Schools Site Coordinator at Opportunity Elementary

[lily@cisspokane.org](mailto:lily@cisspokane.org)

Cheney Outreach Center,

East Valley School District,

Pioneer Human services,

Parkview Early Learning Centers,

Nine Mile Falls School District

Proposed 2024 Annual Action Plan (updates will be posted throughout the comment period)

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The City of Spokane’s mission is to deliver efficient and effective services that facilitate economic opportunity and enhance the quality of life for its citizens. The Spokane Five-Year Consolidated Plan and individual Annual Plans provide a roadmap for allocating resources to achieve those objectives. The 2020-2024 Consolidated Plan established local goals and priorities consistent with national objectives established by HUD (US Department of Housing and Urban Development) to utilize funds allocated by the Community Development Block Grant (CDBG), the Emergency Solutions Grant (ESG), and the HOME Investment Partnership Program.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The 2024 Annual Action Plan provides an overview of the activities that the City of Spokane will fund to achieve the goals and outcomes as outlined in the 2020-2024 Consolidated plan, and to meet the priority needs of the Spokane community.

Please refer to AP-35, AP-38 for additional information related to priority projects funded during program year 2024 (7/1/24 – 6/30/25).

#### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects. In 2023, the City of Spokane served 718 individuals from 716 households with ESG funds through the Catholic Charities, House of Charity shelter project. Additionally, Catholic Charities served 89 clients from 31 households with ESG funds through their Rapid Rehousing program.

The HOME Program ran a successful RFP and identified two new construction projects to fund with several years of accumulated HOME funds in 2023. CHHS staff is engaged in the underwriting process for these projects and anticipates development of the new construction projects in late 2024.

CDBG results for 2023 are pending and will be added to the final draft.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Citizens are encouraged to offer public comments at any time. To do so, citizens may contact CHHS Department directly by emailing [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org) or calling (509)625-6325. Citizens may also request a meeting directly with staff through the same email and telephone number.

Citizens are encouraged to attend CHHS Board meetings held on the first Wednesday of every month from 4 to 6 PM (Spokane City Hall: City Council Briefing Center). The Board allows for public comment on items relevant to the CHHS Board during the first ten (10) minutes of each meeting.

CHHS hosts regular Public Hearings to initiate a formal public comment process. Public Hearings will be held prior to the approval of each Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER).

Public Hearings may be held at Spokane City Hall or in other community facilities throughout the City of Spokane. Generally, CHHS will host one public hearing prior to the submission of each Consolidated Plan, Annual Action Plan, and Assessment of Fair Housing (AFH). The second public hearing will occur prior to the submission of the Consolidated Annual Performance and Evaluation Report (CAPER). CHHS will publish a notice prior to each public hearing according to the adopted Citizen Participation Plan. Notice may appear in the Spokesman Review, CHHS website, through neighborhood councils, email distribution, and City of Spokane social media.

Citizens will have 30 calendar days (15 calendar days for the CAPER) to submit public comment to CHHS for review and consideration. All public comments will be reviewed and considered prior to publishing the final plan.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

To be completed following close of public comment period.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

To be completed following close of public comment period.

#### **7. Summary**

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To be completed following close of public comment period.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	SPOKANE	
CDBG Administrator	SPOKANE	Community, Housing and Human Services Department
HOPWA Administrator		NA
HOME Administrator	SPOKANE	Community, Housing and Human Services Department
ESG Administrator	SPOKANE	Community, Housing and Human Services Department
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Spokane’s Community, Housing and Human Services Department (CHHS) is responsible for administering the CDBG, HOME, and ESG programs in the City of Spokane’s jurisdiction. CHHS is responsible for the development, implementation and administration of the consolidated plan and annual action plans.

All documents are available for public review on the City of Spokane’s Website. Administration of CDBG and HOME Programs will continue regardless of the grant status and agreement with HUD for 2024 PY, to comply with federal regulations and requirements. The start date for PY 2024 will be July 1, 2024, for program administration of CDBG, HOME and ESG.

**Consolidated Plan Public Contact Information**

Please submit comments to the Community, Housing and Human Services Department via phone, email, or in-person.

3.11.24 DRAFT

**Physical Location:**

808 W. Spokane Falls Blvd

Spokane, WA 99201

**Phone:** (509) 625-6325

**Email:** [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org)



## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

CHHS partners with local service provider agencies, non-profit organizations, developers, emergency services entities, Spokane Housing Authority, healthcare organizations, local businesses, educational institutions, other local government entities, and with the Homeless Intervention Team to achieve the goals outlined in the consolidated plan. Community engagement and consultation are provided through conversations and meetings with stakeholders and members of the CHHS Board and Spokane Regional CoC.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

Spokane City/County offers numerous emergency hotlines for people seeking resources. Washington 211 is a free and confidential service via an easy access phone number which individuals can call or text to receive information about health and human services from a trained Referral Specialist. Washington 211 can provide information about food subsidy applications, homeless housing pre-screenings, health and wellness support, utility/energy assistance, veteran services, legal resources, disaster and crisis support, transportation, free tax preparation, and veterinarian services. If an individual has a specific issue for which they need assistance, there are specialized hotlines for that assistance.

The YWCA offers a 24-hour domestic violence helpline where an advocate located at their safe shelter is prepared to help to discuss options, safety plans, and other community resources. Lutheran Community Services offers a 24-hour crisis line for survivors of sexual assault to seek out information about their options for medical care, healing, and legal services. Frontier Behavioral Health (FBH) offers a mental health or substance use condition disorder hotline called the 24-Hour Regional Crisis Line, which gives assessments to those in crisis whose health and/or safety are in crisis.

Frontier Behavioral Health has created a Behavioral Response Unit that responds exclusively to mental health calls. The Co-responders program pairs mental health professionals with first responders (Spokane Police Department, Spokane Fire Department, and the Spokane County Sheriff’s Office) to provide immediate intervention and stabilization services to individuals with mental health and substance use disorders. Once it has been established that there is a behavioral health case, the mental health counselor and first responder approach the individual to determine the circumstances and discuss the best way that each co-responder can support the individual.

For more information, please review the Spokane Regional CoC 5-Year Strategic Plan to Prevent and End Homelessness. <https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf>

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The current CoC governance structure was implemented in 2017 and was designed to connect a variety of sectors that intersect with homelessness with the intent of leveraging available resources and establishing common regional goals to decrease homelessness in the CoC's geographic region. The Governance Charter was updated in September 2022 to further broaden the experiences and resources brought to the CoC Board, and to clarify the role and responsibilities of Board members.

The CoC Board is comprised of more than 26 representatives, including people with lived homeless experience, homeless service providers, public housing, behavioral health and chemical dependency, workforce, healthcare, law and justice, advocates, veteran service providers, education, funders, landlords, child welfare, local business, and regional government. These representatives are system leaders who can make decisions that quickly change the way we address key challenges and be responsive to changing needs. There are also four standing committees (Executive, Planning and Implementation, CMIS and Evaluation, Funding and RFP), four workgroups (Communications, Data and Performance, Community Outreach, and Racial Equity), and seven population- and intervention-specific sub-committees: Youth Lived Experience, Youth Advisory Board, Veterans Lived Experience, Families Lived Experience, Single Adults Lived Experience, Equity and Diversion. These committees, workgroups, and sub-committees consist of board members, front-line staff, people with lived homeless experience, and experts that advise the CoC Board and help to guide the homeless crisis response system. While ESG program staff are not voting members of the Board, they attend the CoC Board meetings and actively participate in standing committee and subcommittee meetings.

Through the five-year strategic planning process for the CoC, the CoC Board and ESG program staff identified the funding priority for ESG funding in the Spokane Regional CoC. The ESG funding directly addresses the needs of homeless persons through the work of the Catholic Charities House of Charities project which receives no more than 40% of the ESG award granted to the City of Spokane. This project provides night-by-night housing and essential services for individuals experiencing homelessness. The project collaborates with the CoC's coordinated entry programs to identify long-term solutions for individuals engaged with the House of Charity. The second project funded through the ESG award is Catholic Charities Rapid Re-Housing Program for families. This program works with the CoC's coordinated entry program to rapidly re-house families who are experiencing homelessness or are at immediate risk of homelessness. Both projects address the needs of homeless individuals and families, or individuals and families at risk of homelessness.

For more information, please review the Spokane Regional CoC 5-Year Strategic Plan to Prevent and End Homelessness. <https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf>

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Spokane is the Collaborative Applicant (CA) and the CMIS Lead for the Spokane Regional Continuum of Care. The CA/ESG program staff are the same staff and regularly work with the CoC on the plan to allocate ESG funds, and to report/evaluate ESG project performance. CMIS staff within the City of Spokane provide CoC/ESG staff with relevant data related to program performance and community need. The data provided by the CMIS Lead helps the CoC and ESG programs identify priority needs, make funding recommendations, and develop Consolidated Plan goals that guide investment of ESG funds. Through this process, ESG activities remain consistent with CoC homeless planning and the Consolidated Plan.

The CoC collaborates with the CoC Data and Analysis Committee to set performance measures and evaluate ESG outcomes to ensure compliance and identify poor performers. CoC and ESG funded projects are awarded and renewed using objective scoring criteria that includes project performance and outcomes (e.g. % exits to/retention of permanent housing, income growth, % returns to homelessness), utilization, spenddown rates, average vulnerability of households served, subpopulation served (i.e., veterans, chronic, family, youth) and projects' ability to provide specialized services for these subpopulations, using a housing first/low-barrier approach, and cost-effectiveness. Scoring criteria also includes consideration of results from ongoing monitoring of CoC and ESG projects, including a review of quarterly and annual performance, and compliance with applicable regulations, grant guidelines, and contractual requirements. Scores are based on CoC approved system and project level performance measures that include benchmarks which are specific to both project type and subpopulation.

Due to the close relationship between ESG and CA/CoC program staff, the ESG program is represented in CoC decision-making regarding the funding, policies and procedures and administration of the HMIS system in the Spokane Regional CoC. ESG/CA/CoC program staff meet regularly with the CMIS Lead and contribute to the yearly and long-term priorities of the CMIS Team.

For more information, please review the Spokane Regional CoC 5-Year Strategic Plan to Prevent and End Homelessness. <https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf>

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Community, Housing, and Human Services Board
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The CHHS Board approves funding priorities and provides funding recommendations to the Spokane City Council. CHHS staff work closely with the Board to discuss community needs for low- and moderate-income individuals.
2	<b>Agency/Group/Organization</b>	SPOKANE HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	SHA assisted with the public housing sections of the Consolidated Plan and the 2024 Annual Action Plan. SHA works with the City to provide Tenant Based Rental Assistance and builds housing for previously homeless individuals.
3	<b>Agency/Group/Organization</b>	WA 502 Spokane Regional Continuum of Care Board
	<b>Agency/Group/Organization Type</b>	Regional organization

	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Housing Need Assessment                      Homeless Needs - Chronically homeless                      Homeless Needs - Families with children                      Homelessness Needs - Veterans                      Homelessness Needs - Unaccompanied youth                      Homelessness Strategy</p>
	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Consolidated Plan's strategy for addressing homelessness was co-developed with the CoC Staff as the CoC developed the 5-Year Strategic Plan to Prevent and End Homelessness. CDBG funding is awarded to projects in support of the priorities identified in the Consolidated plan that was developed in consultation with the CoC. For more information, please review the Spokane Regional CoC 5-Year Strategic Plan to Prevent and End Homelessness. <a href="https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf">https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf</a></p>
4	<p><b>Agency/Group/Organization</b></p>	<p>Spokane County Housing and Community Development Department</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Other government - County</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Housing Need Assessment                      Homelessness Strategy                      Non-Homeless Special Needs                      Anti-poverty Strategy                      Lead-based Paint Strategy</p>

<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>A member of Spokane County HCD Department serves as a voting member of the Spokane Regional CoC Board with the CHHS staff. Spokane County also participates in the City of Spokane CHHS Board. The CHHS Board is consulted regularly regarding the Consolidated Plan and the Annual Action Plan. The City of Spokane is part of the Spokane County Broadband Action Team and will be completing an ILA with the County to be on the board of BROADLINC, the County-wide PDA focused on broadband.</p>
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**Identify any Agency Types not consulted and provide rationale for not consulting**

CHHS consults with numerous community stakeholders to ensure resources are provided to citizens in need of public assistance. The list of organization listed above are representative of government agencies, service providers, educators, veteran services, schools, and public health. CHHS provides an inclusive opportunity for citizen engagement in all planning processes.

No major agencies involved in housing or community development were intentionally excluded from consultation. Every effort was made to ensure advance publication of meetings and opportunities to contribute.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Spokane Community, Housing and Human Services	<p>The Consolidated Plan's strategy for addressing homelessness was co-developed with the CoC Staff as the CoC developed the 5-Year Strategic Plan to Prevent and End Homelessness. CDBG funding is awarded to projects in support of the priorities identified in the Consolidated plan that was developed in consultation with the CoC. For more information, please review the Spokane Regional CoC 5-Year Strategic Plan to Prevent and End Homelessness.</p> <p><a href="https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf">https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf</a></p>

**Table 3 – Other local / regional / federal planning efforts**

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**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City of Spokane is designated as an entitlement community by the Department of Housing and Urban Development (HUD). As such, the Community, Housing and Human Services (CHHS) Department is responsible for conducting administrative responsibilities related to the Community Development Block Grant Program (CDBG), Home Investment Partnership Program (HOME) and the Emergency Solutions Grant (ESG). Federal regulations mandate that each entitlement community must develop and adhere to a Citizen Participation Plan (24 CFR 91.105). The following document represents the process by which the CHHS Department will facilitate public involvement and communication relating to entitlement programs (CDBG, HOME and ESG).

#### **OBJECTIVES**

1. Provide guidance to the Spokane community that will promote and expand citizen participation in the Consolidated Planning Process
2. Provide citizens with an avenue for making public comment
3. Support transparent communication between CHHS and the Spokane community

#### **CONTACT INFORMATION:**

Citizens are encouraged to offer public comments at any time. To do so, please contact CHHS Department directly by emailing [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org) or calling (509)625-6325. If requesting a staff meeting, please allow two working days advance notice.

Citizens are encouraged to attend CHHS Board meetings held on the first Wednesday of every month from 4 to 6 PM (Spokane City Hall: City Council Briefing Center). The Board allows for public comment on items relevant to the CHHS Board during the first ten (10) minutes of each meeting.

CHHS will host regular Public Hearings to initiate a formal public comment process. Public Hearings will be held prior to the approval of each Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER).

Public Hearings may be held at Spokane City Hall or in other community facilities throughout the City of Spokane. Generally, CHHS will host one public hearing prior to the submission of each Consolidated Plan, Annual Action Plan, and Assessment of Fair Housing (AFH). The second public



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hearing will occur prior to the submission of the Consolidated Annual Performance and Evaluation Report (CAPER). CHHS will publish a notice prior to each public hearing according to the adopted Citizen Participation Plan. Notice may appear in the Spokesman Review, CHHS website, through neighborhood councils, email distribution, and City of Spokane social media.

Citizens will have 30 calendar days (15 calendar days for the CAPER) to submit public comment to CHHS for review and consideration. All public comments will be reviewed and considered prior to publishing the final plan.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community				
2	Newspaper Ad	Non-targeted/broad community				
3	Internet Outreach	Non-targeted/broad community				

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	3,126,340	413,440	0	3,539,780	0	These are estimates at the time of public comment. Actual annual allocation and Program Income is unknown at this time.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,409,280	185,000	0	1,594,280	0	These are estimates at the time of public comment. Actual annual allocation and Program Income is unknown at this time.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	277,996	0	0	277,996	0	These are estimates at the time of public comment. Actual annual allocation and Program Income is unknown at this time. ESG has separate public notice procedures.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The HOME Program will meet basic match requirements at a program level for tenant-based rental assistance, and development of affordable rental units. Match is generated when affordable rental unit development is financed with permanent investments of non-federal, non-owner funds. Additionally, the City of Spokane will utilize local revenue from the Sales and Use Tax for Affordable Housing and Supportive Services to meet the federally required HOME match requirements.

The City of Spokane partners with the Washington State Department of Commerce for funding to address homelessness. Washington State Department of Commerce funding sources are used to leverage goals outlined in the WA 502 CoC 5-Year Strategic Plan to Prevent and End Homelessness.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City of Spokane supports multiple partner agencies operating in publicly owned facilities. Support for these facilities will remain throughout the duration of this Annual Action Plan. The City of Spokane will continue to seek out partnerships with new and experienced affordable housing developers, and provide technical assistance, so that developers may acquire or rehabilitate properties that expand affordable housing within our community.

The CHHS Department owns several parcels which are currently being scrutinized for sale or programming into affordable housing projects.

**Discussion**

All funding allocations will meet basic eligibility requirements as noted in the Code of Federal Regulations. Funds will support activities that serve the needs of low- and moderate-income individuals and families. For more information regarding the eligible use of these funds, please contact the Community, Housing and Human Services Department at [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org).

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Stability	2020	2024	Affordable Housing		Improve affordable housing access & availability	CDBG: \$1,424,021	Homeowner Housing Rehabilitated: 230 Household Housing Unit
2	Community Based Social Services	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development		Community based social service programming	CDBG: \$1,758,512	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5 Persons Assisted Businesses assisted: 180 Businesses Assisted

Table 6 – Goals Summary

#### Goal Descriptions

<b>1</b>	<b>Goal Name</b>	Housing Stability
	<b>Goal Description</b>	This goal will fund the following Housing Stability activities: Single Family Rehabilitation: \$1,624,021 (Allocation: \$924,021, Revolving Loan Fund: \$700,000) Minor Home Repair: \$500,000  Grand total for this goal: \$2,124,021

<b>2</b>	<p><b>Goal Name</b></p> <p>Community Based Social Services</p>
	<p><b>Goal Description</b></p> <p>This goal will fund the following Public Service activities:                  CHAS - Dental Voucher Clinic: \$75,000                  West Central Community Center - Youth Development: \$35,000                  YWCA – Behavioral Health Services: \$58,935                  Northeast Youth Center – Youth Program: \$55,541                  Women &amp; Children Free Restaurant – Food Bank: \$65,000                  Partners with Families and Children: \$86,574                  Our Place – Food Bank: \$70,402                  Lutheran Community Services Northwest – Social Services: \$84,515                  Sub total: \$530,967</p> <p>This goal will fund the following Public Facility Improvements:                  Northeast Community Center – Walkway Cover: \$120,000                  The Salvation Army Food Bank – Facility Expansion: \$456,000                  Family Promise – Facility Improvements: \$51,921                  Catholic Charities - St. Margaret's Shelter Improvements: \$102,943                  Excelsior – Roof Replacement: \$253,500                  Sub total: \$984,364</p> <p>This goal will fund the following Economic Development projects:                  Hispanic Business &amp; Professionals Association/Nuestras Raices Centro Community - Sin Miedo al Exito! (Success with Confidence) \$66,181                  Spokane Neighborhood Action Partners – Financial Access: \$150,000                  Sub total: \$216,181</p> <p>Grand total for this goal: \$1,731,512</p>



## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

#### Projects

#	Project Name
1	Public Services for 2024 Program Year
2	Public Facility Improvements 2024 PY
3	Homeowner Housing Affordability Programs
4	Economic Development - Micro Enterprise

Table 7 - Project Information

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

3.11.24 DRAFT

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	Public Services for 2024 Program Year
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$530,967
	<b>Description</b>	<p>Public Service Activities to include:</p> <p>CHAS - Dental Voucher Clinic  West Central Community Center - Youth Development  YWCA – Behavioral Health Services  Northeast Youth Center – Youth Program  Women &amp; Children Free Restaurant – Food Bank  Partners with Families and Children  Our Place – Food Bank  Lutheran Community Services Northwest – Social Services</p> <p>Names and addresses below.</p>
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 13,802 low- and moderate-income persons will benefit from Public Service Activities that provide for: health services, youth services, victim services, childcare services, and food banks.

<p><b>Location Description</b></p>	<p>Organization Addresses are provided below (services may not be at the same address if they are mobile):</p> <p>CHAS Dental Health 611 N Iron Bridge Way Spokane, WA 99202</p> <p>West Central Community Center Youth Development &amp; Recreation Program 1603 N Belt St Spokane, WA 99201</p> <p>YWCA 930 N Monroe St Spokane, WA 99201</p> <p>Northeast Youth Center 3004 E Queen Ave Spokane, WA 99217</p> <p>Women &amp; Children Free Restaurant 1408 N Washington St Spokane, WA 99201</p> <p>Partners with Families and Children 106 W Mission Ave Spokane, WA 99201</p> <p>Our Place Food Bank 1509 E College Ave Spokane, WA 99201</p> <p>Lutheran Community Services Northwest 210 W Sprague Ave Spokane, WA 99201</p>
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	<b>Planned Activities</b>	<p>Serving low- and moderate-income people and households with the following services:</p> <p>Food security: Our Place, Women &amp; Children Free Restaurant  Victim Services: Lutheran Community Services Northwest, YWCS, Partners with Families &amp; Children  Community Center programs: West Central Community Center, Northeast Youth Center  Dental vouchers: CHAS</p>
<b>2</b>	<b>Project Name</b>	Public Facility Improvements 2024 PY
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$984,364
	<b>Description</b>	<p>Public Facility improvements to include:  Northeast Community Center – Walkway Cover  The Salvation Army Food Bank – Facility Expansion  Family Promise – Facility Improvements  Catholic Charities – St. Margaret’s Shelter Improvements  Excelsior – Roof Replacement</p> <p>Names and addresses below.</p>
	<b>Target Date</b>	6/30/2025
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	No applicable to Public Facility Projects. Area-wide benefit is used rather than beneficiary counts to gain eligibility.	

	<b>Location Description</b>	<p>Location of Public Facility Improvements::</p> <p>Northeast Community Center 4001 N Cook St Spokane, WA 99207</p> <p>The Salvation Army Food Bank 222 E Indiana Ave Spokane, WA 99207</p> <p>Family Promise 2002 E Mission Ave Spokane, WA 99202</p> <p>Catholic Charities – St. Margaret’s Shelter 12 E 5<sup>th</sup> Ave Spokane, WA 99202</p> <p>Excelsior Wellness 3754 W Indian Trail Rd Spokane, WA 99208</p>
	<b>Planned Activities</b>	Improvements to these Public Facilities varies. Included are ADA improvements, Food Bank expansion, HVAC improvements, and roof replacement.
3	<b>Project Name</b>	Homeowner Housing Affordability Programs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	CDBG: \$1,424,021
	<b>Description</b>	Homeowners will gain housing stability through grants for Minor Home Repairs or low-interest loans for Single Family Rehabilitation projects.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 200 low- and moderate- income households will gain Minor Home Repair grants and 30 low- and moderate-income households will gain Single Family Rehab loans.

	<b>Location Description</b>	Various locations throughout the City of Spokane.  Program Management Spokane Neighborhood Action Partners (SNAP) 3102 W Whistalks Way Spokane, WA 99224
	<b>Planned Activities</b>	Minor Home repair grants will be provided to qualified households. Single Family Rehab loans will be provided to qualified households who are able to enter into a loan agreement.
<b>4</b>	<b>Project Name</b>	Economic Development - Micro Enterprise
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$216,181
	<b>Description</b>	Micro Enterprise assists low- and moderate-income entrepreneurs to do a business plan and may provide loans for start-up or expansion.
	<b>Target Date</b>	6/30/2025
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 180 low- and moderate-income people will gain access to services
	<b>Location Description</b>	Hispanic Business & Professionals Association/Nuestras Raices Centro Community 1214 E Sprague Ave Spokane, WA 99202  Spokane Neighborhood Action Partners – Financial Access 500 S Stone St Spokane, WA 99202
	<b>Planned Activities</b>	

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Spokane has identified six separate target investment areas. These areas are: Downtown, Sprague Union, Kendall Yards/North Bank, West Plains/Airport, The YARD, and University District. While the City of Spokane is not specifically targeting any of these areas for entitlement funding, residents in all of these target investment areas may see benefits resulting from projects funded in this Action Plan.

Interested individuals may learn more about the City of Spokane Target Investment Areas by following this link: <https://my.spokanecity.org/economicdevelopment/target-areas/>

The City of Spokane offers multiple incentive programs that promote economic vitality and the development of housing for all levels of income. To learn more about these incentives, please visit: <https://my.spokanecity.org/economicdevelopment/incentives/>

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

NA

### **Discussion**



## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The HOME Program supports affordable housing development. HOME projects that provide new units is preferred, however rehab of existing rental units is eligible, as is acquisition of existing rental units. Projects may include set aside units for homeless, seniors, and special needs populations. Tenant based rental assistance will be provided by HOME ARP funds to one or more organizations to assist low- and moderate-income renters who qualify. CDBG also contributes to rehab of existing units through the Single-Family Rehab Program. Estimated numbers of households will be updated prior to submission of the 2024 Annual Action Plan to HUD.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	10
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Applicants for CDBG and HOME will provide details on their development applications to inform CHHS, and then CHHS will set goals for households to be supported.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Spokane Housing Authority (SHA), which began in 1972 as the Housing Authority of the City of Spokane, is now a multi-jurisdictional agency serving many cities and six counties in Eastern Washington. The partnership between SHA and the City of Spokane continues to provide affordable housing for thousands of households. SHA is governed by a seven-member Board of Commissioners to include one “directly assisted Commissioner” and six commissioners appointed by the following: Two (2) individuals appointed by the mayor of the city of Spokane, two (2) individuals appointed by the City Council of the City of Spokane Valley, and two (2) individuals appointed by the Spokane County Commissioners. Each member serves a five-year term of office, with terms rotating in such a manner that one appointment is made each year. The Board has full authority in the establishment of SHA policies, long-term direction, and oversight of programs that accomplish the Agency’s mission.

### **Actions planned during the next year to address the needs to public housing**

Spokane Housing Authority has always had an extremely small public housing program. Initially, just 125 total public housing units were in SHA’s inventory. In 2015, SHA was given permission to move forward with a Rental Assistance Demonstration (RAD) Program portfolio project to divest its public housing inventory.

As of November 1, 2019, the Spokane Housing Authority (SHA) no longer owns or operates Public Housing units. SHA has utilized HUD’s Rental Demonstration Program (RAD) to convert all Public Housing units to project-based housing vouchers under the Housing Choice Voucher program. This process began in 2016 with the conversion of 50 public housing units at the Parsons Apartments and was completed in November of 2019 with the conversion of 74 scattered site properties that represented the remaining public housing units operated by the Housing Authority.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Spokane Housing Authority has no remaining public housing units.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable. The Spokane Housing Authority is designated as a high performer.

### **Discussion**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Spokane City/County Continuum of Care, in support of the 2020-2025 Strategic Plan to End Homelessness, will focus on action steps aimed at obtaining the following objectives: quickly identifying and engaging people experiencing homelessness; prioritization of homeless housing for people with the highest needs; effective and efficient homeless crisis response housing and services that swiftly move people into stable permanent housing; a projection of the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies; and address racial disparities among people experiencing homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In an effort to reach out to the unsheltered population, the community has implemented a number of street outreach initiatives. The City of Spokane's CHHS Department works with other City entities such as Code Enforcement and Police to support the Homeless Street Outreach Team, a collaboration between homeless housing providers, coordinated assessment, and mental health providers to identify and provide outreach to individuals occupying homeless encampments. This interagency collaboration includes both city-funded street outreach teams and a PATH-funded outreach team for homeless individuals with mental illness and provides a pipeline for housing and support services to the chronically homeless unsheltered population in our community.

The City of Spokane has identified the need for additional investment in street outreach in the next year and has targeted these funds to both expand the capacity of existing efforts and to facilitate better alignment of services between City-, PATH-, SSVF-, RHY-, and STR Opioid Crisis-funded Street outreach teams. This new street outreach collaborative meets on a bi-weekly basis to case conference common clients and coordinate outreach services to ensure 100% geographic coverage of the jurisdiction and that clients are matched to the appropriate service provider. **Addressing the emergency shelter and transitional housing needs of homeless persons**

The CoC identified the need to provide emergency response to families and individuals who are homeless, and recognized the continued need for shelter beds to be available when a person is unsheltered. Although the CoC is moving towards providing permanent, rather than temporary, housing options, there are some subpopulations, such as youth, pregnant/parenting young adults, households fleeing domestic violence, clients exiting institutions, and families with children involved with the child

welfare system, who continue to benefit from a supportive transitional housing program.

The jurisdiction's goal is to operate a comprehensive shelter system that meet the needs of all households regardless of composition and quickly transition households from homelessness back into permanent housing. Currently the shelter system includes programs to serve the specific needs of homeless adult men, adult women, unaccompanied youth, and households with children.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The jurisdiction's coordinated entry process includes access to diversion programs to prevent individuals and families with children from entering the crisis response system. Prevention of homelessness is achieved through diversion interventions by assisting households with gaining access to personal and community resources, and when applicable, providing small grants to households to cover expenses that when unpaid would lead to homelessness.

ESG is funding rapid re-housing for families and emergency shelter operations for individuals. Households who present as chronically homeless with very high barriers are placed directly into available PSH units or available bridge housing currently available for families. The Way-Out Center was opened in 2021 to include emergency shelter and transitional/bridge housing for chronic single adults.

The Supportive Services for Veteran Families (SSVF) program provides an essential resource for Veterans and their families who are homeless or at risk of homelessness. SSVF provides intensive outreach, housing search and placement, and continued case management for this population. For Veterans who need more intensive housing services, Spokane Housing Authority (SHA) has a successful partnership with the Veterans Administration to provide VASH vouchers to homeless veterans. All referrals are made through the VA, who also provides complete wrap-around supportive services. Veterans that are not eligible for these programs are prioritized for placement in PSH dedicated to chronically homeless veterans.

The Youth Homelessness Demonstration Project (YHDP) from provided the jurisdiction with an essential new resource for the provision of rent assistance, transitional housing, street outreach, and case management for young adults ages 18 through 24. YHDP provides young adults with housing search assistance, temporary rental assistance, and case management as well as access to transitional or interim housing during the housing search process for youth with the highest barriers. The Youth Subcommittee of the CoC and the Youth Advisory Board evaluated the effectiveness of the joint TH-RRH project under YHDP and determined that both components need to be operated by the same agency.

These efforts shorten the time families and singles are homeless and increase their stability for permanent housing.

HOME Tenant-Based Rental Assistance, granted to Spokane Housing Authority, continues to be a critical tool in achieving permanent housing for families and individuals experiencing homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The jurisdiction works with the following housing and health care partners on the implementation of an integrated care program: Empire Health Foundation, Providence Health Care, Community Health Association of Spokane, and Volunteers of America. The program strives to ensure eligible homeless clients are not discharged from in-patient hospital care or emergency room visits onto the streets. The Spokane County Regional Behavioral Health Division (SCRBH) is responsible for all community-based mental health services for inpatient and outpatient care services. Eastern State Hospital works in conjunction with Frontier Behavioral Health Outreach Team, Spokane County Supportive Living Program, and Behavioral Health Options. These programs work with the clients and the outpatient mental health provider to create a plan for housing and continued services.

The CoC has ensured that its members have written procedures to address discharge planning of youth exiting foster care. The Department of Children, Youth, and Families procedures provide for Independent Living Services and require an Independent Living Plan to assist the youth toward a successful transition to adulthood. Local DCYF Social Workers and other community stakeholders work with youth as they near 18 to establish an Independent Living Program (ILP) to guide the services and housing assistance until they are 21.

Airway Heights Corrections facility and the local jail works with Pioneer Human Services who operates a 55-bed work release facility for women and an 80-bed work release facility for men. A formalized discharge plan, in which housing is a requirement, is created for each client as they discharge from these facilities.

## **Discussion**

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The City of Spokane is facing growing housing challenges that include low vacancy and increasing prices. Housing affordability is critical for all residents to thrive and is the foundation of a vibrant and resilient community. The City of Spokane is working to address barriers to affordable housing by implementing a plan to address all aspects of housing choice. The City partners with the Washington State Department of Commerce, Spokane County, to increase access to housing within the region.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

In 2019, the Washington Legislature passed E2SHB 1923 to increase residential capacity in cities across Washington. The bill emphasizes the need to increase housing supply for all income levels, and encourages cities to prioritize the creation of affordable, inclusive neighborhoods. The City of Spokane received a grant from the Washington Department of Commerce to develop a local housing action plan focused on infill housing and housing choice, safe and quality housing, affordable housing construction, and re-housing for those experiencing homelessness.

In July 2021, the City adopted its Housing Action Plan (HAP) to help increase housing options that are affordable and accessible for people and families of all incomes. The HAP provides a strategic approach to address current and future housing needs of the Spokane community and builds upon previous initiatives around infill development, housing quality, and affordable housing funding.

### **Priorities of Spokane's Housing Action Plan:**

- Increase housing supply, options, and affordability for all incomes. This includes strategies to support the availability of housing options and encourage the construction of both affordable and market-rate housing.
- Preserve housing affordability and quality to help people thrive where they live. This priority highlights the connections between housing affordability and quality to preserve and enhance existing housing throughout Spokane and support residents in every neighborhood.
- Enhance equitable access to housing and homeownership. This priority seeks to understand and consider the historic context that has contributed to patterns of inequity and encourages the City to break down barriers to accessible housing.
- Leverage and grow partnerships to support housing initiatives across the region. This priority encourages local and regional partnerships to address the many housing challenges faced by the

community and across the greater region.

Following its adoption in 2021, the Spokane City Council identified potential steps in the HAP and developed a commitment for action. The summary of strategies below outlines Council's intentions to move forward with an understanding of the critical shortage of residential housing.

**Summary of Strategies:**

- Land use changes to support increased density using infrastructure priorities
- Support for rapid development of accessory dwelling units using infrastructure priorities
- Financial incentives for rapid development of attainable housing using infrastructure priorities
- Administrative reform and resources for rapid development of housing
- Additional support of rental housing market
- Housing equity strategies

For more information regarding the Housing Action Plan and other planning efforts related to housing, please visit: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>

**Discussion:**

Citizens are encouraged to participate in the planning efforts as the City of Spokane responds to the growing housing needs within our community. For more information about how citizens can participate in this discussion, please visit: <https://my.spokanecity.org/housing/spokane-housing-action-plan/>

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The following actions are intended to align with the needs and goals identified in the 2020 – 2024 Consolidated Plan. The Community, Housing and Human Services Department will remain adaptive and ready to serve as needs arise and the response system must be tailored to meet community needs.

### **Actions planned to address obstacles to meeting underserved needs**

The City of Spokane will continue to engage with partner and local agencies to ensure unmet and changing needs within our community are addressed. Citizens are encouraged to engage in public processes to support the needs and goals identified in this Annual Action Plan.

1. Improve affordable housing access & availability.
2. Community based social service programming.

### **Actions planned to foster and maintain affordable housing**

Given the high demand for affordable housing, the City of Spokane recognizes the importance of fostering affordable housing development and maintaining existing affordable housing stock. The City of Spokane also provides Tenant Based Rental Assistance, when possible, to extremely low-income/homeless families to create affordable housing options at market rate rental housing located across the City of Spokane. The City of Spokane fosters relationships with both for-profit and nonprofit housing developers when soliciting HOME Multifamily Housing Program funding proposals. The City of Spokane offers developers the opportunity to leverage limited City of Spokane HOME funding with Low-Income Housing Tax Credits, housing bonds, Washington State Housing Trust Fund dollars, and Federal Home Loan Bank grants. Typically, City of Spokane HOME funds account for only a fraction of the total cost but deliver large projects providing many long-term affordable rental housing units.

The City of Spokane maintains its HOME investment in affordable housing by monitoring rental housing occupancy and physical condition over HUD's minimum compliance periods required by 24 CFR 92.254. The City of Spokane reserves the right to impose an additional 10-year local compliance period to retain these rental units as affordable housing available to low-income households. The City of Spokane grants and loans CDBG funds to repair low-income owner-occupied homes enabling existing homeowners to enjoy a safe and healthy home that they can afford to operate and maintain. The City of Spokane plans to address foreclosed, abandoned, and derelict properties by acquisition and/or renovation to create affordable homeownership opportunities.

The CHHS Department has set a goal to utilize the Community Housing Development Organization (CHDO) set asides from 2018 through 2023 to encourage the development of a CHDO agreement and funding of affordable housing using CHDO reserves as soon as possible. Those projects will provide an



additional opportunity to comment, outside of the annual action plan and will become substantial amendments, to be announced in the following year.

### **Actions planned to reduce lead-based paint hazards**

Spokane’s Single-Family Rehabilitation and Multifamily Housing programs are active in identifying and repairing lead-based paint hazards in eligible owner and renter housing. HUD Title X and EPA Renovator (RRP) requirements are integrated into CDBG and HOME funded programs that rehabilitate housing units constructed prior to 1978. Typical lead hazard control begins with an XRF lead inspection to guide the scope of work. Certified workers complete lead hazard control work in compliance with HUD’s Title X and EPA RRP regulations. These projects typically include wet scraping, painting, eliminating friction/impact surfaces, mulching bare soil, and cleaning to Clearance. Each rehabilitated housing unit will achieve clearance as part of project completion, as proscribed by HUD’s Title X regulation.

### **Actions planned to reduce the number of poverty-level families**

The City’s anti-poverty strategies are implemented through the following established goals of the Consolidated Plan. The CDBG and HOME program are the principal funding sources targeted at reducing the number of poverty-level families, but the ESG program also seeks to stabilize families and individuals at-risk of becoming homeless or experiencing homelessness. Importantly, the resource management responsibilities of these programs provide staff of the Department of Community, Housing and Human Services an opportunity to facilitate coordination among a range of social and housing programs, operated by other City of Spokane departments, governmental agencies, and the nonprofit community, that together enhance the opportunities to reduce poverty for families.

CDBG program resources are targeted to meet the community development, infrastructure and economic opportunities needs in the community. Public services activities include programs for stabilizing families, while the housing rehabilitation program reduces and stabilizes low- and moderate-income homeowner’s housing expenses. CDBG public services activities, such as the housing counseling program and the rental assistance case management program, assist low- and moderate-income families on the edge of poverty to help them to economic security.

HOME program resources are allocated to address the needs for safe, affordable housing. Program activities that are designed to reduce housing expenses and offer the opportunity to help move families out of poverty are tenant-based-rental assistance and the multifamily development program, which maintains and expands affordable housing. These rental support programs help provide economic stability to the households assisted and are key to the goal of reducing the number of families facing poverty.

### **Actions planned to develop institutional structure**

New leadership at the City of Spokane is focused on developing the institutional structure to administer

CDBG and HOME Programs. Consistent applicant workshops and consistent timelines are being produced to provide predictability and encourage public participation on all plans and funding recommendations. The Department of Equity and Inclusion has developed a tool for departments to use to ensure there is no implicit bias within plans or funding recommendations. Compliance with regulations is high priority, along with timeline expenditures and reporting.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City has established several cooperative partnerships and collaborations with public and supportive housing providers, private and government health, local government, mental health and social service agencies to address its priority needs and will continue to do so.

Examples include:

- **Multi-family Housing:** the City of Spokane works closely with Spokane County, the WA State Department of Commerce, and the WA State Housing Finance Commission to coordinate the funding, development and monitoring of multi-family housing units funded through the HOME program.
- **Tenant-Based Rental Assistance:** the City is seeking partners to administer TBRA with the HOME ARP Program.

The City of Spokane is the lead agency and the Collaborative Applicant for the Spokane/Regional Continuum of Care. The City of Spokane coordinates a number of homelessness reduction system-wide strategies involving both public and private agencies such as Coordinated Assessment, Housing First, Permanent Supportive Housing, Transitional Housing, and Rapid Re-housing through the Continuum of Care.

### **Discussion:**

The City of Spokane affirmatively furthers fair housing in all funded projects and activities. CHHS is trained in fair housing to assist with understanding, identifying, and reporting fair housing concerns to Northwest Fair Housing Alliance, The Washington State Human Rights Commission and HUD Fair Housing and Equal Opportunity Department. The City of Spokane has a Human Rights Commission that provides oversight to any concerns brought to them, assisting with referrals to agencies who can assist people concerned about equal rights and fair housing in City programs. Northwest Fair Housing Alliance is updating the City's Fair Housing Plan and it will be adopted prior to the beginning of the 2024 Program Year.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

See narratives below for additional information about the Community Development Block Grant Program (CDBG), HOME Program, and Emergency Solutions Grant Program (ESG).

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

as follows:

Spokane does not plan to directly use other forms of investment beyond those listed in 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

HOME regulation 92.254 describes qualifications of homeownership activities as affordable housing. City of Spokane has not budgeted HOME funds for homeownership activities. The City of Spokane retains written agreements used in a previous homeownership program. These agreements include a recapture provision triggered if a borrower sells, transfers, refinances, or changes the use of the property during the HOME period of affordability. This loan provision limits recaptured funds to net proceeds available from the sale rather than the entire HOME investment. The City's Single Family Rehabilitation program uses this same loan recapture provision which limits recaptured funds to net proceeds of a sale. Consequently, the City is not required to repay HUD should any sale, short sale, foreclosure, involuntary sale, etc. of a program-assisted home provide insufficient funds to fully repay the amount of loaned HUD funding.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

HOME regulation 92.254(a)(4) describes the minimum HOME period of affordability based upon the amount of HOME homeownership assistance. The City of Spokane has not budgeted HOME funds for homeownership activities. The City previously established maximum HOME assistance for each homebuyer transaction and that HOME assistance required a 10-year period of affordability. Earlier homeownership assistance loan documents provided some debt forgiveness over the 10-year HOME affordability period. All City homeownership assistance written agreements included a recapture provision that triggered repayment if a borrower sells, transfers, refinances, or changes the use of the property during the HOME period of affordability. This recapture provision limits recaptured funds to any net proceeds available from the sale rather than the entire HOME investment.

Similarly, HOME-funded affordable rental housing projects include acquisition, new construction, and/or renovation trigger minimum periods of affordability per 24 CFR 92.252(e). New construction projects are always subject to the regulation's 20-year affordability period but acquisition and/or rehab projects commonly trigger a 5, 10, or 15-year HOME affordability period. The City of Spokane reserves the right to impose additional years of affordability that will run concurrently with the HOME affordability period. These City-imposed affordability periods are described further in the HOME Multifamily Housing Program Description and agreements.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is

rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt secured by housing that is being rehabilitated with HOME funds under 24 CFR 92.206(b). However, HOME funds may be used to pay off principal and interest of a construction loan, bridge financing loan, or guaranteed loan as provided under 24 CFR 92.206(g).

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

A portion of HOME ARP funds will be used to provide TBRA and will be available to all qualified populations as required by HOME ARP regulations.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

HOME ARP does not allow preference for the use of TBRA.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

### **Emergency Solutions Grant (ESG) Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The Emergency Solutions Grant funds, in conjunction with additional funding sources, are currently funding Coordinated Assessment Initiatives through rapid re-housing, and shelter activities. The attached program standards have been developed with community feedback, based on the feedback from CoC programs administering these funded activities. The standards continue to consider the smaller resources and even greater targeting needed for ESG. These standards are included in program specific guidelines for all ESG funded programs.

2. If the Continuum of Care has established centralized or coordinated assessment system that

meets HUD requirements, describe that centralized or coordinated assessment system.

Households seeking homeless assistance can access services through the Spokane Continuum of Care's Coordinated Assessment (CA) system. The local CA system operates two portals to better meet the disparate needs of different household types. Households with minor children are served through Homeless Families Coordinated Assessment (HFCA) system, which coordinates all family homeless service programs to provide prevention and rapid re-housing assistance in addition to placement in interim, transitional, and permanent supportive housing, if applicable. The program utilizes the Service Prioritization Decision Assistance Tool (VI SPDAT) to assess families for appropriate housing and service interventions based on vulnerability rather than a first come first serve model. The VI SPDAT provide a consistent way of assessing households across the Continuum of Care and assists HFCA in connecting families with an appropriate housing intervention based on their level of need.

Households without children can access services through the Singles Homeless Coordinated Assessment (SHCA) System. SHCA operates as a decentralized assessment system with a lead agency to facilitate the training and coordination of assessment sites. SHCA also uses the SPDAT tool to provide common outcome data and measurable results. Once the appropriate assessment is completed in HMIS, a housing referral can be made to the appropriate housing track based on the household's vulnerability and desired housing intervention.

Households may access the program through one of two entry points:

1. By walking into either the HFCA or SHCA program offices for an assessment; or
2. Through targeted outreach and screening with a partnering service provider such as an emergency shelter or street outreach program.

Providers primarily serving victims of domestic violence, dating violence, sexual assault, and stalking are required to comply with the VAWA final rule and the locally adopted VAWA Written Standards, including Emergency Transfer Plan.

The CA system has been developed in accordance with the HUD Continuum of Care Regulations. Participation in this system is mandatory for ESG and CoC grantees.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

As the CoC Collaborative Applicant, the City of Spokane works with the Continuum of Care Governance Board and Community Housing and Human Services Board (CHHS), to determine priorities for homeless funding. The Request for Proposals (RFP) for ESG funding is published on the City of Spokane's website, in the local newspaper, is sent to an email distribution list of private non-profit organizations, homeless provider groups and to faith-based groups, and to the Homeless

Coalition. During the application process for homeless funding, the RFP and Evaluation Committee of CoC reviews applications and makes funding recommendations to CoC Governance Board. The CoC Governance Board then makes funding recommendations to the Spokane City Council. Once the City Council reviews and approves the recommendations, CHHS begins the contracting process with subrecipients. Following the execution of contracts, CHHS continues to monitor and support the subrecipients through the end of the contract term.

Applicants eligible to apply for ESG funds include:

- City or County governments
  - Public and private nonprofit organizations (501(c)(3))
  - Private for-profit organizations or individuals may implement certain economic development, low-income housing rehabilitation and microenterprise activities
  - Faith based organizations
4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City of Spokane currently meets the homeless participation requirement detailed in 24 CFR 576.405(1) through formerly homeless individuals' membership on the Community, Housing and Human Services Board subcommittees, Continuum of Care Governance Board, and the CoC RFP and Evaluation Committee. These committees are responsible for recommending policies and making funding decisions.

5. Describe performance standards for evaluating ESG.

All programs funded through ESG are evaluated for performance quarterly. Data for these evaluations is pulled from the Community Management Information System. In addition, all ESG funded programs are required to ensure CMIS data quality by the 5th of each month. Programs funded for rapid re-housing are measured by the percentage of households exiting to permanent housing, the percentage of households with increased income at exit, and the average length of time from identified eligibility to being housed. Programs funded for emergency shelter operations are required to enter universal data into the CMIS system and record entry and exit dates. In addition, these programs are measured by the percentage of households who exit from the emergency shelter into permanent housing, the average length of time individuals are homeless in emergency shelter, average length of time between enrollment and clients' date of engagement.

Citizens with additional questions regarding the CDBG, HOME and ESG Programs are encouraged to contact the Community, Housing and Human Services Department (CHHS) for additional information.

CHHS Contact Information:

- Email to CHHS at [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org)
- Phone CHHS at 625-6325
- Attend a Public Hearing and make comment directly to the CHHS Board
- Visit CHHS at Spokane City Hall at 808 W. Spokane Falls Blvd, Spokane, WA 99201