



# Community, Housing, & Human Services Board

Vision: To provide opportunities that enhance the quality of life for Spokane's extremely low to moderate income populations.

June 5, 4:00 PM  
City Council Briefing Center  
Lower Level, City Hall

**TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE**

## 4:00 – 4:10 Call to Order - Board Chair

- 1) Approval of Agenda: **ACTION**
- 2) Public Comment - Please restrict comments to items relevant to the CHHS Board
- 3) Approval of the May Meeting Minutes: **ACTION**

## 4:10 – 4:20 Public Hearing

- 1) Approval of 2019 Annual Action Plan: **ACTION**
- 2) Approval of Substantial Amendment to 2018 Action Plan: **ACTION**

## 4:20 – 4:50 Board Education

- 1) Habitat for Humanity Presentation/Update on Derelict Housing Program

## 4:50 – 5:10 Discussion

- 1) Board Recruiting Update
- 2) Consolidated Plan Update

## 5:10 – 5:20 Director Report – Kelly Keenan

## 5:20 – 5:30 Council Update

## 5:30 – 5:50 Committee Updates

- 1) Affordable Housing Committee
- 2) Evaluation and RFP Committee

## 5:50 – 6:00 – Announcements

## 6:00 Adjournment - Board Chair

### 2019 Board Meeting Schedule

All Board meetings are held in City Hall in the City Council Briefing Center from 4:00 – 6:00 p.m. unless otherwise posted.

February 6, 2019  
March 6, 2019 - Cancelled  
April TBD (Board Retreat TBD)  
May 1, 2019  
June 5, 2019  
August 7, 2019  
September 4, 2019  
October 2, 2019  
November 6, 2019  
December 4, 2019

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Username: COS Guest

Password:

	Feb. 6	March 6 Meeting Cancelled	April 10	May 1	June 5	July 3	Aug. 7	Sept. 4	Oct. 2	Nov. 6	Dec 5
Mike Fagan – Council Member	X		X								
Gordon Graves	X			X							
Joe Johnston	X										
Adriane Leithauser	X		X	X							
Rebecca Sero	X		X								
Ben Stuckart – Council Member				X							
Anne Stuyvesant-Whigham	X		X	X							
Kim Taylor	X		X	X							
Dillon Thorpe	X		X	X							
Pam Tietz – CoC Rep											
Kathleen Torella – County Rep				X							
Diane Zemke	X		X	X							
Melody Dunn	X		X	X							

### **STANDING COMMITTEE MEETING INFORMATION**

**Affordable Housing Committee:** Second Tuesday of each month, 11:30 to 1:00. Union Gospel Mission

*Arlene Patton, Gary Pollard, Adriane Leithauser, Karen Stratton, Phil Altmeyer, Andy Hoyer, Doug Durham, Mark Muszynski, Art Noll, Patricia Kienholz*

**Evaluation & Review Committee:** *Kim Taylor, Rebecca Sero, Diane Zemke, Arlene Patton, Fran Papenleur, Amme Paluch, Anne Whigham, Jessie Norris, Sarah Clements-Sampson, Christina Kamkosi, Mike Crowley, Mark Muszynski, Rowena Pineda*

**Executive Committee:** Third Wednesday of each month, 1:30 to 3:00 P.M. City Hall, 6<sup>th</sup> floor Conference Room - *Diane Zemke, Arlene Patton, Anne Whigham, Fran Papenleur, Kim Taylor, Adrian Leithauser, Dawn Kinder, Kelly Keenan*

**CA/CD:** First Tuesday of each month, 5:30 - 7:00 P.M. West Central Community Center, Newton Room

Refer to <https://spokanechhs.org/> for information on Board-related meetings and events

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## Community, Housing, & Human Services (CHHS) Board

May 1st, 2019  
Meeting Minutes

Meeting called to order at 4:01 PM.

### Attendance

- **Board Members Present:** Melody Dunn, Gordan Graves, Adriane Leithauser, Kim Taylor, Dillon Thorpe, Ben Stuckart, Anne Stuyvesant-Whigham (Chair), Kathleen Torella, Diane Zemke.
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Tim Sigler, Paul Trautman
- **Guests Present:** Terran Echegoyen

**Introductions:** Board members and staff went around the room and introduced themselves.

### Approval of the Agenda

Before the meeting agenda could be approved it was made known that the Affordable Housing Committee had an action item that needed to be added.

Motion to approve agenda with the adding the Affordable Housing Action item change by CHHS Board Member Diane Zemke and seconded by CHHS Board Member Kim Taylor.

➤ AGENDA APPROVED

### Approval of the April 2019 Meeting Summary

Before the April Meeting summary could be approved it was mentioned that Kathleen Torella needed to be added to the attendance.

Motion to approve the April Meeting Summary with adding member to the attendance by CHHS Board Member Zemke and seconded by CHHS Board Member Adriane Leithauser.

➤ MEETING SUMMARY APPROVED

### Action Items:

#### **Public Hearing - 2019 Annual Action Plan:**

City Staff Member George Dahl gave a presentation on the 2019 Annual Action plan that is set to open July 1, 2019 and will go through June 30, 2020. Three needs were listed out in this year's action plan - Safe Affordable Housing choices, Basic and Special needs and reduce homelessness and community development and economic opportunities. This presentation covers how we are going to spend our CDBG funds, and home funds. Our Action plan will need to be sent out before August 16<sup>th</sup> 2019. For those who would like to see the entire 2019 action plan this document can be viewed on the CHHS web page, under documents, the draft version has been listed online. For the purpose of tonight's meeting a shortened version has been created. HOME funds at \$1.7million - this is a high estimate for this program. These funds will go to affordable housing projects. As for ESG funds, there was no program income. All funds for the past years have been spent. - There will probably be substantial amendments made to HOME and ESG in the near future. Listed in this presentation are the different projects that were selected by each of the Neighborhood Council Projects, as well as the list of Housing projects that include: Essential Home Repair, Single Family Rehab, Rental Repair Pilot, and the Derelict Housing Pilot Program. As for the Public Services funds - these were the

Note: Minutes are summarized by staff. An audiotape, presentations, and handouts of the meeting is on file – Community, Housing, and Human Services, City of Spokane

recommendation that the board approved at the April meeting. These are only the funds that are being funded by CDBG. After the public comment period has been closed we will submit this action plan to HUD. Public comments and responses will also be provided to HUD as well.

Motion to approve opening the public comment period for the 2019 Annual Action plan by CHHS Board Member Zemke and seconded by CHHS Board Member Kim Taylor.

➤ MOTION APPROVED

### **2018 Annual Action Plan Amendment:**

City Staff member George Dahl gave the following presentation regarding the amendments to the 2018 Annual Action Plan. When the initial 2018 Action plan was created it only had a place holder for HOME projects, it did not list out any specific projects. So we are here today to look at the projects that we would like to use the HOME funds for. Some of the projects that will be funded are as follows: - a special Needs Duplex, two different -4 plexs located on East 1<sup>st</sup>, a duplex located on 7<sup>th</sup> ave, Canterbury Court, and Home Yard Cottages to just name a few.

Another part of this Amendment to the 2018 Action Plan includes a proposed \$400K allocation of program year 2018 CDBG funds to support development of a new emergency shelter. The location for this new shelter is still being finalized, but they are looking for options outside of the downtown core. This new shelter should provide capacity for 100-150 adults with the possibilities of both day and nighttime services.

Motion to approve opening the public comment period for the Substantial Amendment to the 2018 Annual Action plan by CHHS Board Member Taylor and seconded by CHHS Board Member Zemke.

➤ MOTION APPROVED

### **CDBG Timeliness Update:**

City Staff Member George Dahl delivered the presentation to the board. At the board retreat in April George presented the board with an update on this - Our test runs tomorrow May 2<sup>nd</sup>, 2019. We are in a good place for our CDBG Timeliness this year. On the presentation where it looks like we are negative, that is not what it is stating. It is just showing that we have spent the funds needed to meet this timeliness report and that CHHS still has money on hand. This is the first time in the past three years that we have meet our timeliness requirements.

### **Consolidated Plan Update:**

City staff Member George Dahl presented on the Consolidated Plan. This is roughly the same briefing paper that was presented at the board retreat in April. Staff Member Dahl wanted to inform the board that he did some checking with other farmers markets in the area, we have reached out to see if they would be allow us to have a booth at there their location to take surveys. Board members asked if they could volunteer to help take surveys and talk to people about the consolidated plan at the farmers markets if we can get a booth set up. George will be doing a soft launch at the new bridge opening.

### **Point in Time Count:**

City Staff Member Kelly K. presented on the Point-in-Time Count. This year we had 220 counting locations and used mobile surveying tools. 1,309 people who were experiencing homelessness were counted this year during the PIT. Snap Shot date was January 24<sup>th</sup> - we conducted this

for 7 days after the 24<sup>th</sup> to get a better picture of those who were experiencing homelessness. 79 different agencies that helped out with this, 100 volunteers and 142 people were trained to help out with the count. This year was the first time that we held a veteran focused event. We aligned the end of point in time count with the homeless connect. If you would like to view the full PIT presentation it can be located on the CHHS website.

Council President Stuckart was wondering if it would be possible to get a Municipal card for those who have been entered into HMIS before. These municipal cards could be used for more than just helping speed up the process for entering their data into HMIS.

The following questions were asked about the information that was provided in the Point-in-Time count presentation:

Members from the board asked if it might be possible to put a quarterly screen shot of the HMIS dashboard p on the cities website for viewing.

When it states chronically Homeless and 231 were counted - how is chronically Homeless defined. What makes them chronically homeless? - These are individuals who have been homeless more than 4 instances in a year or for over 1 year continually.

Of the 22 minor youth that were counted - why are they separate? These 22 youths were under the age of 18 and were not accompanied by anyone who was over 18.

### **Director Report**

Staff member Keenan provided the Director's report including the following items:

- Envision Center - Opened up this month. We are working with providers to find out what services are being used more than others and if there are other services that need to be added to the center.
- Action plan update: CHHS did receive the official letter from HUD, all of the allocations that George gave in the presentation earlier are the ones that were in the letter from HUD.

Council President Ben Stuckart wanted to let the board know that the Empire Health Foundation would like to help out with Affordable housing. We are not building enough affordable housing units, especially for those who are about to retire and need a more affordable place to live. Another announcement that Council President Stuckart mentioned was that House bill 1406 passed. .0073 of house sales tax for the next 20 years - 460K is the estimated total. An \$8 million trust fund would be created, we could start the process of bonding this and spend these funds on 2 things, building new units or creating PSH units. This could help with the 5 year RFP shortfalls that we noticed. One organization for example is Family Promise. This last year the city provided this organization with \$705K last year, for the upcoming funding cycle, we have awarded them with \$320K for the year. Could we use the 1406 money (4 million in year one and then the remaining to be used the following year) to fund PSH units. Stuckart would like to approval all of the 5 year RFP funding recommendations accept those for PSH. We could possible use the 1406 money to fund the PSH projects and then use the money that was recommended for these PSH projects and give the funds to Family Promise to help make up the difference that from what was awarded to what was requested. PSH projects would have to wait a bit to receive funding till we could get the 1406 monies figured out but the funds that are not used for the PSH they can be used later to do other RFP's in the future. The 1406 trust fund money would be a city program but should be monitored by the Affordable Housing Committee.

We need to make sure that we have Affordable housing for all spectrums.

### Committee Updates

1. Affordable Housing Committee - The committee meet in April - would like to change the HOME. The current local limits are more restrictive than the local maximum HOME funding limit allowed by HUD. Over the years the rents and construction costs have increased but the HOME funds have not been updated. Because of the increased costs most of the applications that have been received are coming in at or above the limit. 73% of the applications that have been received were at or near the limit. We are seeing fewer applications submitted as the years pass. The Affordable housing committee is recommending that an increase to the Multifamily Housing Program Home Funds limits as listed in the briefing paper.

Motion to approve the increase to the Multifamily Housing Programs maximum HOME funds limit by CHHS Board Member Melody Dunn and seconded by Board Member Kim Taylor and Ben Stuckart.

➤ MOTION APPROVED

2. Evaluation and RFP committee - Nothing new at this time. The committee is just waiting for Council to approve the 5 year RFP recommendations.

**Meeting Adjourned at 5:55pm PM.**

The next CHHS Board Meeting is scheduled for **June 5, 2019 from 4-6pm**

**BRIEFING PAPER**  
Community, Housing and Human Services Board  
**2019 Action Plan**  
June 5, 2019

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**SUBJECT:**

Brief overview of Program Year 2019 Action Plan.

**BACKGROUND:**

Each year CHHS submits an Action Plan that relates to the most current Consolidated Plan. This summer, CHHS will submit the final Action Plan for the 2015 – 2020 Consolidated Plan. The Action Plan provides a summary of performance in relation to the needs and goals identified in the Consolidated Plan. Additionally, the Action Plan represents projects and funding priorities for the program year.

**TIMELINE:**

Following approval from the CHHS Board and Spokane City Council, CHHS will finalize the Action Plan and submit to HUD prior to the August 16, 2019 deadline.

2015 Consolidated Plan (5-yr.)	Annual Action Plan Year	Program Year
	Year 1 – 2015	7/1/15 – 6/30/16
	Year 2 – 2016	7/1/16 – 6/30/17
	Year 3 – 2017	7/1/17 – 6/30/18
	Year 4 – 2018	7/1/18 – 6/30/19
	Year 5 – 2019	7/1/19 – 6/30/20

**IMPACT:**

The Department of Housing and Urban Development (HUD) requires an annual submission of the Action Plan to receive funding for the Community Development Block Grant Program (CDBG), HOME, and Emergency Solutions Grant Program (ESG). Regulations require the Action Plan be submitted no later than August 16<sup>th</sup>.

**PUBLIC COMMENT SUMMARY:**

CHHS did not receive public comment regarding the 2019 Program Year Action Plan during the public comment period (5/1/19 – 5/31/19).

**ACTION:**

End Public Comment period and approve the 2019 Program Year Action Plan (7/1/19 – 6/30/2020). Advance 2019 Program Year Action Plan to Spokane City Council for final approval, then submit final draft to HUD prior to the August 16, 2019 due date.

**BRIEFING PAPER**  
Community, Housing and Human Services Board  
**Substantial Amendment: 2018 Action Plan**  
June 5, 2019

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**SUBJECT:**

Amendment to projects listed in the 2018 Annual Action Plan, and associated public comment period.

**BACKGROUND:**

The initial 2018 Action Plan included a place holder activity for multi-family housing projects funded with HOME program funds, as specific HOME-funded projects were not identified at the time of Action Plan development. This Substantial Amendment updates the 2018 Action Plan to provide detail to the public for comment regarding specific projects that were subsequently supported with HOME funds through the City's competitive funding process.

Additionally, this amendment to the 2018 Action Plan includes a proposed \$400,000 allocation of Program Year 2018 CDBG funds to support development of a new targeted-capacity emergency shelter. The specific location for the new shelter is still being finalized, but will be outside the downtown core. The new shelter is expected to provide capacity for 100-150 adults, with day and nighttime service considerations.

**TIMELINE:**

The public was provided an opportunity to review and make comment on the Substantial Amendment between May 1, 2019 and May 31, 2019. CHHS encouraged public comment on the substantial amendment via phone, email, and in-person and at other public meetings. The opportunity to make public comment ended Friday, May 31, 2019. CHHS will respond to all public comment no later than Friday, June 21, 2019.

**PUBLIC COMMENT SUMMARY:**

CHHS received one public comment related to the 2018 Program Year Substantial Amendment. The comments were related to the \$400,000 allocation of funds toward a new targeted-capacity homeless shelter. The following points summarize comments received:

- *I applaud the attempt to keep the shelter to 100-150 individuals. There's a lot of research to back up that size and that anything larger makes it harder for people to feel comfortable. I'd actually like to see it capped nearer to 100, but understand the limitations.*
- *If possible, please build it where multiple bus lines intersect within a few blocks so transportation is easier. Then residents would not necessarily need to come through the STA transit center to transfer. Or near the proposed Central City Line.*
- *If possible, build it near a low cost or even standard grocery store so people have easy access to healthy food.*
- *I would like to see it built in another part of Spokane than the downtown core of current facilities. We already have a lot of concentration of LI and homeless housing in one small area. We need to spread out the facilities per HUD guidelines.*
- *While this comment is largely outside of CDBG funding, it would be great to have co-located services.*

**IMPACT:**

No significant impact as the substantial amendment is an opportunity for the City to engage with the community for feedback related to affordable housing and emergency shelter solutions.

**ACTION:**

End Public Comment period and approve the 2018 Program Year Action Plan (7/1/18 – 6/30/2019) Substantial Amendment. Advance 2018 Program Year Action Plan Substantial Amendment to Spokane City Council for final approval.