



Community, Housing, & Human Services Board

September 4, 4:00

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

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 August Meeting Minutes: **ACTION**

4:10 – 4:40 Board Education

- 1) Reach – West Central

4:40 – 5:10 Public Hearing

- 1) 2018 Caper – Open Public Comment Period: **ACTION**
- 2) 2018 CAPER Presentation – George Dahl

5:10 – 5:30 Director Report – Tim Sigler

5:30 – 5:40 Council Update

5:40 – 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. 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 Meeting Cancelled	Aug. 7	Sept. 4	Oct. 2	Nov. 6	Dec 5
Mike Fagan – Council Member	X		X				X				
Gordon Graves	X			X	X						
Joe Johnston	X										
Adriane Leithauser	X		X	X	X						
Rebecca Sero	X		X				X				
Ben Stuckart – Council Member				X							
Anne Stuyvesant-Whigham	X		X	X	X		X				
Kim Taylor	X		X	X							
Dillon Thorpe	X		X	X	X		X				
Pam Tietz – CoC Rep											
Kathleen Torella – County Rep			X	X			X				
Diane Zemke	X		X	X	X		X				
Melody Dunn	X		X	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 Papenleu, 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, 6th floor Conference Room - *Diane Zemke, Arlene Patton, Anne Whigham, Fran Papenleu, 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

August 7th, 2019
Meeting Minutes

Meeting called to order at 4:02 PM.

Attendance

- **Board Members Present:** Melody Dunn, Mike Fagan, Rebecca Sero (by Phone) Dillon Thorpe, and Anne Stuyvesant-Whigham, Kathleen Torella (phone) Diane Zemke.
- **Staff Present:** Kelly Burnett, George Dahl, Kelly Keenan, Paul Trautman
- **Guests Present:** Berry Barfield and Doug Engle

Introductions:

The Group went around the room introducing themselves.

Approval of the Agenda

Motion to approve agenda with the additional action item by CHHS Board Member Melody Dunn and seconded by Diane Zemke

➤ AGENDA APPROVED

Public Comments: Barry Barfield, one of the guests in the audience introduced himself to the board. He is a retired teacher from Gonzaga and he wanted to see what the board was about and he maybe interested in joining the board.

Approval of the June 2019 Meeting Summary

Motion to approve the June Meeting Summary by CHHS Board Member Zemke and seconded by CHHS Board Member Dunn.

➤ MEETING SUMMARY APPROVED

CBDO Designation and CDBG: City Staff Member George Dahl provided the Board with the following information. A CBDO is a Community Based Development Organizations is generally a nonprofit community organizations with an emphasis on housing and economic development activities within a targeted geographic area. This type of organization is allowed to construct new housing with CDBG funds.

Typically these funds can not be used to fund new construction projects for housing unless a community is CBDO organization. If an organization would like this designation this needs to be done locally. Staff member Dahl provided the guidelines that are needed for this designation. In the board agenda packet the CBDO briefing paper lays out the guidelines that are needed for a designation. If an organization has been designated as a CHDO then they can also be granted a designation as a CBDO. City Staff Member Paul Trautman explained to the group what a CHDO designations.

How do we get more organizations to partner with us. Need to get affordable housing partners together and discuss and come up with ways that we can get more organizations involved.

Board Member Dunn - The northwest Community is looking to add town houses near Wellesley, would this be something that the neighborhood should look into.

What are some of the other quirks with this designation.

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

Neighborhood Program - Need to be able to identify a community organization and how they could support and work with one another.

This designation was not a new thing, it has been around for a while but this designation has never been explored before. What are the

5 Year Public Services Project: Staff Member Dahl provided the following information. On the handouts that George gave everyone it showed all of the projects that were funded. The only projects that were not on the list were the community centers as well as the the Workforce development Council.

We will be doing a reviews on all of the projects based on their performance. What kinds of things would we like to see in the performance measures. Should we have the RFP committee reconvene in the fall? Do we need to come up with a schedule on what and when they should be monitoring these projects?

Some things that the committee should be looking at is project spend down, limited performance and their outcomes.

Board Member Dunn asked if we should interview those who are being served to see if the projects are performing like they should.

At the first meeting we need re-look at the projects that were funded and what they planned on for their performance.

The RFP committee should meet quarterly, possibly a month after the quarterly reports are due from the sub-recipients. We need to come up with what the this structure of the committee is to look like. It would be nice to have the same people on the committee going forward and through the process and attending the reviews of the projects funded.

Will this committee be making the recommendation to the board yearly on who will be renewed for the next year.

When will the renewal process start - we should probably give ourselves at least 6 weeks before the program end so that we can review the the project. Year one - let's get into the process, after year 2 we would start with making changes in the allocations.

We need to see if the outcomes are easy to understand, are they obtainable. What is the outcomes vs outputs - if they said you were going to serve a 150 people that what does that look like.

The RFP committee will look to hold its first RFP committee in November.

Director Report

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

- House Bill 1406 - The City of Spokane is continuing to work on the house bill 1406. Council did the resolution to act on this and we are looking into doing some mixed income projects. We would like to look at doing more affordable housing units. We will be utilizing the affordable housing board as the committee to help make the decisions on the 1406 bill.

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- The CHHS staff is looking for additional shelter resources. Our intention is to have this in place before the cold season hits. The department did a public forum at the old Grocery Outlet site last week. We have also released an RFP to find a partner who will be in charge of running the new shelter.
- City Staff are in the process of getting the agreements out for the 5 year RFP.
- Kelly K. is working with Mike Piccalo in regards to the CHHS board and the conflicts of interests. This is geared around trying to recruit new board members.
- Envision Center Update: Kelly Keenan was DC a couple of weeks ago. HUD had invited cities who have envision to a workshop. They would to get all of the agencies working together and see how they can use funds and resources to help our need. HUD also invited other agencies to this workshop so that they could see how these envision centers are set-up and what it was that they are trying to accomplish. The Envision Center here in Spokane is the only Standalone Site that the county has. Staff member Keenan also showed the board a short clip that City Cable 5 had put together when the envision center first opened.

Consolidated Plan Update:

City staff Member Paul Trautman presented on the Consolidated Plan.

The Consolidated Plan is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions. This plan is going to be looking at Homeownership, Mixed Income, Preservation and Restoration, as well as Variety/Density.

We are currently working on the consolidated plan, we are also working with the planning department as well, which is the first time that we have done this.

We hope to give updates monthly on how things are coming along. It was asked if the County was working with us the plan or doing their own. It was mentioned that the County is working on their plan while we work on ours and then we will come together and see if they align before we submit our plan to HUD.

Staff Member Trautman mentioned that a home project has been completed. 4 plex has been completed and people are starting to occupy it now. The new HOME RFP is out. Will know about applications and projects in November.

City Council:

There are no updates from City Council.

County Update:

There are no updates from the County.

Committee Updates

1. Affordable Housing Committee - No update - will be meeting in September.

Announcements:

HUD Secretary Carson will be visiting the Envision Center next Tuesday.

Meeting Adjourned at 5:13pm PM.

The next CHHS Board Meeting is scheduled for **September 4, 2019 from 4-6pm** and will be held at the Envision Center.

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Notice for a Public Hearing and Public Comment Period

Public Hearing Date: Wednesday, September 4, 2019
Time: 4:00 P.M. to 6:00 P.M.
Location: City Council Briefing Center - City Hall Lower Level
808 W. Spokane Falls Blvd.
Spokane WA, 99201

The City of Spokane's Community, Housing, and Human Services Department (CHHS) will hold a Public Hearing to provide information and invite public comment on the 2018 Consolidated Annual Performance and Evaluation Report (CAPER) of the 2015-2020 Consolidated Plan.

The public may comment at the Public Hearing or may forward their comments to the CHHS Department at the above address, call 625-6325, or email spokanechhs@spokanecity.org. An electronic copy of the draft can be obtained at <https://my.spokanecity.org/chhs/documents/>. Paper copies of the draft Plan will be made available upon request.

Public comments will be collected from September 4, 2019 through September 23, 2019.

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NON-ENGLISH SPEAKING: The Consolidated Plan process intends, to the maximum extent feasible, to accommodate the needs of non-English speaking residents. Individuals requesting an interpreter should contact the CHHS Department. All accommodation requests should be made 72 hours prior to the public hearing, however, if a request is made within 72 hours, every reasonable effort will be made to provide an interpreter.

For further information, contact the CHHS Department at 625-6325.



Consolidated Annual Performance and Evaluation Report (CAPER)

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September 4, 2019

Community, Housing and Human Services Department

Public Hearing



CONSOLIDATED PLAN

- **2015 – 2020 Community Needs and Goals**

- Needs

1. Safe affordable Housing Choice
2. Basic and special needs and reduce homelessness
3. Community development and economic opportunities

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CONSOLIDATED PLAN

- **2015 – 2020 Community Needs and Goals**

- Goals

1. Expand safe affordable housing choices
2. Prevent and reduce homelessness
3. Provide opportunities to improve quality of life
4. Support vibrant neighborhoods
5. Expand economic opportunities

ANNUAL ACTION PLAN

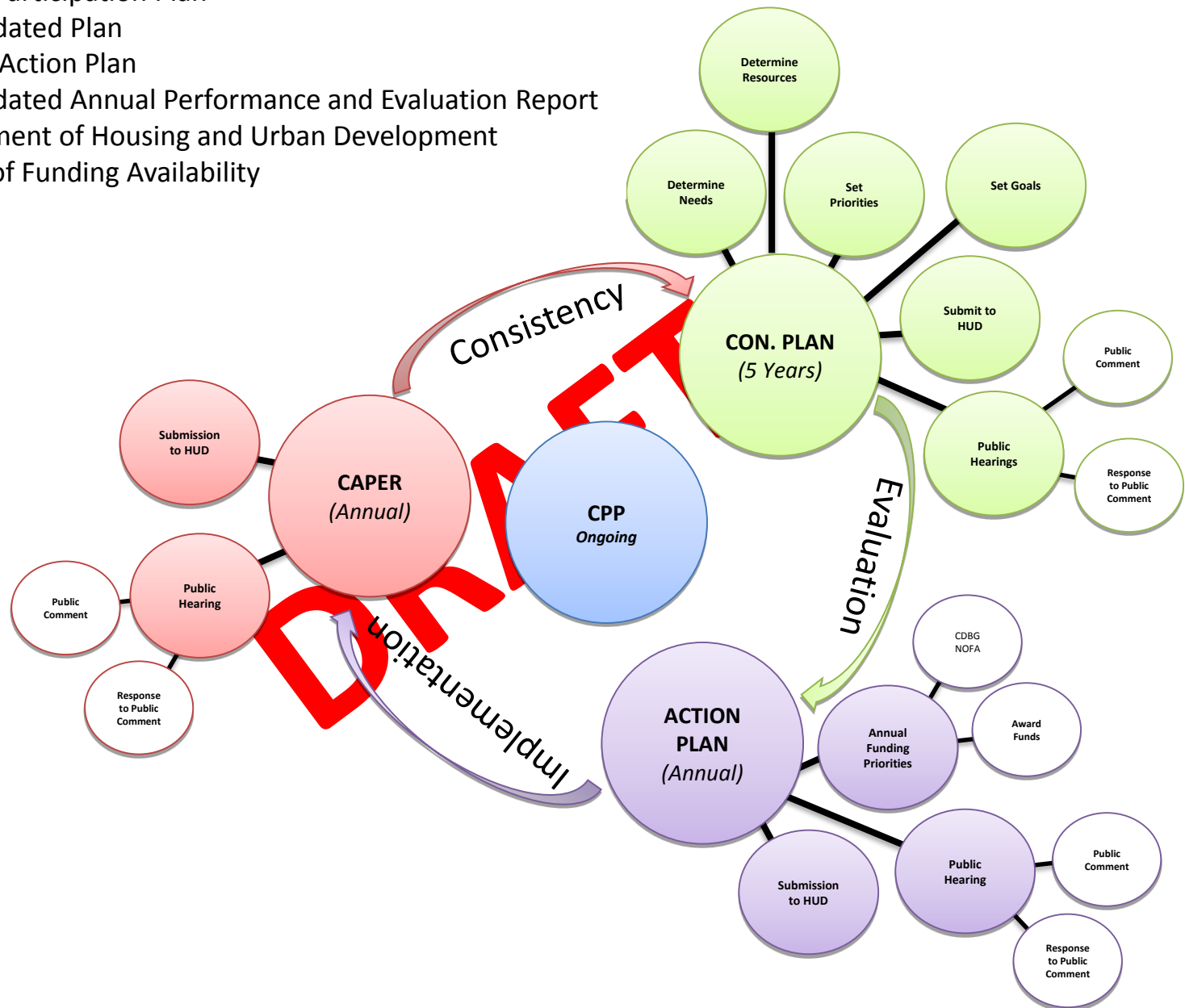
- Summary of resources and projects
 - Projects funded to support
 - Consolidated Plan
 - Needs and Goals
 - Submitted to HUD each year
 - 45 days prior to program year (July 1st), or
 - August 16th

CAPER

- Consolidated Annual Performance and Evaluation Report (CAPER)
 - Summary of activities and performance
 - Goals and Outcomes (CDBG, HOME & ESG)
 - Program year
 - 5 year goals
 - Submitted to HUD annually
 - 90 days after end of program year (6/30/19)
 - Friday, 9/27/19

CONSOLIDATED PLANNING PROCESS: *Community, Housing and Human Services*

CPP: Citizen Participation Plan
Con. Plan: Consolidated Plan
Action Plan: Annual Action Plan
CAPER: Consolidated Annual Performance and Evaluation Report
HUD: Department of Housing and Urban Development
NOFA: Notice of Funding Availability



CAPER ELEMENTS

- CR-05: Goals and Outcomes
- CR-10: Racial and Ethnic Composition
- CR-15: Resources and Investments
- CR-20: Affordable Housing
- CR-25: Homeless and Other Special Needs
- CR-30: Public Housing
- CR-35: Other Actions

CAPER ELEMENTS

- CR-40: Monitoring
- CR-45: CDBG
- CR-50: HOME
- CR-55: HOPWA
- CR-60: Subrecipient Information
- CR-65: Persons Assisted
- CR-70: Assistance Provided and Outcomes
- CR-75: Expenditures

CR-05: GOALS AND OUTCOMES

1. Expand Economic Opportunities
2. Expand Safe Affordable Housing Choices
3. Prevent and Reduce Homelessness
4. Provide Opportunities to Improve Quality of Life
5. Support Vibrant Neighborhoods

1. Expand Economic Opportunities

Indicator	Expected	Actual	Unit of Measure	Percent Complete (PY)
Public service activities other than Low/Moderate Income Housing Benefit	76	76	Persons Assisted	100%
Jobs created/retained	58	58	Jobs	100%

2. Expand Safe Affordable Housing Choices

Indicator	Expected	Actual	Unit of Measure	Percent Complete (PY)
Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	1,220	1,220	Households Assisted	100%
Rental units constructed	174	45	Household Housing Unit	25.9%
Rental units rehabilitated	222	217	Household Housing Unit	97.8%
Homeowner Housing Added	11	10	Household Housing Unit	90.1%
Homeowner Housing Rehabilitated	595	496	Household Housing Unit	83.4%
Buildings Demolished	2	2	Buildings	100%



3. Prevent and Reduce Homelessness

Indicator	Expected	Actual	Unit of Measure	Percent Complete (PY)
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	800	1,274	Persons Assisted	159.3%
Tenant-based rental assistance / Rapid Rehousing	131	131	Households Assisted	100%
Homeless Person Overnight Shelter	2,854	2,854	Persons Assisted	100%



4. Provide Opportunities to Improve Quality of Life

Indicator	Expected	Actual	Unit of Measure	Percent Complete (PY)
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	202,757	202,575	Persons Assisted	100%
Public service activities other than Low/Moderate Income Housing Benefit	145,109	145,109	Persons Assisted	100%



5. Support Vibrant Neighborhoods

Indicator	Expected	Actual	Unit of Measure	Percent Complete (PY)
Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	202,012	179,067	Persons Assisted	88.6%

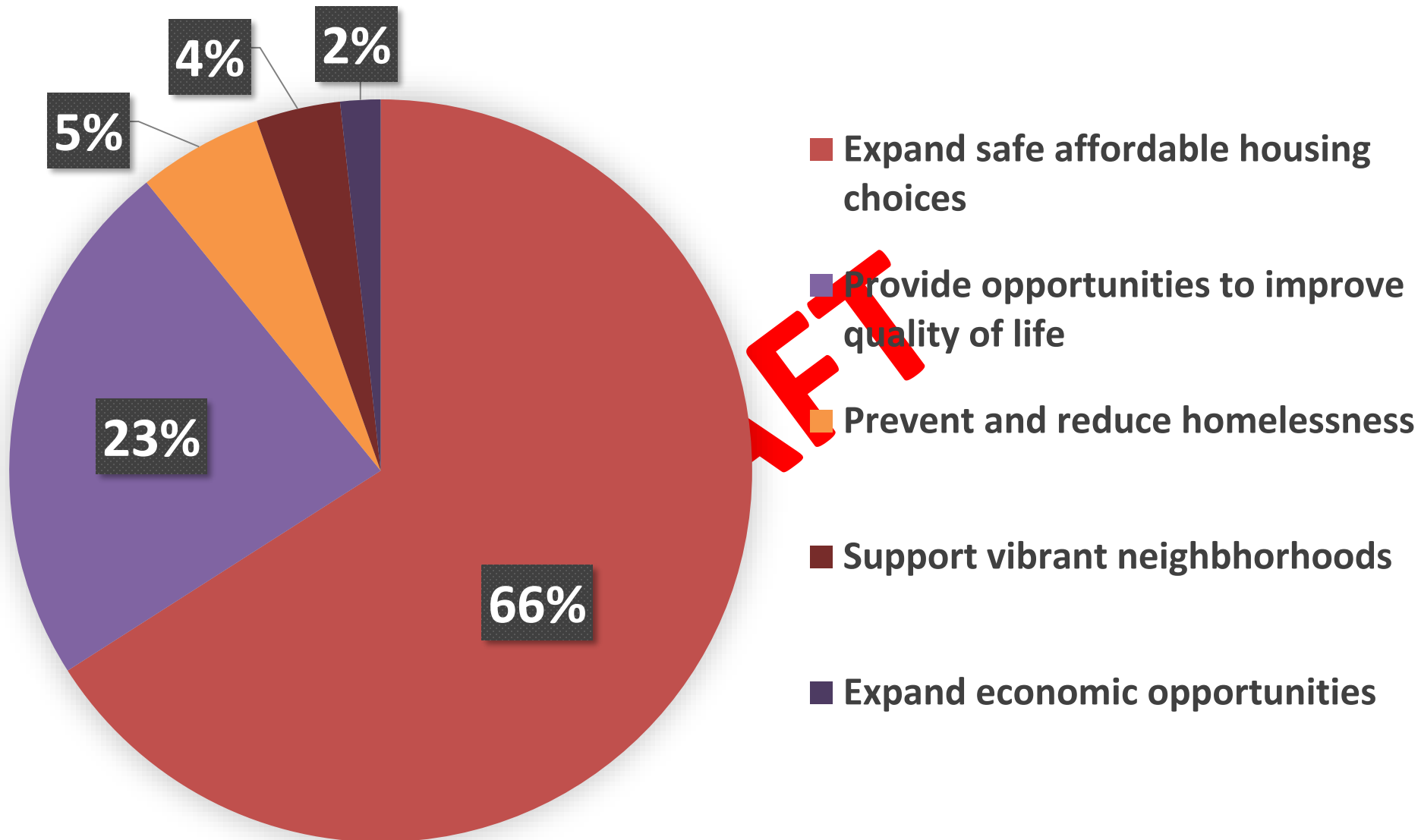
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CR-15: RESOURCES & INVESTMENTS

Funding Source	Forecasted	Expended
CDBG	\$5,204,133	
HOME	\$3,017,595	
ESG	\$271,343	

DK

INVESTMENTS BY CON. PLAN GOAL



PUBLIC COMMENT

- Copies of the DRAFT CAPER
 - Available online
 - <https://my.spokanecity.org/chhs/documents/>
 - Hard copies
 - Available on request

DRAFT

PUBLIC COMMENT

- Comment period open
 - Until Monday, September 23, 2019
 - Public comment
 - In-person (808 W. Spokane Falls Blvd)
 - Phone (509-625-6325)
 - Email (spokanechhs@spokanecity.org)

Questions?

DRAFT

Thank You



CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Program Year 2018 was very successful at meeting or exceeding most goals and outcomes. Please review the results below for a detailed summary of each goal, category, indicator and unit of measure for Program Year 2018.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		76	76	100.00%
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		0	0	

Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	232	1363	587.50%			
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Rental units constructed	Household Housing Unit	0	0		0	0	
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Rental units rehabilitated	Household Housing Unit	0	0		0	0	
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Homeowner Housing Added	Household Housing Unit	0	0		0	0	
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Jobs created/retained	Jobs	0	103		58	58	100.00%
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Businesses assisted	Businesses Assisted	300	347	115.67%			
Expand economic opportunities	Non-Housing Community Development	CDBG: \$325000	Buildings Demolished	Buildings	0	0		0	0	

Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		0	0	
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	1423		1220	1220	100.00%
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	1068		0	0	
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Rental units constructed	Household Housing Unit	48	86	179.17%	174	45	25.86%
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Rental units rehabilitated	Household Housing Unit	320	251	78.44%	222	217	97.75%
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Homeowner Housing Added	Household Housing Unit	0	0		11	10	90.91%
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Homeowner Housing Rehabilitated	Household Housing Unit	1468	1053	71.73%	595	496	83.36%

Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	80	0	0.00%			
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Housing for Homeless added	Household Housing Unit	0	10		0	0	
Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	

Expand safe affordable housing choices	Affordable Housing Public Housing	CDBG: \$2395000 / HOPWA: \$0 / HOME: \$1144887 / ESG: \$0	Buildings Demolished	Buildings	0	0		2	2	100.00%
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	1274		800	1274	159.25%
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	672	1236	183.93%	0	0	
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	800	2984	373.00%			
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Rental units constructed	Household Housing Unit	0	0		0	0	

Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Rental units rehabilitated	Household Housing Unit	0	51		0	0	
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Homeowner Housing Added	Household Housing Unit	0	0		0	0	
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	240	271	112.92%	131	131	100.00%
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Homeless Person Overnight Shelter	Persons Assisted	2520	3895	154.56%	2854	2854	100.00%
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				

Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Homelessness Prevention	Persons Assisted	0	0		0	0	
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Housing for Homeless added	Household Housing Unit	0	0				
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Prevent and reduce homelessness	Homeless Non-Homeless Special Needs	CDBG: \$725000 / ESG: \$271343	Buildings Demolished	Buildings	0	0		0	0	
Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	181336	276778	152.63%	202575	202575	100.00%

Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		0	0	
Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	443612	708772	159.77%	145109	145109	100.00%
Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Rental units constructed	Household Housing Unit	0	0		0	0	
Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Rental units rehabilitated	Household Housing Unit	0	0		0	0	
Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Homeowner Housing Added	Household Housing Unit	0	0		0	0	

Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				
Provide opportunities to improve quality of life	Homeless Non-Homeless Special Needs	CDBG: \$1140474	Buildings Demolished	Buildings	0	0		0	0	
Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	593952	517786	87.18%	202012	179067	88.64%

Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		0	0	
Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	102880	333902	324.55%	0	0	
Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Rental units constructed	Household Housing Unit	0	0		0	0	
Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Rental units rehabilitated	Household Housing Unit	0	0		0	0	
Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Homeowner Housing Added	Household Housing Unit	0	0		0	0	
Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Homeowner Housing Rehabilitated	Household Housing Unit	0	0		0	0	
Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Support vibrant neighborhoods	Non-Housing Community Development	CDBG: \$395000	Buildings Demolished	Buildings	0	3		0	0	

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of SPokane was able to implement several priority projects during Program Year 2018 that support the goals and needs identified in the 2015 – 2020 Consolidated Plan. Most notably, CHHS has added more affordable housing to our portfolio of services within the Spokane community. CHHS looks to carry the momentum from Program Year 2018 into Program Year 2019.

DRAFT

CR-10 - Racial and Ethnic composition of families assisted

**Describe the families assisted (including the racial and ethnic status of families assisted).
91.520(a)**

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

DRAFT

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	5,204,133	6,072,353
HOME	public - federal	3,017,595	
HOPWA	public - federal	0	
ESG	public - federal	271,343	

Table 3 - Resources Made Available

Narrative

During program year 2018, the City of Spokane receipted over \$1.8 million in program income. These funds allowed the City of Spokane to leverage additional investments in safe and affordable housing choices. Between program income and unspent prior year funds, the City was able to activate an amount greater than forecasted, while still meeting HUD's timely expenditure of funds requirement (24 CFR Part 570.902).

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City of Spokane has identified six separate targeted investment areas as part of an overall economic development strategy. CHHS supports these targeted investment areas with CDBG, HOME and ESG funds when services are provided to low-and-moderate income individuals.

Target Investment Areas within the City of Spokane

- Downtown
- East Sprague
- North Bank/Kendall Yards
- The YARD
- University District
- West Plains/International Airport

For more information on these target investment areas, please visit the City of Spokane Business and Development Services website. <https://my.spokanecity.org/business/incentives/>

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Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	0
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	0
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	0

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	0	0	0			
Number	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

DRAFT

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	124	2,854
Number of Non-Homeless households to be provided affordable housing units	49	45
Number of Special-Needs households to be provided affordable housing units	10	8
Total	183	2,907

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	50	131
Number of households supported through The Production of New Units	183	45
Number of households supported through Rehab of Existing Units	41	496
Number of households supported through Acquisition of Existing Units	0	11
Total	274	683

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of Spokane was successful in creating new affordable housing units during program year 2018. The following activities contributed to the success of meeting, or exceeding one-year goals:

- Single Family Rehab Program
- Essential Home Repair Program
- Rapid Re-housing Program

- Multi-family HOME Program
- Habitat for Humanity Derelict Housing Program
- Local investments in emergency shelter programming

Discuss how these outcomes will impact future annual action plans.

The City of Spokane is responding to a limited supply of safe affordable housing choice. The City will continue making investments in safe affordable housing choices and accessibility during program year 2019. Local investments will address housing needs for diverse populations meeting the low and moderate income thresholds. Funding notices will prioritize proposals that address/expand safe affordable housing choices.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	46,605	40
Low-income	18,841	3
Moderate-income	4,536	43
Total	69,982	86

Table 13 – Number of Households Served

Narrative Information

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The Spokane City/County Continuum of Care continues to support local outreach efforts to provide full coverage to CoC's geographic area, offer opportunities for engagement on evenings and weekends, and to provide the full level of service necessary to least likely to engage in services. The jurisdiction sponsored a strategic realignment local outreach efforts in order to improve better coordination of services between City-funded team street outreach efforts funded through PATH, STR Opioid Crisis, RHY, and SSVF as well as outreach teams that are focused on workforce connections and meeting the physical health needs of the homeless population. The increased coordination is improving access to population-specific resources, reducing duplication of efforts, and ensuring unsheltered persons have the greatest degree of access to the homeless crisis response system possible. These outreach teams also participate in regular case conferencing meetings to address the needs chronically homeless individuals and homeless youth.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC seeks to provide emergency response to families and individuals who are homeless and recognizes the continued need for shelter beds that are available when a person is unsheltered. The jurisdiction's goal is to operate a comprehensive shelter system that meets the needs of all households regardless of composition and quickly transitions 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, however the CoC has identified the need for additional shelters for adult men and women. Additionally, couples without children and youth who are in transition (18-24) do not have a dedicated shelter program that meets their unique service needs. The City, the CoC, and other community stakeholders are currently working to identify one or more sites for acquisition and ongoing funding for operations to meet the above needs.

With regards to meeting the transitional housing needs of homeless persons in our community, the CoC is moving towards providing permanent, rather than temporary, housing options, however the CoC is committed to continuing to support transitional housing programs for certain populations for which this intervention is considered best practice, such as youth, households fleeing domestic violence, clients exiting institutions, and veterans either through direct funding or supporting acquisition of subpopulation tailored resources such as OVW, RHY, and GPD funding.

Helping low-income individuals and families avoid becoming homeless, especially extremely

low-income individuals and families and those who are: likely to become homeless after 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); and, 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 to ensure eligible homeless clients are not discharged from in-patient hospital care or emergency room visit into homelessness: Empire Health Foundation, Providence Health Care, Community Health Association of Spokane, and Volunteers of America. The Roads to Community Living Program coordinates with group homes, assisted living program and private landlords to ensure that long term Medicare eligible clients discharging from hospitals, nursing homes and mental health facilities are not being discharged into homelessness.

The Spokane County Regional Behavioral Health (SCRBH) is responsible for community-based mental health services for inpatient and outpatient care services. Eastern State Hospital works in conjunction with Frontier Behavioral Health Outreach and Spokane County Supportive Living Program. 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 (ILP) to assist the youth toward a successful transition to adulthood. Local DCYF Social Workers and Volunteers of America, as the contracted ILP provider, work with youth as they near 18 to establish an ILP to guide the services and housing assistance until they are 21. Eligible young adults exiting care are assisted in accessing housing through the Independent Youth Housing Program or Family Unification Program vouchers.

Spokane County has taken the lead in housing individuals as they exit from correctional institutions through the Re-Entry Initiative (REI) Program, a community re-entry program dedicated to transitioning formerly homeless exiting institutional settings into adjusted citizens, engaging, working and living in stable housing with limited to no subsidy. Through their partnership with Goodwill Industries of the Inland Northwest, they provide permanent housing through a short term rental assistance program to persons exiting correctional institutions. Airway Heights Corrections facility and the local jail works with Pioneer Human Services who operates separate work release facilities for women and men. A formalized discharge plan, in which housing is a requirement, is created for each client as they discharge from these facilities. Volunteers of America and Youth, Family, and Adult Connections work with Spokane County Juvenile Court Services and the WA State Office of Juvenile Rehabilitation to prevent youth and young adults from exiting juvenile justice facilities to homelessness.

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 operates on a diversion-first model to prevent individuals and families with children from entering the crisis response system by helping households better utilize their existing support networks and assisting with their access to community resources. ESG is funding rapid re-housing and emergency shelter operations. An intentional shift to focus on permanent housing exits when households enter the homeless system has been transforming the City's homeless system over the past few years. As a result, much of the CoC efforts to serve homeless households are focused on rapid re-housing. Households who present as chronically homeless with very high barriers are placed directly into available PSH units or available bridge housing. These efforts shorten the time families are homeless and increase stability.

The Supportive Services for Veteran Families (SSVF) program provides an essential resource for Veterans and their families who are homeless or at risk. SSVF provides intensive outreach, housing search and placement and continued case management for this population. For Veterans who need more intensive housing services The 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 Young Adult Housing Program (YAHP) from the Washington State Department of Commerce's Office of Homeless Youth has provided the jurisdiction with a crucial new resource for the provision of rent assistance, transitional housing, and case management for young adults ages 18 through 24. YAHP 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.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Phase II of the RAD Conversion is anticipated to close by the end of summer 2019. Our Financing Plan was approved by HUD Finance Committee in early July and we received our RAD Conversion Commitment on July 11th. The Authority has met with households over the past few months to explain their alternatives available to them and how the relocation process will work post conversion. We also initiated monthly meetings with current public housing tenants to discuss the project schedule and to provide overview of specific topics. A monthly newsletter has been started to ensure households are informed and our website is available with all the information as well. During the past 3 months SHA has met with each individual household and described the ultimate plans for the public housing scattered site units and how the project plans would impact them.

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

As a requirement of the RAD program we are selling these units at Fair Market Value over the twelve months following conversion. Current households have the right of first refusal and can pursue the homeownership alternative if they have the capacity, interest and meet the program requirements. In early 2019 Authority staff provided a pre-screening application to households to see if they would meet SHA's program requirements for homeownership of their current unit. As a policy for our RAD conversion we offered existing households the right of first refusal to purchase their home if they were capable. In all, we identified roughly 10 of 74 households that would meet our program requirements. As we move towards assisting the initial 37 households with relocation, those who are interested in homeownership will consent to that choice and we will pursue a final screen to see if they meet our program requirements. We are also working with SNAP who has a steady supply of clients who are ready to become a first time homebuyer. After the current public housing tenants pass on their option to purchase we will make that unit available to SNAP's pool of homebuyers to see if there is any interest in purchasing the unit. If there is no interest from SNAP's homebuyers we will release the unit for sale on the open market.

Actions taken to provide assistance to troubled PHAs

NA

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City of Spokane has expanded their targeted investment strategies to include 6 geographic areas within the city. The goal of Target Investment Areas is to leverage public resources for housing, street and utility infrastructure, public safety and other efforts can lead to increased private investment and measurable, long-term economic vitality within the City of Spokane. Priority is given to projects that increase development and/or services in these areas. In addition to targeted investments of other City dollars, issues such as zoning ordinances, building codes, fees and charges, etc. are being reviewed to facilitate faster and more effective growth and increased housing options.

Additionally, the Continuum of Care's implementation of Coordinated Assessment makes shelter, transitional and permanent affordable housing and services more accessible to individuals experiencing homelessness.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City places special emphasis on funding multi-family rental projects serving extremely low income (below 30% of median income) households, 3+ bedroom units for large families, and "Centers & Corridors" development that places affordable housing adjacent to jobs and public transportation.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Spokane actively addresses lead-based paint hazards by integrating HUD Title X and EPA Renovator (RRP) requirements into HUD-grant-assisted housing rehabilitation programs for homebuyers, homeowners, and renters. Note that homes are not declared "lead free" due to HUD's lack of a lead-free defining criteria. This may be due to extensive and nationwide environmental lead that can contaminate any home at any time, including those built after 1978. Rather, the City requires Clearance testing to verify lead-safe rehabilitation, as applicable. The City also offers visual assessment trained HQS inspection, "Renovate Right" pre-renovation pamphlet, and "Protect Your Family" pre-housing-contract pamphlet as well as referral to the Washington State Lead Based Paint program for certified renovation, XRF, and Clearance services.

The Single-Family Rehabilitation and Multifamily Housing programs incorporate HUD and EPA lead-

based paint requirements into housing renovation activities. Lead Inspections and Risk Assessments are required for all units constructed prior to 1978. All for-hire contractors performing renovation must use EPA-certified Renovators when disturbing known or suspected lead-based paint in homes and child-occupied facilities constructed before 1978. These renovation projects must provide a Clearance examination performed by a licensed and third-party Risk Assessor that verifies no latent lead-based paint chips or dust.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

During program year 2018, CHHS invested into land acquisition for the development of affordable housing for poverty-level families. CHHS has and will continue partnering with local housing providers to ensure CDBG and HOME funds are used to expand our affordable housing portfolio in Spokane. Examples of projects funded during this program year to address affordable housing and services for poverty-level households include:

- Real estate acquisition of 2002 E Mission Ave to create 8 units of affordable housing and shelter space for homeless families
- Partnership with Habitat for Humanity, Spokane for the acquisition and rehabilitation of derelict homes. New homeowner housing units for qualifying homebuyers.
- Real estate purchase of commercial warehouse to support food distribution programming through Second Harvest Food Bank
- Rental Repair Pilot Program to improve safe affordable housing choices for low/moderate income renters

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

There were several actions taken as part of the Consolidated Planning process to improve institutional structure. The most significant was establishing Strategic Plan goals with a better understanding of the relationship between Goal Outcome Indicators (GOIs) and other program accomplishments. These changes were extended to contracting to ensure sub-recipient reporting matches the City's reporting obligations.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Public and non-profit housing providers, private and governmental health, mental health, and service agencies participated in the network of activities described in this CAPER report. They are also the organizations with which the City of Spokane worked to develop each Annual Action Plan. A strong network of community partnerships exists among public, private, nonprofit and for-profit sectors of the City, which work effectively to meet the needs of Spokane's low- and moderate-income residents.

CoC members and community partners worked to update Spokane's Strategic Plan to End Homelessness. Finally, the City strongly encourages collaborations among its subrecipients. These collaborations enhanced the coordination of services among agencies and reduced inefficiencies and duplication of services.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

On April 11, 2019, the City of Spokane, in partnership with the Spokane Housing Authority, Spokane County, Northwest Fair Housing Alliance, Spokane Low Income Housing Consortium, City of Coeur D'Alene, and Washington State Human Rights Commission hosted the Inland Northwest Fair Housing Conference. This annual conference has become a foundation in our regional effort to educate the public and service providers about issues related to Fair Housing and issues identified in our current Analysis of Impediments to Fair Housing.

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CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Spokane monitors all activities awarded funds for furtherance of both the Strategic Plan to End Homelessness and the Consolidated Plan for Community Development, in accordance with the City's Grants Management and Financial Assistance Guide (Admin Policy 0430-16-01). City staff perform annual risk assessments on all grantees which inform planned monitoring methods and schedules. In implementing these plans, City staff monitor for:

- Budget Control: comparison of actual expenditures with budgeted amounts
- Expenditure Verification: Ensuring expenditures are supported by source documentation such as receipts, invoices, and time and effort records
- Cost allowability: ensuring that expenditures are billed in accordance with applicable program regulations
- Performance: ensuring grantees meet all contract requirements including benchmarks and performance measures, timeliness standards, data collection and reporting.

In association with monitoring activities, City staff frequently provide technical assistance to community partners to maximize the benefit of funded activities and to advance understanding of applicable laws and regulations.

Minority Business Outreach:

CHHS promotes HUD-funded construction contracting opportunities to women, minority, and Section 3 businesses. CHHS seeks to utilize minority and women owned-business (M/WBE) and Section 3 business opportunities to the maximum extent practicable. Sponsors of HOME and CDBG assisted construction projects identify bid outreach to minority and women owned businesses (M/WBE) and Section 3 Business Concerns. Staff provides a list of Spokane area businesses who are M/WBE and/or Section 3 Business Concerns. These contractors are either Washington State M/WBE certified or self-certified to CHHS. Staff recommends that each sponsor document at least 3 bid solicitations from this list for each HUD-funded project. Sponsors then report to CHHS if any M/WBE and/or Section 3 Business Concerns were hired and the dollar amount of contracts executed. M/WBE and Section 3 contract activity is then reported to HUD via form HUD-2516 and SPEARS online report.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The City of Spokane is required to make the CAPER available for public comment for at least (15) days. The public comment period for this CAPER will begin on Wednesday, September 4, 2019 and end on Monday, September 23, 2019. Citizens are encouraged to attend each and every public hearing to learn more about the Consolidated Planning process and offer public comment. Citizens are encouraged to provide public comment in person or in writing. A copy of the DRAFT CAPER is available on the City of Spokane's website (<https://my.spokanecity.org/chhs/documents/>). Written public comment can be taken in person at Spokane City Hall (808 W. Spokane Falls Blvd) during the work week between 8:00 AM and 5:00 PM.

Print copies and translation services are available on request. Please submit requests to the Community, Housing and Human Services Department via phone (509-625-6325) or email (spokanechhs@spokanecity.org). For questions related to this document, please contact George Dahl at gdahl@spokanecity.org.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Spokane has not made any changes to our program objectives during Program Year 2018. The City continues the pursuit of meeting community needs (as identified in the 2015 – 2020 Consolidated Plan) by addressing the following strategies:

1. Safe affordable housing choice
2. Basic and special needs and reduce homelessness
3. Community development and economic opportunities

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

DRAFT

CR-55 - HOPWA 91.520(e)

Identify the number of individuals assisted and the types of assistance provided

Table for report on the one-year goals for the number of households provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities developed, leased, or operated with HOPWA funds.

Number of Households Served Through:	One-year Goal	Actual
Short-term rent, mortgage, and utility assistance payments		
Tenant-based rental assistance		
Units provided in transitional housing facilities developed, leased, or operated with HOPWA funds		
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds		
Total		

Table 14 – HOPWA Number of Households Served

Narrative

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	SPOKANE
Organizational DUNS Number	057531253
EIN/TIN Number	916001280
Identify the Field Office	SEATTLE
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Spokane City & County CoC

ESG Contact Name

Prefix	Mr
First Name	Kelly

CAPER

Middle Name 0
Last Name Keenan
Suffix 0
Title CHHS Director

ESG Contact Address

Street Address 1 808 W. Spokane Falls Blvd
Street Address 2 0
City Spokane
State WA
ZIP Code 99201-
Phone Number 5096256056
Extension 0
Fax Number 0
Email Address kkeenan@spokanecity.org

ESG Secondary Contact

Prefix Ms
First Name Tija
Last Name Danzig
Suffix 0
Title Homeless Programs Manager
Phone Number 5096256325
Extension 0
Email Address tdanzig@spokanecity.org

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2018
Program Year End Date 06/30/2019

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: SPOKANE
City: Spokane
State: WA
Zip Code: 99201, 3333
DUNS Number: 057531253
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Unit of Government
ESG Subgrant or Contract Award Amount: 37174

Subrecipient or Contractor Name: SPOKANE NEIGHBORHOOD ACTION PARTNERS

City: SPOKANE

State: WA

Zip Code: 99202,

DUNS Number: 180971087

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 39569

Subrecipient or Contractor Name: VOLUNTEERS OF AMERICA

City: Spokane

State: WA

Zip Code: 99201, 4301

DUNS Number: 613015353

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Faith-Based Organization

ESG Subgrant or Contract Award Amount: 70971

Subrecipient or Contractor Name: CATHOLIC CHARITIES

City: Spokane

State: WA

Zip Code: 99201, 3662

DUNS Number: 167375500

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Faith-Based Organization

ESG Subgrant or Contract Award Amount: 103184

Subrecipient or Contractor Name: Transitional Programs for Women

City: Spokane

State: WA

Zip Code: 99205, 2500

DUNS Number: 932197544

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Faith-Based Organization

ESG Subgrant or Contract Award Amount: 23394

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 16 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 17 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 18 – Shelter Information

DRAFT

4d. Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 19 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 20 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	0
Female	0
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 21 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	0
18-24	0
25 and over	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 22 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households				
Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	0	0	0	0
Victims of Domestic Violence	0	0	0	0
Elderly	0	0	0	0
HIV/AIDS	0	0	0	0
Chronically Homeless	0	0	0	0
Persons with Disabilities:				
Severely Mentally Ill	0	0	0	0
Chronic Substance Abuse	0	0	0	0
Other Disability	0	0	0	0
Total (Unduplicated if possible)	0	0	0	0

Table 23 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	83,950
Total Number of bed-nights provided	79,047
Capacity Utilization	94.16%

Table 24 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

ESG projects that were completed during the 2017 program year support the goals and objectives of the City's 10-year plan, The Road Home and the Department of Housing and Urban Development's goals toward ending homelessness. Strategies funded through ESG include; emergency shelter to the chronic homeless population, youth, families and victims of domestic violence; outreach and engagement of the chronic homeless population and families with children; and rapid re-housing for all populations. ESG, CoC, state, and locally funded homeless service projects are all held to the set of performance outcomes including but not limited to exits to permanent housing and length of time homeless in emergency shelter.

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2016	2017	2018
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
Subtotal Homelessness Prevention	0	0	0

Table 25 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2016	2017	2018
Expenditures for Rental Assistance	0	10,506	1,042
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	22,802	4,656
Expenditures for Housing Relocation & Stabilization Services - Services	0	27,722	3,970
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
Subtotal Rapid Re-Housing	0	61,030	9,668

Table 26 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2016	2017	2018
Essential Services	0	10,745	48,186
Operations	0	0	11,734
Renovation	0	0	0

Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	0	10,745	59,920

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2016	2017	2018
Street Outreach	0	0	16,823
HMIS	0	0	18,876
Administration	0	0	0

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2016	2017	2018
062	0	71,775	105,287

Table 29 - Total ESG Funds Expended

11f. Match Source

	2016	2017	2018
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	0
Local Government	0	0	385,506

Private Funds	0	0	0
Other	0	0	0
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	0	0	385,506

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2016	2017	2018
56,281	0	71,775	490,793

Table 31 - Total Amount of Funds Expended on ESG Activities