



Community, Housing, & Human Services Board

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

March 4, 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 February Meeting Minutes: **ACTION**

4:10 – 4:55 Discussion

- 1) Mayor Woodward introduction
- 2) Perpetual Housing, Acquisition and Capital Improvements Program process discussion
- 3) CHHS Department Third Party Audit briefing
- 4) HUD Section 108 Loan Guarantee Program – Open Public Comment Period: **ACTION**

4:55 – 5:15 Board Education

- 1) Conflict of Interest
- 2) Organizational Chart
- 3) Public Meetings

5:15 – 5:30 Director Report – Tim Sigler

5:30 – 5:50 Council Update

- 1) Council Members Wilkerson and Burke Interests and Introduction

5:50 – 5:55 Committee Updates

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

5:55 – 6:00 Announcements

6:00 Adjournment - Board Chair

2020 Board Meeting Schedule

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

February 5, 2020
March 4, 2020
April 1, 2020 (Board Retreat)
May 6, 2020
June 3, 2020
July 1, 2020
August 5, 2020
September 2, 2020
October 7, 2020
November 4, 2020
December 2, 2020

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. 5 | March 4 | April 1 | May 6 | June 3 | July 1 | Aug. 5 | Sept. 2 | Oct. 7 | Nov. 4 | Dec 2 |
|----------------------------------|-----------|---------|------------|----------|-----------|--------|-----------|------------|-----------|-----------|----------|
| Gordon Graves | X | | | | | | | | | | |
| Adriane Leithauser | X | | | | | | | | | | |
| Rebecca Sero | | | | | | | | | | | |
| Kate Burke – Council Member | X | | | | | | | | | | |
| Anne Stuyvesant-Whigham | LOA | LOA | | | | | | | | | |
| Dillon Thorpe | X | | | | | | | | | | |
| Jan Simpson – CoC Rep | X | | | | | | | | | | |
| Kathleen Torella – County Rep | X | | | | | | | | | | |
| Melody Dunn | | | | | | | | | | | |
| Betsy Wilkerson – Council Member | | | | | | | | | | | |
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STANDING COMMITTEE MEETING INFORMATION

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

Arlene Patton, Adriane Leithauser, Phil Altmeyer, Andy Hoyer, Mark Muszynski, Patricia Kienholz, Gordon Graves, Diane Zemke, Barry Barfield, Michone Preston

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

Executive Committee: Third Wednesday of each month, 1:00 to 2:30 P.M. City Hall, 6th floor Conference Room - *Anne Whigham, Adriane Leithauser, Rebecca Sero, Dillon Thorpe, Tim Sigler*

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

February 5, 2020
Meeting Minutes

Meeting called to order at 4:04 PM.

Attendance

- **Board Members Present:** Adriane Leithauser (Chair), Anne Stuyvesant-Whigham (by phone), Kathleen Torella, Dillon Thorpe (by phone), Jan Simpson, Gordon Graves, Kate Burke
- **Staff Present:** Kelly Burnett, George Dahl, Tim Sigler, Paul Trautman, Niki Madunich, Becky Tuno, Cassi Brown, Brian McClatchey, Melissa Morrison
- **Guests Present:** Barry Barfield, Jeri Rathbun, Jason McAllister, Hillary Beardsley, Brenda Graham

Introductions: CHHS Board members, city staff and guests present introduced themselves.

Public Comment

No public comments were offered by meeting attendees.

Approval of the Agenda

Prior to agenda approval and due lack of quorum, all non-action items were moved to the top of the agenda in the following order: Consolidated Plan Update, Review of Public Comments Received Regarding Analysis of Impediments (AI) to Fair Housing Choice, Neighborhood Community Development Program 2020 Update. During the review of non-action items, CHHS Board member Dillon Thorpe joined the meeting via phone for quorum. The Agenda will be updated to include an action item for approval of the AI.

Motion to approve agenda with proposed updates made by CHHS Board member Gordon Graves and seconded by CHHS Board member Dillon Thorpe.

➤ AGENDA APPROVED

Consolidated Plan Update

Staff member George Dahl provided an update on the Consolidated Plan. The Department Housing and Urban Development (HUD) has made it clear that their intention is to be timely on the appropriation of funds in 2020. Based on this information, submission of the Consolidated Plan will be pushed up. The adjustment of the submission timeline will move the draft review, presentation and public hearing to the April CHHS Board meeting, rather than the previously anticipated May meeting.

The Consolidated Plan is a five year strategy to address greatest community needs and appropriate funds to address those needs. The number one priority in this five year cycle is affordable housing which will act as the guiding star of the plan. The City and the County are separate and submit separately for HUD entitlement funding. Entitlement funding is conditional upon submission and awards are either approved or not.

Board members interested in participating in the Consolidated Plan process can contact George Dahl. Areas for participation are mostly statistical review and providing feedback.

Analysis of Impediments Review of Public Comments Received

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

Staff member George Dahl provided all comments received regarding the AI to the board prior to the board meeting as part of the agenda packet with all identifying information removed. Comments received were generally positive and in favor of adopting the AI. In order to foster participation in public feedback, certain organizations (such as the Tenants Union) were contacted directly for comment. Seven comments were received in total. It is recommended to proceed with approval of the AI once quorum is reached.

Neighborhood Community Development Program 2020 Update

Staff member George Dahl presented an overview of the Neighborhood Community Development Program (NCDP). The NCDP is a carve out program of Community Development Block Grant (CDBG) funds. Neighborhoods are given the opportunity to allocate funds to programs or organizations for the betterment of their community. City staff vets all applications for funding for viability and compliance. This year, funds are being distributed by district rather than individual neighborhoods. An RFP was made public for submission in order to provide staff-vetted options for neighborhoods and districts to choose from. All approved RFP submissions have been provided to neighborhoods and districts on a 'menu,' which is available on the city website. Three technical assistance sessions were provided in January to neighborhood council and district leadership in order to further educate about and facilitate the NCDP program. Neighborhood councils and districts are welcome to solicit applicants for funding, but any applications received are subject to program restrictions and staff review. Councils are also welcome to question applicants or invite them to council meetings for further information. All NCDP applications must be received by the April deadline in order for funds to be allocated.

Approval of the December 2019 Meeting Summary

Motion to approve the December Meeting Summary made by CHHS Board member Dillon Thorpe and seconded by CHHS Board member Gordon Graves.

- MEETING SUMMARY APPROVED

Approval of Analysis of Impediments to Fair Housing Choice

Motion to approve the Analysis of Impediments to Fair Housing Choice with no further edits made by CHHS Board member Gordon Graves and seconded by CHHS Board member Dillon Thorpe.

- ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE APPROVED

Review and Approve Perpetual Housing, Acquisition and Capital Improvements Program Applications Received

Staff member George Dahl provided the three applications for the Perpetual Housing, Acquisition and Capital Improvements Program (PHACIP) received for review. One application was received from Family Promise, requesting \$180,000.00 for an acquisition to centralize services offered. Another was received from Pioneer Human Services, requesting \$594,474.00 for rehabilitation of the Carlyle electrical system in order to meet code requirements and obtain a permanent certificate of occupancy. The final application received was from Proclaim Liberty, requesting \$1.2 million (\$744,150.00 grant request and \$455,850.00 no-interest loan) for construction of a new Early Childhood Education and Assistance Program (ECEAP) facility and future apartment development of 65 units. Each of the project applications are 'shovel ready' but there are insufficient funds to accommodate all three requests.

The CHHS Board approval is a recommendation for funding which will be taken to the City Council who can choose to fund or not. The City Council has no preference in regard to full or

partial funding of proposed projects, it is possible to partially fund any of the project applications received. The decision not to fund any of these projects will not cause eviction or termination of projects or programs.

Prior to discussion of applications received, CHHS Board and staff member, Tim Sigler, disclosed a conflict of interest with Pioneer Human Services and will abstain from discussion of their application and from the board funding vote. CHHS Board members Gordon Graves and Kathleen Torella also disclosed potential conflicts of interest with Pioneer Human Services, as both board members work for organizations who fund Pioneer Human Services. It was determined that these are not conflicts of interest and both members may participate in discussion and funding vote.

Applications received may be eligible for other funding options. It may be possible to provide a Section 108 loan to Proclaim Liberty, rather than use CDBG funds as part of the PHACIP. Only one application received, Pioneer Human Services, could potentially be eligible for HOME funding but applying for those funds would fundamentally change the scope of the application received for the PHACIP.

Grants awarded by the PHACIP are reimbursement based; as grants are fulfilled, grantees submit invoices for reimbursement until funds are depleted. The PHACIP is funded with CDBG dollars, which amount to approximately \$3 million per year and can vary due to the potential inclusion of loan repayments from the Single Family Rehabilitation Program. The PHACIP is intended to be responsive and adaptable to community need. It may be possible to invite applicants to board meetings to answer board questions or for presentations. However, it is important that the process be fair and equitable, so caution should be exercised in order to ensure fairness. At this time, Board discussion and decisions should center around the applications received.

Board discussion for funding preference included noting that Family Promise had not previously been fully funded for operations, which was severely felt by an organization that acts as the only shelter provider for homeless families. In contrast, Pioneer Human Services serves a population that needs assistance but is less sympathetic and may be more difficult to secure funding for. Funds for that application are needed for work that must be done in order to bring housing units to habitability and ensure safety of residents and should be seriously considered as they serve a high-barrier population. Proclaim Liberty's application addresses two community needs that have been prioritized by several groups including the city and state. It could act as an important infrastructure piece that will help fulfill two areas of serious community need.

Prior to voting discussion, CHHS Board and staff member Tim Sigler left the room.

Motion to recommend funding the grant portion of Proclaim Liberty application made by CHHS Board member Kate Burke and seconded by CHHS Board member Dillon Thorpe. CHHS Board and staff member Tim Sigler abstained.

➤ FUNDING RECOMMENDATION APPROVED

Amended motion to recommend funding the grant portion of Proclaim Liberty application and the entirety of the Pioneer Human Services application made by CHHS Board Member Kate Burke and seconded by CHHS Board member Dillon Thorpe. CHHS Board and staff member Tim Sigler abstained.

➤ AMENDED FUNDING RECOMMENDATION APPROVED

Approval of Dual Committee Membership

The current CHHS Board Committee Governance stipulates that members of the public (non-CHHS Board members) only be allowed to serve on one committee unless otherwise approved by the CHHS board. Former CHHS Board member Diane Zemke's participation on both committees is highly valuable and board approval is sought to allow her dual participation in both the Affordable Housing and RFP Committees.

Motion to approve dual committee membership of Diane Zemke made by CHHS Board member Gordon Graves and seconded by CHHS Board member Dillon Thorpe.

➤ DUAL COMMITTEE MEMBERSHIP OF DIANE ZEMKE APPROVED

Approval of Affordable Housing Committee Membership

The CHHS Board approves the membership of each committee under its purview. The Affordable Housing Committee roster is set as it appears on the CHHS Agenda, with the removal of member Art Knoll who is no longer active.

Motion to approve the membership of the Affordable Housing Committee with the removal of Art Knoll made by CHHS Board member Gordon Graves and seconded by CHHS Board member Kate Burke.

➤ AFFORDABLE HOUSING COMMITTEE MEMBERSHIP APPROVED

Meeting Agenda Update

Due to time constraints and missing committee members it was suggested that the Board Education topics listed on the agenda be postponed to the March meeting.

Motion to approve the rescheduling of Board Education topics to the March board meeting made by CHHS Board member Gordon Graves and seconded by CHHS Board member Kate Burke.

➤ POSTPONEMENT OF BOARD EDUCATION TOPICS APPROVED

2020 Board Education Discussion

Board Chair Adriane Leithauser requested board education topic suggestions from the board for upcoming 2020 meetings. Suggestions received include:

- Representative from Durham, NC to present on city-wide affordable housing plan.
- Representative from Burien, WA to present on their RFQ without zoning restrictions.
- Workforce Development presentations such as program runners both in and outside of the community.
- Spokane Workforce Council member.
- Representative from United Way's ALICE Project.
- CHHS Board visits and/or meetings at local community centers.

Director Report

Staff member Tim Sigler provided the Director's Report including the following items:

- Mayor would like to meet with prospective board candidates prior to making her nomination to council for appointment.
- Currently, shelter capacity indicates opens beds are consistently available for all adult men, women and families. Capacity tends to be weather dependent. Shelters email in capacity reports nightly around 9:00pm. Capacity reports are also shared with Fire and Police Departments.

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

- CHHS Department has several personnel openings. Currently, the Homeless Program Manager position is open for applications and will close Friday. Grants area has no accountants at the moment. The department would like to add two program specialists to help the homeless team. There is also a Compliance Officer opening and a national search is underway for a Neighborhood and Business Services Director.

Staff member Becky Tuno provided a brief overview of the recently conducted Point In Time (PIT) Count. The PIT Count is a snapshot of the homeless population on one night and is a federal HUD requirement. For the PIT count, the entire State of Washington coordinates a specific date (January 23rd this year) and counts both sheltered and unsheltered populations. The City of Spokane chooses to conduct surveys for the entire week following the date of the count.

Unsheltered surveys are conducted both by professional outreach professionals and volunteers. Outreach staff perform surveys on the street whereas volunteers survey at service locations such as food banks, community centers etc. This year 200 volunteers signed up and of those 120 completed the required training and waivers to actively survey. Sheltered numbers are extracted from the Homeless Management Information System (HMIS).

Those participating in the survey are provided with safety lights and care bags as supplies last. This year approximately 820 care bags were assembled and distributed as part of survey efforts. This year's count also included some targeted population events for both veterans and youth. Data from the count should be available in one or two months and can be presented by HMIS staff once available.

Council Update:

City Council Member Kate Burke provided the City Council update, including the following items:

- Council has undergone many changes in the new year, including the addition of new Council Members Cathcart and Wilkerson as well as new leadership in Council President Beggs in addition to new city administration. Currently, council is working out new dynamics amidst much change.
- Council is working through board and commission updates as they are presented.
- Council Member Burke is focusing efforts on early learning in the community and has created a work group toward that end. The work group is identifying service gaps in the community and searching for solutions. Examples of questions the work group is asking are 'can the city provide funding for early learning, and if so would it be voucher based?' and 'could worker compensation be raised in order to stabilize industry turnover?'
- Council Member Burke is also working with local nonprofits to encourage Spokane Transit Authority to provide discounted income-based bus passes; current pricing for a monthly bus pass is \$60.00.
- Other projects include tenant protections to help keep people in their homes and investigating the utility of various types of co-ops by learning from their prevalence on the East Coast.

Committee Updates

Staff member Paul Trautman provided an update for the Affordable Housing (AH) Committee. The February meeting of the AH Committee is cancelled. The HOME Funding recommendations made in December were contingent upon additional funding and those outcomes are still outstanding. There has been some Community Housing Development Organization (CHDO) interest in the spring funding round.

Staff member George Dahl provided an update for the RFP Committee, which holds quarterly meetings, most recently in January. The quarterly meetings of the committee are an opportunity to review performance reports and spending. Quarterly reports reviewed are not available to the public. Some of the reports reviewed involve CHHS funding and CoC funding allocations. At the last meeting some performance issues were identified due to departmental delays. The committee is using their quarterly meetings as an opportunity to visit local community centers in order to better community connections.

Announcements

The CHHS Board funded Head Start to the Construction Trades is holding a graduation ceremony for recent program participants. CHHS Board members are welcome to attend. The ceremony will take place February 19, 2020 at 12:00pm at Salem Lutheran Church.

Meeting Adjourned at 5:54 PM.

The next CHHS Board Meeting is scheduled for **March 4, 2020 from 4-6pm.**

BRIEFING PAPER
Community, Housing and Human Services Board
Proclaim Liberty Section 108 Application
Wednesday, March 4, 2020

SUBJECT: CHHS and Proclaim Liberty are drafting an application to HUD for a Section 108 Loan at Liberty Park Terrace.

BACKGROUND: At their February 5, 2020 meeting, the CHHS Board recommended funding Proclaim Liberty's application through the Perpetual Housing, Acquisition, and Capital Improvements Program. The Board's funding recommendations were formally approved by Spokane City Council at their March 2, 2020 Consent Agenda meeting.

At this time CHHS does not have funding to cover the costs of the entire project. As a result, CHHS has met with representatives from HUD and Proclaim Liberty to explore financing options through HUD's Section 108 Loan Guarantee Program.

The table below represents the total funding approved for Proclaim Liberty at the February 5, 2020 CHHS Board meeting.

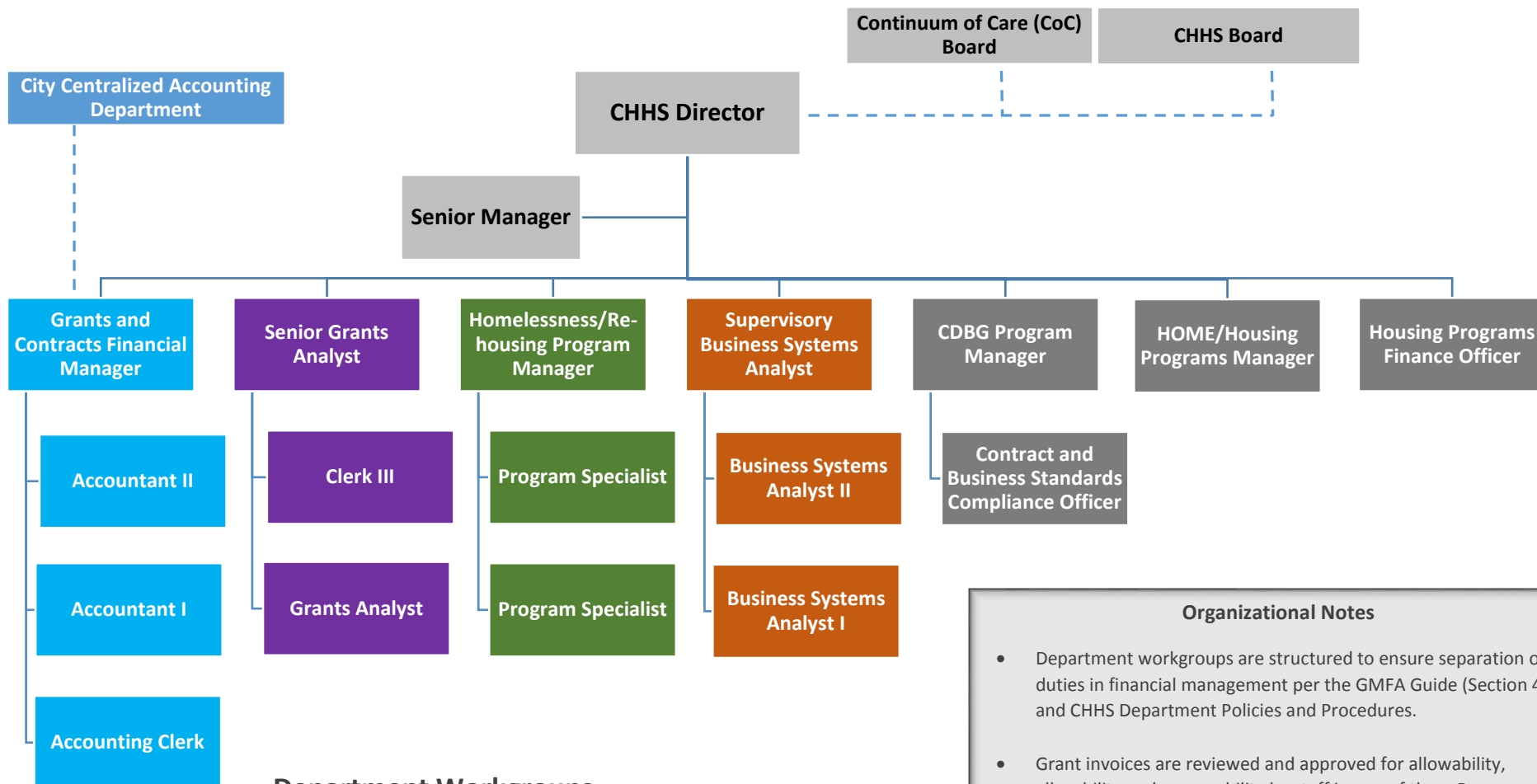
| Agency | Proposal Type | Requested | Staff Summary |
|------------------|------------------|-------------------------------|---|
| Proclaim Liberty | New Construction | \$1,200,000 (grant & loan) | <ul style="list-style-type: none">• Complete construction of new ECEAP facility (2020) that will serve 20 full-time & 40 part-time students (2 classrooms).<ul style="list-style-type: none">○ Requesting \$744,150 grant• Complete onsite and offsite improvements for the ECEAP Center and future apartment development (approximately 65 units of affordable housing anticipated to begin construction in 2021).<ul style="list-style-type: none">○ Requesting \$455,850 loan (no interest) |

TIMELINE: This public hearing will open public comment between March 4th and April 3rd, 2020. Completing the Section 108 application does not guarantee approval by HUD. CHHS anticipates the application process will take between 12 to 16 weeks to complete. Staff will provide monthly Section 108 application updates at CHHS Board meetings.

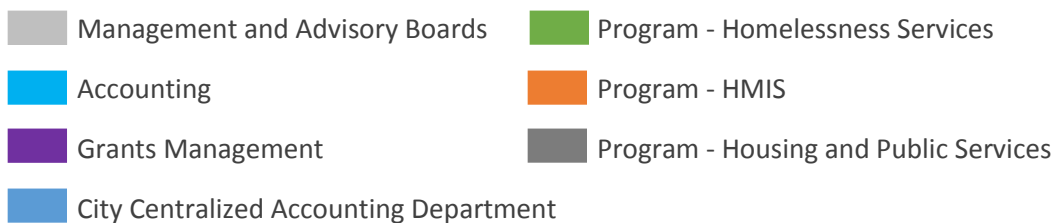
IMPACT: CHHS will seek a minimum of \$744,150.00 through HUD's Section 108 Loan Guarantee Program to fund activities related to Liberty Park Terrace Phase II construction (ECEAP Facility and site work related to affordable housing development).

ACTION: Open a public comment period to discuss funding a portion, or all expenses related to the approved Proclaim Liberty application as noted above.

City of Spokane – Community, Housing and Human Service Department (CHHS) Organization Chart



Department Workgroups



Organizational Notes

- Department workgroups are structured to ensure separation of duties in financial management per the GMFA Guide (Section 4) and CHHS Department Policies and Procedures.
- Grant invoices are reviewed and approved for allowability, allocability and reasonability by staff in one of three Program workgroups, then routed to separate staff in the Accounting workgroup for entry into the Financial Management System, then routed to separate staff in the City's Centralized Accounting department for invoice payment via check or ACH.
- Within department workgroups, reports and related documents are produced through a doer/reviewer model in alignment with the GMFA Guide (Section 6).

COMMUNITY, HOUSING AND HUMAN SERVICES BOARD
Board Member Certification Statement
regarding

City of Spokane Conflict of Interest Policy for
U.S. Department of Housing and Urban Development Programs
(effective date December 1, 2012)

I hereby certify that I have read, understand, and agree to the terms set forth in this policy. I further certify that I have received a copy of this policy and agree to abide by the policy.

I understand that the City of Spokane reserves the right to change this policy at any time.

Board Member Signature: _____

Date: _____

Printed Board Member Name: _____