



Community, Housing, & Human Services Board

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

January 6, 4:00 PM
Teleconference Meeting

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 December Meeting Minutes: **ACTION**

4:15 – 4:45 Board Education

- 1) Meet and Greet – Kathryn Alexander
- 2) Open Public Meetings Act: [LESSON 3: OPEN PUBLIC MEETINGS ACT – RCW 42.30](#) | [Washington State](#)
(Certificate to be sent out to all members via Adobe Sign for Signature)

4:45 – 5:20 Discussion

- 1) Conflict of Interest – Review Policy and Sign Conflict of Interest Statement.
- 2) CDBG-CV Funds Update
- 3) Executive Committee – Power to approve Emergency Actions in 2021: **ACTION**
- 4) Substantial Amendment to the 2020 Action Plan and Open Public Comment Period: **ACTION**

5:20 – 5:35 Director Report – Tim Sigler

5:35 – 5:45 Updates

- 1) City Council
- 2) CoC Board

5:45 – 5:55 Committee Updates

- 3) Affordable Housing Committee
- 4) Evaluation and RFP Committee

5:55 – 6:00 Announcements

6:00 Adjournment - Board Chair

2021 Board Meeting Schedule

All Board meetings are held via WebEx from 4:00pm – 6:00pm unless otherwise posted.

Join by Phone 1-408-418-9388 Access Code: 146-206-0991

January 6, 2021
February 3, 2021
March 3, 2021
April 7, 2021 Board Retreat
May 5, 2021
June 2, 2021
July 7, 2021
August 4, 2021
September 1, 2021
October 3, 2021
November 3, 2021
December 1, 2021

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.

	Feb. 5	March 4	March 27	May 6	June 3	July 8	Aug. 5	Sept. 2	Oct. 7	Nov. 4	Dec 2
Gordon Graves	X	X		X		X	X	X	X		X
Adriane Leithauser	X	X	X	X	X	X	X	X	X	X	X
Rebecca Sero		X		X	X	X	X	X	X	X	X
Kate Burke – Council Member	X	X	X	X			X	X	X		X
Anne Stuyvesant-Whigham	LOA	LOA	X	X	X	X	X	X	X	X	X
Dillon Thorpe	X		X	X	X	X	X	X	X	X	
Jan Simpson – CoC Rep	X	X		X	X	X	X		X		
Kathleen Torella – County Rep	X	X		X	X	X	X	X	X		X
Melody Dunn		X	X	X	X	X	X	X			
Betsy Wilkerson – Council Member		X	X	X	X	X	X	X	X	X	X
Barry Barfield			X	X	X	X		X	X	X	X
Bob Hutchison			X	X		X	X	X	X	X	X
Jason McAllister			X	X	X		X	X	X	X	
Jeri Rathbun			X	X	X	X	X	X	X		X
Ike Okoli											

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: Schedule TBD

Anne Stuyvesant-Whigham, Rebecca Sero, Dillon Thorpe, Jeri Rathbun, Kim Taylor, Diane Zemke, Arlene Patton, Sara Clements-Sampson, Rowena Pineda, Hadley Morrow

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

December 2, 2020
Meeting Minutes

Meeting called to order at 4:01 PM.

Attendance

- **Board Members Present:** Adriane Leithauser (Chair), Anne Stuyvesant-Whigham, Council Member Betsy Wilkerson, Rebecca Sero, Bob Hutchinson, Barry Barfield, Council Member Kate Burke, Gordan Graves, Jeri Rathbun, Kathleen Torella
- **Staff Present:** George Dahl, Tim Sigler, Kelly Burnett, Becky Tuno, Margaret Hinson, Kirstin Davis, Brenda Schreiber, Tija Danzig, Cupid Alexander, Cassi Brown
- **Guests Present:** Andrew Hoye

Approval of the Agenda:

Motion to approve agenda as is made by Board Member Anne Whigham and seconded by Council Member Betsy Wilkerson.

➤ AGENDA APPROVED

Public Comments:

No Public Comments needed to be made at time.

Approval of the November Board Minutes:

Before the minutes could be approved the following changes need to be made: Jeri Rathbun needs to be added to the attendance list.

Motion to approve the November Board Minutes with the mentioned changes made by Council Member Wilkerson and Seconded by Board Member Barfield.

➤ BOARD MINUTES APPROVED

Board Education - New NHHS Director - Cupid Alexander

The NEW NHHS Director Cupid Alexander joined the meeting to introduce himself to the board and give the group a brief history about himself. Once Mr. Alexander had finished with his introduction it was opened up to the group to ask questions. Once questions had been completed the board members introduced themselves to Cupid.

Caper Presentation:

City Staff Member George Dahl gave the presentation via the Webex format. The information that was provided in the presentation was provided to all Board members before the meeting started. The following areas were covered during the presentation.

- Safe and Affordable housing
- Need to Reduce Homelessness
- Summary of Activities and Performance - Usually these are submitted within 90 days after the program year, but due to COVID we were given 180 day extension.

Goals and Outcomes of the following areas were discussed.

- Expanding Safe and Affordable Housing Choices - Most areas we were able to meet our goal, one location we were not able to get all of the units rehabilitated like we had hoped.
- Prevent and Reduce Homelessness - Some areas we did well, it was also noted that there did appear to be some coding issues in this area.
- Provide Opportunities to Improve Quality of Life - It was again mentioned

- that there were some coding areas that happened with this are.
- 2.2 Million Went towards hosing.

Copies of the Draft presentation and letter are now online. Would like to hold a public comment period December 2 - December 18

Motion to Open and Close the Public Comment period and to submit to the Caper to HUD made by Board Member Anne Whigham and Seconded by Council Member Wilkerson.

Affordable Housing Committee Statement:

The Executive committee would like to let the rest of the board know that they sent a letter/statement to council about the concerns that the board had regarding the duplication of a new committee and a possible conflict of interest. This all came about after the House Bill 1590 presentation.

Motion to approve the decision of sending the letter made by Council Member Wilkerson and Seconded by Board Member Gordan Graves

➤ MOTION APPROVED

Council Member Betsy Wilkerson wanted to let the board know that we should be able to respond to the letter and that we did not want to keep this super structured knowing that Cupid would be joining the team.

It was also mentioned that the 1590 funds will be the most flexible and that we can design how these are used and implemented.

Evaluation & Review Committee Recommendation:

This information was provided by Board Member Anne Whigham and City Staff George Dahl. The group was hoping that they would have had some recommendations to bring forward to the board to vote on.

CHHS did receive funds through CDBG-CV funds, but HUD will not let us access these till we tell them what we would like to do with them.

1. Homeless Shelter Response (COVID-19)
2. Rental Assistance for Households impacted by loss of job/income related to COVID-19
3. CHHS Administration

2019 Substantial Amendment

Why do we amend, we do this to make a change in its allocation priorities or a change in the method of distribution of funds. Here are the following amendments for project 2019. Funding for the Guardians Foundation and the 3 projects that were mentioned during the Evaluation and Review Committee section. Right now the only project that is going to be funded is the Cannon Shelter funds and Admin. Would like to open this up for public comment.

Motion to open up the public comment period on the substantial amendment Today December 2nd and close on January 1st, 2021 made by Board Member Whigham and

Seconded by Council Member Wilkerson.

➤ Motion APPROVED

Election of Board Officers

We need to vote on and elect the 2 nominees for the Vice Chair Positions - Jeri Rathbun and Dillion Thorpe

Motion to Elect Dillion and Jeri for the Vice Chair positions made by Council Member Wilkerson and Seconded by Barry Barfield.

2021 Board Schedule

This was discussed and shared with the board prior to the meeting. April is usually a board re-treat. Schedule will be added as an attachment to the minutes.

Directors Report:

The following information was presented by CHHS Director Tim Sigler.

- Cannon Site is open with 60 beds and we are hoping to have the showers up and running soon.
- Meetings with the Health District are happening again weekly again due to the new rise in cases. The Health District is now on the ground helping out with active planning and trying to be more proactive.
- Meeting with Eastern Washington Social Worker interns to see if they would be willing to go with Officers and when they reach an encampment they can help get them connected to services.
- 12 Days of Christmas. A local Celebrity in Spokane will be purchasing meals to be served from 12/14/2020 - 12/25/2020 to those who are houseless. Hoping to feed different individuals during this time.
- CoC Board currently has some open positions and if you are interested please check out the application on their page. First review of applications is happening tomorrow.

Updates:

- No updates on from the CoC Board.
- Affordable Housing - Canceling the December meeting. Looking for a different time as Adriane's schedule is changing.

Meeting Adjourned

Motion to adjourn the meeting made by Board Member Rathbun and seconded by Council Member Wilkerson.

➤ APPROVED

Meeting Adjourned at 5:58 PM.

The next CHHS Board Meeting is scheduled for **January 6, 2021 from 4-6 pm.**

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN
TITLE: CONFLICT OF INTEREST POLICY FOR U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT PROGRAMS EFFECTIVE DATE: December 1, 2012 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The purpose of this policy is to formalize the process by which the City handles City officers, employees and board / commission members requests to use U.S. Department of Housing and Urban Development funds and to prevent any real or perceived conflict of interest with regard to the use of these funds.

1.2 All third-party agreements funded under the United States Department of Housing and Urban Development are governed by the conflict of interest provisions of the U. S. Department of Housing and Urban Development, the U. S. Office of Management and Budget, the State of Washington, and the City of Spokane.

1.3 TABLE OF CONTENTS

- 1.0 GENERAL
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- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City officers and employees in City divisions and departments, including members of all City boards and commissions.

3.0 REFERENCES

24 CFR 570.611
OMB Circular A-102

4.0 DEFINITIONS

4.1 “HUD” means the U.S. Department of Housing and Urban Development.

4.2 “OMB” means the U.S. Office of Management and Budget

5.0 POLICY

5.1 No person who:

- a. is an employee, agent, consultant, officer, or elected or appointed official of the City, or any designated public agencies, or any subrecipient which is receiving HUD funds; and
- b. exercises or has exercised any functions or responsibilities with respect to assisted HUD activities or who is in a position to participate in a decision-making process or gain inside information with regard to such activities,

may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure and for one (1) year thereafter.

5.2 The federal conflict of interest provision shall be included in all agreements HUD grant programs between the City of Spokane and other organizations / firms.

5.3 Persons who are employed by the City of Spokane or who are officers or public officials of the City and who exercise functions or responsibilities with respect to the HUD-funded program are precluded from deriving any financial benefit from contracts or subcontracts funded through the HUD-funded program during their office or employment and for one (1) year thereafter.

5.4 Subgrantee recipients shall sign the following conflict of interest certification at the time of their application for funding.

6.0 PROCEDURE

6.1 Employees of Departments Which Receive and / or Administer Funds From HUD.

6.1.1 Employees who work in departments that receive and/or administer HUD funds have an obligation to disclose any potential conflict of interest with regard to use of these federal funds.

6.1.2 If the employee or his/her family member requests to use HUD funds for an eligible activity, he or she must obtain a review by the City Attorney's Office, public disclosure and an exception requested from HUD.

6.1.3 The department head shall request a legal review of the application. Legal review consists of an opinion from the City Attorney's Office that the interest for which the exception is sought would not violate state or local law. If legal review concludes that access to use of HUD funds would violate state or local law, the employee is notified that the request is denied.

6.1.4 The employee must make a public disclosure of the nature of the request for funds and potential conflict of interest, including information about the legal opinion. The application and legal opinion are submitted to the Community, Housing and Human Services Board for public disclosure. If any reasonable public objection is received during the public disclosure, final decision as to employee participation will be made by the City Administrator.

6.1.5 The City submits a formal request to HUD to review and grant an exception to the employee's conflict of interest. The HUD determination is communicated to the employee. If the request is approved, the individual may proceed with the use of HUD funds. If the request is denied, the individual is so notified.

6.2 Employees of Other Departments.

6.2.1 If the employee or his/her family member requests to use HUD funds for an eligible activity, he or she must obtain a review by the City Attorney's Office, public disclosure and an exception requested from HUD.

6.2.2 The department head shall request a legal review of the application. Legal review consists of an opinion from the City

Attorney's Office that the interest for which the exception is sought would not violate state or local law. If legal review concludes that access to use of HUD funds would violate state or local law, the employee is notified that the request is denied.

6.2.3 The employee must make a public disclosure of the nature of the request for funds, including information about the legal opinion. The application and legal opinion are submitted to the Community, Housing and Human Services Board for public disclosure. If any reasonable public objection is received during the public disclosure, final decision as to employee participation will be made by the City Administrator.

6.3 Members of the Community, Housing And Human Services Board.

6.3.1 Members of the Community, Housing and Human Services Board shall not be an employee, agent, consultant, officer, or elected or appointed official of any agency applying for HUD federally funded assistance.

6.3.2 Agencies who have an employee, agent, consultant, officer, or elected or appointed official, who is a Board member are prohibited from receiving HUD federally funded assistance.

6.3.3 Potential applicants for the Board may ask the City for a legal opinion, make public disclosure and to apply to HUD for a conflict of interest waiver and if approved, may then be considered for Board membership.

6.4 HUD Consideration of Waivers.

6.4.1 The provisions set forth in 24 CFR 570.611 provide for HUD consideration of waivers to its conflict of interest provisions on a case-by-case basis.

6.4.2 Full public disclosure of the conflict is required together with an opinion by the City Attorney that the financial interest for which the exception is sought would not violate state or local law.

6.4.3 HUD would then make a determination on whether to grant the requested waiver taking the following factors into consideration:

- a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;

- b. Whether an opportunity was provided for open competitive bidding or negotiation;
- c. Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in questions;
- e. Whether the interest or benefit was present before the affected person was an employee, agent, consultant, officer or official covered by the conflict of interest provisions;
- f. Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- g. Any other relevant considerations.

7.0 RESPONSIBILITIES

The Director of Community, Housing and Neighborhood Services shall administer this policy and procedure.

8.0 APPENDICES

Legal Requirements

APPROVED BY:

City Attorney

Date

Director
Community, Housing and Neighborhood Services

Date

City Administrator

Date

LEGAL REQUIRMENTS

24 CFR 570.611

No person (1) who is an employee, agent, consultant, officer, or elected or appointed official of the recipient, or any designated public agencies, or any subrecipient which is receiving CDBG funds and (2) who exercises or has exercised any functions or responsibilities with respect to CDBG activities assisted under this Part or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure and for one year thereafter.

OMB CIRCULAR A-102

The OMB conflict of interest provision set forth in Circular A-102, "Uniform Requirements for Assistance to State and Local Governments," Attachment 0, "Procurement Standards", is applicable to, "... *the procurement of supplies, equipment, construction and services for Federal assistance programs.*"

Paragraph 7, Code of Conduct, prohibits the City's employees, officers and agents from participating in the selection or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would-be involved.

A conflict arises when:

- a. The employee, officer or agent,
 - b. Any member of his immediate family;
 - c. His or her partner, or
 - d. An organization which employs, or is about to employ, any of the above,
- has a financial or other interest in the firm selected for award.

This provision is less stringent than the HUD conflict of interest provision, and would simply require that the affected individual disclose his or her financial interest and abstain from participating in discussions or actions regarding the selection, award or administration of a contract.

RCW 42.23.030
Interest in contracts prohibited — exceptions.

No municipal officer shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his or her office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein. This section shall not apply in the following cases:

(1) The furnishing of electrical, water or other utility services by a municipality engaged in the business of furnishing such services, at the same rates and on the same terms as are available to the public generally;

(2) The designation of public depositaries for municipal funds;

(3) The publication of legal notices required by law to be published by any municipality, upon competitive bidding or at rates not higher than prescribed by law for members of the general public;

(4) The designation of a school director as clerk or as both clerk and purchasing agent of a school district;

(5) The employment of any person by a municipality for unskilled day labor at wages not exceeding two hundred dollars in any calendar month. The exception provided in this subsection does not apply to a county with a population of one hundred twenty-five thousand or more, a city with a population of more than one thousand five hundred, an irrigation district encompassing more than fifty thousand acres, or a first-class school district;

(6)

(a) The letting of any other contract in which the total amount received under the contract or contracts by the municipal officer or the municipal officer's business does not exceed one thousand five hundred dollars in any calendar month.

(b) However, in the case of a particular officer of a second-class city or town, or a noncharter optional code city, or a member of any county fair board in a county which has not established a county purchasing department pursuant to RCW [36.32.240](#), the total amount of such contract or contracts authorized in this subsection (6) may exceed one thousand five hundred dollars in any calendar month but shall not exceed eighteen thousand dollars in any calendar year.

(c)

(i) In the case of a particular officer of a rural public hospital district, as defined in RCW [70.44.460](#), the total amount of such contract or contracts authorized in this subsection (6) may exceed one thousand five hundred dollars in any calendar month, but shall not exceed twenty-four thousand dollars in any calendar year.

(ii) At the beginning of each calendar year, beginning with the 2006 calendar year, the legislative authority of the rural public hospital district shall increase the calendar year limitation described in this subsection (6)(c) by an amount equal to the dollar amount for the previous calendar year multiplied by the change in the consumer price index as of the close of the twelve-month period ending December 31st of that previous calendar year. If the new dollar amount established under this subsection is not a multiple of ten dollars, the increase shall be rounded to the next lowest multiple of ten dollars. As used in this subsection, "consumer price index" means the consumer price index compiled by the bureau of labor statistics, United States department of labor for the state of Washington. If the bureau of labor statistics develops more than one consumer price index for areas within the state, the index covering the greatest number of people, covering areas exclusively within the boundaries of the state, and including all items shall be used.

(d) The exceptions provided in this subsection (6) do not apply to:

(i) A sale or lease by the municipality as the seller or lessor;

(ii) The letting of any contract by a county with a population of one hundred twenty-five thousand or more, a city with a population of ten thousand or more, or an irrigation district encompassing more than fifty thousand acres; or

(iii) Contracts for legal services, except for reimbursement of expenditures.

(e) The municipality shall maintain a list of all contracts that are awarded under this subsection (6). The list must be made available for public inspection and copying;

(7) The leasing by a port district as lessor of port district property to a municipal officer or to a contracting party in which a municipal officer may be beneficially interested, if in addition to all other legal requirements, a board of three disinterested appraisers and the superior court in the county where the property is situated finds that all terms and conditions of such lease are fair to the port district and are in the public interest. The appraisers must be appointed from members of the American Institute of Real Estate Appraisers by the presiding judge of the superior court;

(8) The letting of any employment contract for the driving of a school bus in a second-class school district if the terms of such contract are commensurate with the pay plan or collective bargaining agreement operating in the district;

(9) The letting of an employment contract as a substitute teacher or substitute educational aide to an officer of a second-class school district that has two hundred or fewer full-time equivalent students, if the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district and the board of directors has found, consistent with the written policy under RCW [28A.330.240](#), that there is a shortage of substitute teachers in the school district;

(10) The letting of any employment contract to the spouse of an officer of a school district, when such contract is solely for employment as a substitute teacher for the school district. This exception applies only if the terms of the contract are commensurate with the pay plan or collective bargaining agreement applicable to all district employees and the board of directors has found, consistent with the written policy under RCW [28A.330.240](#), that there is a shortage of substitute teachers in the school district;

(11) The letting of any employment contract to the spouse of an officer of a school district if the spouse was under contract as a certificated or classified employee with the school district before the date in which the officer assumes office and the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district. However, in a second-class school district that has less than two hundred full-time equivalent students enrolled at the start of the school year as defined in *RCW [28A.150.040](#), the spouse is not required to be under contract as a certificated or classified employee before the date on which the officer assumes office;

(12) The authorization, approval, or ratification of any employment contract with the spouse of a public hospital district commissioner if: (a) The spouse was employed by the public hospital district before the date the commissioner was initially elected; (b) the terms of the contract are commensurate with the pay plan or collective bargaining agreement operating in the district for similar employees; (c) the interest of the commissioner is disclosed to the board of commissioners and noted in the official minutes or similar records of the public hospital district prior to the letting or continuation of the contract; and (d) and the commissioner does not vote on the authorization, approval, or ratification of the contract or any conditions in the contract.

A municipal officer may not vote in the authorization, approval, or ratification of a contract in which he or she is beneficially interested even though one of the exemptions allowing the awarding of such a contract applies. The interest of the municipal officer must be disclosed to the governing body of the municipality and noted in the official minutes or similar records of the municipality before the formation of the contract.

CITY OF SPOKANE CHARTER – SECTION 36

Officers or Employees Not to be Interested in Contracts

- a. Any member of the city council having a personal interest in any matter brought before the council shall declare the same to the council president and shall not vote or otherwise participate on said matter.
- b. No officer or employee of the City of Spokane having the power to perform an official act related to a contract or transaction which is or may be the subject of an official action of the City shall:
 - 1. have or acquire any interest in such contract or transaction; or
 - 2. have solicited, accepted, or granted a present or future gift, favor, service, or other thing of value from or to any person involved in a contract or transaction with the City of Spokane.
- c. All contracts of the City shall be free from all influence of or benefit to, directly or indirectly, any officer or employee of the City. This shall apply to the solicitation or receiving of any pay, commission, money, or other thing of value, or any benefit, profit, or advantage, directly or indirectly, from or by reason of any improvement, alteration, or repair required by authority of the City, or any contract to which the City shall be a party, except for the lawful compensation or salary as such officer or employee, and except as hereinafter provided.

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: _____

REVISION EFFECTIVE DATE: N/A

BRIEFING PAPER

Community, Housing, and Human Services Board: Evaluation & RFP Committee

CDBG-COVID Funding Priorities - Update

January 6, 2021

Subject:

Committee update regarding the allocation of CDBG-CV funds (\$1,988,214) for rental and mortgage assistance.

Background:

Members of the Evaluation and Review Committee met on Wednesday, December 16, 2020 to discuss the prioritization of funds for rental and mortgage assistance. Committee members discussed the need to conduct outreach to populations most impacted by COVID-19. Rowena Pineda (Spokane County United Way) agreed to coordinate and facilitate a meeting multiple stakeholders throughout the community.

A meeting has been scheduled for Wednesday, January 13, 2021, from 1:00 to 2:30 pm. The meeting will provide an overview of the CHHS Board (Anne), and CHHS Department (George). There are two primary goals associated with this meeting: 1) build relationships of trust with a demographic CHHS has not typically partnered with; and 2) identify priority needs within the community in response to COVID-19.

The following Committee members volunteered to participate in the January 13th meeting:

- Rowena Pineda
- Arlene Patton
- Sara Clements-Sampson
- Hadley Morrow
- Anne Stuyvesant-Whigham

Impact:

This meeting will assist members of the Evaluation & Review Committee to set specific priority needs related to rental and mortgage assistance. Achieving the two goals listed above will allow CHHS to partner with new providers/resources in response to the COVID-19 pandemic.

Action:

No action necessary. This briefing is meant to provide an update to the CHHS Board.



Public Hearing: Substantial Amendment

2020 Annual Action Plan

Wednesday, January 6, 2021

Community, Housing and Human Services Department

[24 CFR Part 91.505](#)



Substantial Amendment

Why Amend:

- To make a change in its allocation priorities or a change in the method of distribution of funds;
- To carry out an activity, using funds from any program covered by the consolidated plan (including program income, reimbursements, repayment, recaptures, or reallocations from HUD), not previously described in the action plan; or
- To change the purpose, scope, location, or beneficiaries of an activity.

Substantial Amendment

Citizen Participation:

- Hold Public Hearing to review amended projects
- Allow for public comment period (30 days)
- Emphasis to engage with the following populations:
 - Low- and moderate-income persons
 - Residents of slums, blighted areas, and predominately low- and moderate-income areas
 - Non-English speaking persons
 - Persons with disabilities
 - Public housing residents and low-income residents of targeted revitalization areas

Substantial Amendment

Reasons to Amend:

- Program Income
- Projects lack complete funding
- Compliance issues
- Projects lack strong sponsor/scope
- Address timely expenditure of funds
- Market conditions (high construction costs)
- Address current community needs

NCDP

Neighborhood Community Development Program (NCDP):

NCDP Program Webpage: <https://my.spokanecity.org/chhs/funding-opportunities/neighborhood/>

Program Start Date: 12/30/2019

NCDP Workshops: January 13th, 14th, & 15th, 2020

Scheduled End Date: 4/3/2020

COVID-19 Postponement Communication: 3/16/2020, 4/27/2020, 12/22/2020

CA Updates: 8/6/2020, 11/5/2020, 12/3/2020

CA/CD Committee: 11/16/2020

NCDP

Neighborhood Community Development Program (NCDP):

Program Year: 2020 (7/1/20 – 6/30/21)

Project Title: 2020 Neighborhood Community Development Program - Activities
TBD

Description: The Community, Housing, and Human Services Department (CHHS) allocates approximately \$400,000 to support community development programming that directly benefit low and moderate individuals and households. Neighborhood Councils are encouraged to coordinate and identify priority community based projects.

NCDP

Neighborhood Community Development Program (NCDP):

Location Description: Location to be determined. CHHS will identify the location(s) through substantial the substantial amendment process.

Planned Activities: Reserve project for activities that provide funding to support qualifying Neighborhood Community Development Program activities. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities.

Email Sent to District Leaders on 12/22/2020:

This email is intended to confirm the vote to fund the NCDP Menu in its entirety with the remaining \$81,000 going to the Habitat for Humanity Derelict Housing Program. In an effort to expedite the funding awards, the CHHS Board will host a public hearing on Wednesday, January 6, 2021 to start a 30-day public comment period. Following the end of this public comment period, CHHS will work to formalize subrecipient agreements with each partner agency. I have attached a copy of the Public Hearing Notice that was published in the Spokesman Review on Sunday, December 20, 2020.

The following table is meant to summarize the NCDP Project Menu:

Agency	Project	Request	Allocation	Funding
FAMILY PROMISE OF SPOKANE	Parking Lot Safety & Beautification Project	\$ 100,000.00	\$ 100,000.00	Full
HABITAT FOR HUMANITY – SPOKANE	Derelict Housing Acquisition Rehab Program	\$ 400,000.00	\$ 81,000.00	Partial
NORTHEAST COMMUNITY CENTER	Community Center Security and Safety Improvements	\$ 35,000.00	\$ 35,000.00	Full
NORTHEAST YOUTH CENTER	Pedestrian Safety Improvements	\$ 69,000.00	\$ 69,000.00	Full
SNAP	Alexandria Apartments Carpet Replacement	\$ 15,000.00	\$ 15,000.00	Full
TRANSITIONS	EduCare Roof Replacement	\$ 26,000.00	\$ 26,000.00	Full
TRANSITIONS	Women’s Hearth Building Improvements	\$ 36,000.00	\$ 36,000.00	Full
WEST CENTRAL COMMUNITY CENTER	Heat Pump & Water Heater Replacement	\$ 38,000.00	\$ 38,000.00	Full
Allocation Total			\$ 400,000.00	

Please reply to this email with your District vote to approve, deny, or abstain that CHHS funds the NCDP Project Menu as illustrated in table above. This information was shared at the CA/CD Committee meeting (11/16/20) as represented in the attached meeting summary. Further discussion took place at the Thursday, December 3, 2020 Community Assembly meeting.

Amended Program Year 2020: NCDP Project Menu

Subrecipient	Project Title	Amount Funded
Family Promise of Spokane	Parking Lot Safety & Beautification Project	\$100,000
Habitat for Humanity Spokane	Derelict Housing Acquisition Rehab Program	\$81,000
Northeast Community Center	Community Center Security and Safety Improvements	\$35,000
Northeast Youth Center	Pedestrian Safety Improvements	\$69,000
SNAP	Alexandria Apartments Carpet Replacement	\$15,000
Transitions	EduCare Roof Replacement	\$26,000
Transitions	Women's Hearth Building Improvements	\$36,000
West Central Community Center	Heat Pump & Water Heater Replacement	\$38,000

Family Promise of Spokane

- Parking Lot Safety & Beautification Project
 - 2002 E Mission Ave., Spokane, WA 99202
 - Chief Garry Park Neighborhood Council
 - \$100,000 with a 10% Match (\$10,000)
 - Repave parking lot, new outdoor security lighting, fencing, and landscape improvements.

<https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/2020-cdbg-application-family-promise-parking-lot.pdf>

Habitat for Humanity Spokane

- Derelict Housing Acquisition Rehab Program
 - Spokane: City-wide
 - \$81,000
 - Acquisition and rehabilitation of derelict single-family homes for sale to qualified homebuyer.

<https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/2020-ncdp-agency-application-habitat-for-humanity.pdf>

Northeast Community Center

- Community Center Security & Safety Improvements
 - 4001 N Cook St., Spokane, WA 99207
 - Bemiss Neighborhood Council
 - \$35,000 with \$15,000 in leveraged resources
 - Installation of 24 new external security cameras

<https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/2020-ncdp-agency-application-necc-security.pdf>

Northeast Youth Center

- Pedestrian Safety Improvements
 - 3004 E Queen Ave., Spokane, WA 99217
 - Hillyard Neighborhood Council
 - \$69,000 with \$6,877 in leveraged resources
 - Parking lot resurface and fencing installation

<https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/2020-ncdp-agency-application-neyc-pedestrian-safety.pdf>

SNAP

- Alexandria Apartments Carpet Replacement
 - 623 S Howard St., Spokane, WA 99204
 - Cliff-Cannon Neighborhood Council
 - \$15,000 with \$10,000 in leveraged resources
 - Removal and installation of new common area carpets

<https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/2020-ncdp-agency-application-spokane-neighborhood-action-partners.pdf>

Transitions

- EduCare Roof Replacement
 - 3128 N Hemlock St., Spokane, WA 99205
 - Audubon/Downriver Neighborhood Council
 - \$26,000 with \$3,860 in leveraged resources
 - Installation of new roof

<https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/2020-ncdp-agency-application-transitions-educare-roof.pdf>

Transitions

- Women's Hearth Building Improvements
 - 920 W 2nd Ave., Spokane, WA 99202
 - Riverside Neighborhood Council
 - \$36,000 with \$5,262 in leveraged resources
 - General capital improvements: Front Door, Outdoor Lighting, & Flooring

<https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/2020-ncdp-agency-application-transitions-hearth-building.pdf>

West Central Community Center

- Heat Pump & Water Heater Replacement
 - 1603 N Belt St., Spokane, WA 99205
 - West Central Neighborhood Council
 - \$38,000 with \$5,000 in leveraged resources
 - Replace two existing heat pumps and one 91 gallon water heater

<https://static.spokanecity.org/documents/chhs/funding-opportunities/neighborhood/2020-ncdp/2020-ncdp-agency-application-west-central-community-center.pdf>

Citizen Participation Plan (CPP)

Objectives

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

Public Comment

How to make Comment

- During Public Hearings
- During City Council Meetings
- During CHHS Board Meetings
- Email to CHHS (spokanechhs@spokanecity.org)
- Social Media (City accounts)

Response to Public Comment

Public Comment Reviewed by CHHS

- All Public Comments will be Considered
- Response will follow close of Public Comment period
- Response to comment within 15 working days following end of comment period
- Plans will include Public Comment received and CHHS response to comment

Substantial Amendment

Public Comment Period

- Begins Wednesday, January 6, 2021
- Ends Friday, February 5, 2021
- CHHS response to Public Comments on or before
 - Friday, February 26, 2021

Questions?

Thank You

