



**CITY OF SPOKANE
SPECIAL MEETING NOTICE
COMMUNITY, HOUSING, AND HUMAN SERVICES BOARD**



Wednesday, June 9, 2021
4:00 P.M. – 6:00 P.M.
Teleconference Meeting

Join by Phone 1-408-418-9388

Access Code: 1876-11-3824

The regular scheduled Community, Housing, and Human Services (CHHS) Board will be held via teleconference. The teleconference meeting is open to the public. We do ask that all teleconference attendees mute their phones until they have a question; this will help eliminate background noise.

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.



Community, Housing, & Human Services Board

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

June 9, 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 May Meeting Minutes: **ACTION**

4:10 – 4:30 Board Education

- 1) Jonathan Mallahan
- 2) Spokane County CSCHD Departments Rental Assistance Funding – Tim Crowley

4:30 – 5:30 Discussion

- 3) RFP Committee Recommendation: **ACTION**
- 4) New Committee purpose statement/report out – Dillion and Jason

5:30 – 5:40 Director Report – Cupid Alexander

5:40 – 5:45 Updates

- 1) City Council

5:45 – 5:55 Committee Updates

- 1) Affordable Housing Committee
- 2) 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: 1876-11-3824

January 6, 2021

February 3, 2021

March 3, 2021

April 7, 2021

May 5, 2021

June 9, 2021

July 7, 2021

August 4, 2021

September 1, 2021

October 6, 2021

November 3, 2021

December 1, 2021

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	Jan. 6	Feb 3	March 3	April 7	May 5	June 9	July 7	Aug. 4	Sept. 1	Oct. 6	Nov. 3	Dec. 1
Gordon Graves	X	X			X							
Adriane Leithauser	X	X		X	X							
Rebecca Sero	X	X		X								
Kate Burke – Council Member	X	X		X								
Anne Stuyvesant-Whigham	X	X		X	X							
Dillon Thorpe	X	X		X								
Kathleen Torella – County Rep	X	X		X	X							
Betsy Wilkerson – Council Member	X	X		X	X							
Barry Barfield	X	X		X	X							
Bob Hutchison	X	X										
Jason McAllister	X	X		X								
Jeri Rathbun	X	X		X	X							
Ike Okoli					X							
Kathryn Alexander				X	X							

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

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

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

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

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Community, Housing, & Human Services (CHHS) Board

May 5, 2021
Meeting Minutes

Meeting called to order at **4:03 PM.**

Attendance

- **Board Members Present:** Adriane Leithauser (Chair), Anne Stuyvesant-Whigham, Council Member Betsy Wilkerson, Barry Barfield, Jeri Rathbun, Kathleen Torella, Kathryn Alexander, Gordan Graves, Ike Olke
- **Staff Present:** George Dahl, Kelly Burnett, Kirstin Davis, Cupid Alexander, David Lewis, Cassi Brown, Becky Tuno
- **Guests Present:** Paul Kroppe and Collin

The Attendance roster listed above may not capture all the individuals that attended virtually if they joined the meeting after it had started due to the limitations of the virtually meeting platform

Approval of the Agenda:

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

➤ AGENDA APPROVED

Public Comments:

Board Chair Adriane Leithauser wanted to take this time to welcome Board Member Ike Olke and asked if he would not mind sharing a bit about why he was on a leave of absence from the board as well as why he wanted to join the board.

No Public Comments needed to be made at time.

Approval of the April Board Minutes:

Before the April Minutes could be approved it was noted that there was a spelling error to Andrey's name.

Motion to approve the April Board Minutes with the spelling update made by Board Member Kathryn Alexander and Seconded Board Member Barry Barfield.

➤ BOARD MINUTES APPROVED

CDBG-CV Rental Assistance:

- Board Member Anne Whigham who also sits on the Evaluation and Review committee informed the board that for this RFP five (5) applications were received for this and the committee has decided to recommend the applicant Better Health Together.
- Better Health Together - within their application they are not taking any administrative costs and going straight to the program. Better Health together would bring in other programs that will bring in communities for the underserved. Group will be doing trainings on how to do a budget and how to best use the funds. This group will be using their own direct admin support for this program.
- CDBG money coming in from the Feds, needs to be used for COVID relief and will be used for rental, mortgage, and utility assistance.
- When the RFP was released there were very clear parameters on what was being looked for when one applied for funding. Smaller Organization just do not have the experience to put out the funds or the capacity to work on a refund basis. Better Health and put in their application that they would help smaller organization with training and help with

getting the funds out the door to those in need.

- Is there going to be an incentive for the smaller communities to want to reach out to Better Health to see if they can get some of the funds?
- Better Health will be working with the different programs and coming up with a budget and then presenting it to City Staff. City Staff will be in the know and should see a budget back within 4-5 weeks. It is known that some organizations will require more admin than others.

Motion to approve the recommendation from the RFP committee for the Better Health Together application mad by Board Member Kathryn Alexander and Seconded Board Member Barry Barfield.

➤ MOTION APPROVED

Bylaws - What is our Purpose?

Board Member Whigham lead the conversation regarding the Board Bylaws and shared her screen via the WebEx format. Anne shared Article II - Purpose with the board and let everyone one that the first non-strike troughed paragraph was from the ordinance and the second paragraph came from the visioning session. It was then asked to the group what the purpose is, why did you want to become a member of this board. Here is a list of different reasons that were given during this discussion.

- Felt like with their experience and understanding of the community they could be of service to the group and bring some value.
- Looking into how get connected housing programs to include veterans.
- Build a partnership between the board and the neighborhoods.
- Being the link from this committee and council.
- Used to be part of an organization that had received funds and wanted to be part of the board that made it happen.

New Committee Discussion

Both Jason and Dillion were unable to make this meeting so we would need to get a motion to postpone this discussion.

Motion to postpone the New committee discussion till the next moved by board member Barfield and seconded by board member K. Alexander.

CHHS Audit:

City Staff member David Lewis explained that the Audit came about at the request of City Staff because of internal pressure and influence. Each section of concern has been assigned a staff member that will ensure the completion of the response plan. The department will be able to turn this into a good thing and staff will receiving training. We will be looking at all internal controls and see where we can improve them.

Directors Report:

Cupid decided to do something a bit different then his last meetings and shared with the board a PowerPoint presentation via the WebEx format that talked about housing options, opportunities, and the challenges that we face.

- Deep Dive into the Housing Spectrum
- Why are we doing this work?
- What makes up the housing Spectrum: Bridge Housing, Permanent Supportive Housing, Affordable Housing, market Rentals, Entry into Homeownership.
 - Streamline and prioritize affordable housing developments.

Council Update: No update from City Council

Committee Updates:

Affordable Housing Committee

- Talking about where we go with the Rental Repair program. Staff has been asked to evaluate their contract. Would like to make a better program, one that will entice landlords to use the program.

RFP Committee - No Updates

Meeting Adjourned

Motion to adjourn the meeting made by Board Member Whigham and seconded by Board Member Barfield.

➤ APPROVED

Meeting Adjourned at 5:48 PM.

The next CHHS Board Meeting is scheduled for **June 2, 2021 from 4-6 pm.**

BRIEFING PAPER

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

Treasury Emergency Rent Assistance RFP – Action Required

June 7, 2021

Subject:

Department of Treasury Emergency Rent Assistance RFP summary of applications and funding recommendation.

Background:

Members of the Evaluation and Review Committee met on Monday, June 7, 2021 to discuss applications received in response to the Treasury Emergency Rent Assistance RFP. The Committee discussed each proposal (see table below) and came to a recommendation that CHHS fund both the Family Promise and LiveStories' proposals based on their ability to deliver funds expeditiously and in compliance with the Department of Treasury's guidelines. Committee members did express concerns that the urgency to release these funds perpetuates disparities in which agencies apply and are awarded. Committee members requested staff include conditions within each contract that ensure:

- Comprehensive translation services
- Engagement with broad network of BIPOC and 'By and For' partners
- Meaningful compensation for community partners engaged in program
- Equitable program access for those uncomfortable with online applications

The table below provides a summary of each application received:

Applicant Name	Funds Requested	Priority Population	Partners	Committee Recommendation
<i>Family Promise</i>	<i>\$3,604,695</i>	<i>Renter Households with minors</i>	<i>Emmanuel Family Life Center</i>	<i>Partial funding: \$2,500,000</i>
<i>Live Stories</i>	<i>\$9,185,880</i>	<i>All Renter Households</i>	<i>World Relief, Latinos in Spokane, Carl Maxey Center, The ZoNE, NW Mediation Center, Landlord Association</i>	<i>Partial funding: \$6,685,880</i>
<i>Spokane Workforce Council</i>	<i>\$1,742,200</i>	<i>All Renter Households</i>	<i>Career Path Services</i>	<i>Do not fund</i>

Impact:

Funding both Family Promise and LiveStories will allow for efficient delivery of rental relief to City of Spokane renters. Both organizations are currently administering and distributing Treasury rent assistance and have program infrastructure in place. LiveStories' program will be open to all households, while Family Promise will specialize in households with minors. These funds will prevent evictions and support housing stability for individuals and households directly impacted by the COVID-19 pandemic. Direct client services include rental and utility assistance.

Action:

Vote to approve RFP Committee recommendation that CHHS enter into contract with Family Promise and LiveStories.



NHHS



Neighborhoods, Housing, and Human Services

Emergency Rental & Utility Assistance

Description: The city of Spokane has been awarded emergency rental assistance program dollars (\$9.26 mm) to disperse to qualifying and eligible families. No less than \$7.64 MM of the funds must be used for direct expenses related to: rent, rental arrears, utility and home energy cost arrears, and other expenses related to housing. Grantees must additionally work with “By and For” organizations in the Spokane community that assist and serve marginalized populations. Specifically \$441k has been identified to support organizations that work with ethnic and racial minorities, immigrant and refugee communities, individuals who identify as LGBTQ+, individuals with disabilities and the Native American community.

Time frame: 65% of funds must be encumbered no later than 9/30/21. Failure to do so will result in financial resources being recaptured and distributed to other regional entities.

Eligibility:

[CARES Act and State Rent Assistance - Washington State Department of Commerce](#)

[ERA-Frequently-Asked-Questions Pub-2-22-21.pdf \(treasury.gov\)](#)

Renter households (no ownership language), where the household meets all three of the initial screening criteria:

1. Income at or below 80% of the [Area Median Income](#)
2. Experiencing a financial hardship directly or indirectly due to the COVID-19 outbreak that threatens the household’s ability to pay the costs of the rental property when due.
3. At risk of experiencing homelessness or currently experiencing housing instability.

Prioritization for households who have individuals who have been unemployed the previous 90 days prior to application, or have a household member who is at or below 50% of AMI.

US Citizenship is NOT an eligibility requirement of this program.

Process

Action	Date(s)	Deliverable	Lead
Announcement for RFP	May 17, 2021	Announcement of RFP	City of Spokane
RFP Deadline	May 31, 2021	Deadline for submission of applications and other materials (RFP response)	CHHS/City of Spokane
RFP review	June 7, 2021	Selection of proposal(s) to recommend	CHHS Review and Evaluation Board
CHHS Board Meeting to review funding recommendations	June 9, 2021	Approval of recommendation and forward to City Council	CHHS Board
City Council Approval	June 28, 2021	Enact Resolution determining award(s)	City Council

Applications received and to be reviewed on June 7:

Family Promise of Spokane	\$3,604,695.00
LiveStories	\$9,185,880.00
Spokane Workforce Council	\$1,742,200.00