



Community, Housing, & Human Services Board

October 4, 2023, 4:00 p.m.

Hybrid Meeting – Microsoft Teams and City Council Briefing Center
808 W. Spokane Falls Blvd., Spokane, WA 99201

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

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE	
4:00 – 4:10	Call to Order – Board Chair
	<ol style="list-style-type: none"> 1. Approval of Agenda: ACTION 2. Public Comment – Please restrict comments to items relevant to the CHHS Board
4:10 – 4:40	Board Education
	None
4:40 – 5:35	Discussion
	<ol style="list-style-type: none"> 1. CAPER Public Hearing and Presentation (Christy Jeffers) 2. Co-Vice Chair Nominations 3. Review and approval of six-month budgets for SNAP Single Family Rehab and Minor Home Repair Programs ACTION ITEM (Tessa Jilot)
5:35 – 5:40	Director’s Report
	<ol style="list-style-type: none"> 1. Life without Jenn
5:40 – 5:50	City Council Updates
	<ol style="list-style-type: none"> 1. City Council
5:50 – 5:55	Committee Updates
	<ol style="list-style-type: none"> 1. Council 2. Affordable Housing: HOME, HOME ARP, CDBG- Committee workplan timeline 3. RFP/Eval: HHOS- Committee workplan timeline
5:55 – 6:00	Announcements
6:00	Adjournment – Board Chair

2023 Board Meeting Schedule

All Board meetings are held in person in the City Council Briefing Center and via Microsoft Teams from 4:00 p.m. to 6:00 p.m. unless otherwise posted.

[Click here to join the meeting](#)

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

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 Council Briefing Center 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.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mLOWmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Board Members	Jan. 4	Feb. 1	Mar. 1	Apr. 5	May 3	Jun. 7	Jul. 5	Aug. 2	Sep. 1	Oct. 4	Nov. 1	Dec. 6
Adriane Leithauser	X	X	X	X	X	X	X	X				
Barb Lee	X	X	X	X	X	X	X	X				
Betsy Wilkerson – Council Member		X		X	X	X	X	X				
Blake Waltman		X	X	X	X	X	X	X				
Bob Hutchison	X	X				X	X	X				
Gordon Graves	X	X		X		X	X	X				
Jeri Rathbun (Chair)	X	X	X	X	X	X	X	X				
Karen Stratton – Council Member		X	X		X	X	X	X				
Karen Ssebanakitta	X	X	X	X	X		X	X				
Leslie Hope					X	X	X	X				
Casey Bowers					X	X	X	X				
David Edwards					X	X	X	X				
George Dahl – County Rep	X	X	X	X	X	X	X	X				
Eric Robison	X	X	X		X	X	X	X				
Robert Lippman – CoC Liaison		X		X	X	X		X				

STANDING COMMITTEE MEETING INFORMATION

Affordable Housing Committee: Second Tuesday of each month, 10:30 a.m. - 12:00 p.m.

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

Evaluation & Review Committee: Third Wednesday of each month, 10:00 - 11:00 a.m.

Karen Ssebanakitta (Chair), Jeri Rathbun, Kim Taylor, Diane Zemke, Arlene Patton, Rowena Pineda, Barb Lee, David Edwards, Casey Bowers

Executive Committee: Third Wednesday of each month, 4:00 - 5:30 p.m.

Jeri Rathbun, Adriane Leithauser, Bob Hutchinson, Karen Ssebanakitta

CA/CD: First Tuesday of each month, 5:30 to 7:00 p.m.

Refer to <https://my.spokanecity.org/chhs/> for more information on Board-related meetings and events.

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SNAP Home Repair Programs

2024 Funding Proposal



2024 Contracts

- Contracting period: January 1—June 30, 2024
- Home repair programs will then move to the Program Year cycle
 - PY 2024: July 1, 2024—June 30, 2025
 - Current CDBG RFP is for PY 2024
- Ask: CHHS Board approval of 6-month budget



Single Family Rehabilitation – Program Overview

- Provide low-interest loans for needed home repairs to help low- and moderate-income homeowners maintain a safe and efficient home
 - Loans range from \$10,000—50,000
 - Interest rate: 3%
 - Repayment: 15 years
 - Grants up to \$10,000 for income-limited households
- SNAP manages all aspects of the program
 - Loan qualification & underwriting
 - Home assessment & project scope of work
 - Project bidding & program management
- Serves the City of Spokane



Single Family Rehabilitation – Program Overview

Common Rehabilitation Projects

Roof replacement	Sewer repair or replacement
Window & door replacement	Electrical work
Plumbing repair	Egress windows
Home modifications to accommodate multi-generational families	Updates to deteriorating interior areas (flooring, bathrooms, kitchens, etc.)
Hazardous tree removal	ADA Modifications
<i>Radon testing/remediation</i>	<i>Lead testing/remediation</i>

Single Family Rehabilitation – Performance Overview

PY 2022 Accomplishments (July 1, 2022—June 30, 2023)

Race/Ethnicity	Total	Hispanic/Latino
White	18	
American Indian/Alaskan Native	1	1
TOTALS	19	1
Female Head of Household	16	
Occupied by Elderly Residents	14	

Single Family Rehabilitation – Performance Overview

PY 2022 Accomplishments (July 1, 2022—June 30, 2023)

Income Levels	Total
Extremely Low	2
Low	9
Moderate	8
TOTAL	19
Total number of grants awarded	12

Single Family Rehabilitation – Performance Overview

PY 2022 Accomplishments (July 1, 2022—June 30, 2023)

Scope of Work	Total
Roof replacement	9
Windows/doors replacement	7
Electrical work	7
Sewer replacement	6
HVAC/appliance repair/replacement	6
Plumbing work	4
ADA modifications	4
Foundation/structural work	2
<i>Lead remediation (24 CFR Part 35)</i>	6

Trends

- Lack of contractors & inflation still a limiting factor
- Homeowners are hesitant to take on additional debt
- Continuing to rebound from pandemic
- SFR currently has a waitlist

Single Family Rehabilitation – Funding Overview

Contract Period:
January 1—June 30, 2024

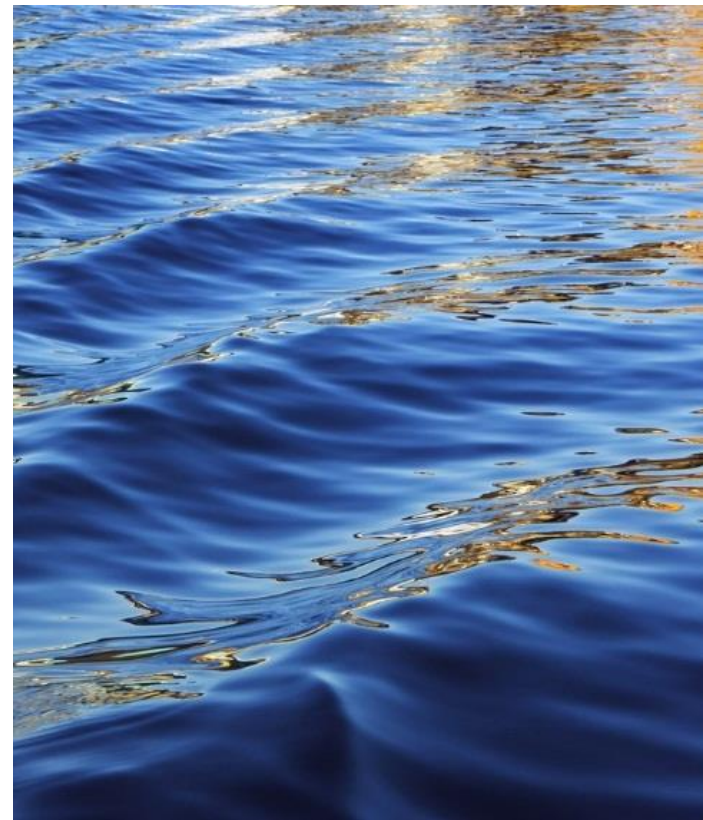
GENERAL AMINISTRATION	
General Administration	\$23,488
Subtotal	\$23,488
PROGRAM MANAGEMENT	
Program Salaries & Benefits	\$156,589
Other Program Expenses	\$34,718
Subtotal	\$191,307
LOANS/CONSTRUCTION	
Construction Loans	\$320,000
Fees, Testing & Relocation	\$55,650
Subtotal	\$375,650
SFR GRANTS	
SFR Grants	\$40,000
Subtotal	\$40,000
GRAND TOTAL	\$630,445

Single Family Rehabilitation – 2024 Goals

Activity #1: Unduplicated home rehabilitation loans delivered to homeowners who occupy the assisted home as their primary residence.	10 loans
Activity #2: Home rehabilitation grants, for an amount up to \$10,000, delivered to homeowners receiving a Single Family Rehabilitation loan to help offset the loan cost burden to low- and moderate-income homeowners.	4 grants
Activity #3: New client contacts each month, who will be counseled on the Single Family Rehabilitation program and application requirements.	50 contacts per month



Questions?



Minor Home Repair – Program Overview

- Provides minor home repairs as grants, up to \$6,000, to homeowners at or below 80% AMI
- Minor home repairs address health hazards, safety hazards, and/or accessibility issues that make homes unsafe or uninhabitable
- SNAP manages all aspects of the program
 - Client intake and qualifications
 - Project scope of work
 - Project management
- Serves the City of Spokane
 - MHR also receives funding from Spokane County and other sources

Minor Home Repair – Program Overview

Common Home Repair Projects

Roof leaks/repair	Fixing broken windows/doors
Replacing flooring to mitigate a hazard	HVAC servicing & repair
Unclogging toilets & drains; minor plumbing work	In-kind replacement of kitchen appliances
Minor electrical work	Replacing malfunctioning water heater
Servicing smoke, fire, or carbon monoxide detectors	Pest inspection/treatment
ADA modifications: wheelchair ramps, handrails, grab bars, bathroom modifications, expanding doorways	

Minor Home Repair – Performance Overview

PY 2022 Accomplishments (July 1, 2022—June 30, 2023)

Race/Ethnicity	Total	Hispanic/Latino
White	93	
Black/African American	5	1
Asian	6	
American Indian/Alaskan Native	4	
Other multi-racial	2	1
TOTAL	110	2
Female Head of Household	77	
Occupied by Elderly Residents	82	
Occupied by Disabled Person(s)	67	

Minor Home Repair – Performance Overview

PY 2022 Accomplishments (July 1, 2022—June 30, 2023)

Income Levels	Total
Extremely Low	66
Low	35
Moderate	9
TOTAL	110

Minor Home Repair – Performance Overview

Trends

- Lack of contractors & inflation still a limiting factor
- Hired a Construction Crew member to help fill gaps
- MHR will exhaust its construction budget by the end of 2023
- MHR excels at leveraging multiple funding sources to help homeowners
- MHR has become a trusted program for homeowners who need ADA modifications
 - 19 ADA modifications completed in PY 2022

Minor Home Repair – Funding Overview

Contract Period: January 1—June 30, 2024

GENERAL AMINISTRATION	
General Administration	\$17,109
Subtotal	\$17,109
PROGRAM MANAGEMENT	
Program Salaries & Benefits	\$69,468
Other Program Expenses	\$27,696
Subtotal	\$97,164
CONSTRUCTION	
Minor Home Repair Grants	\$135,727
Subtotal	\$135,727
GRAND TOTAL	\$250,000

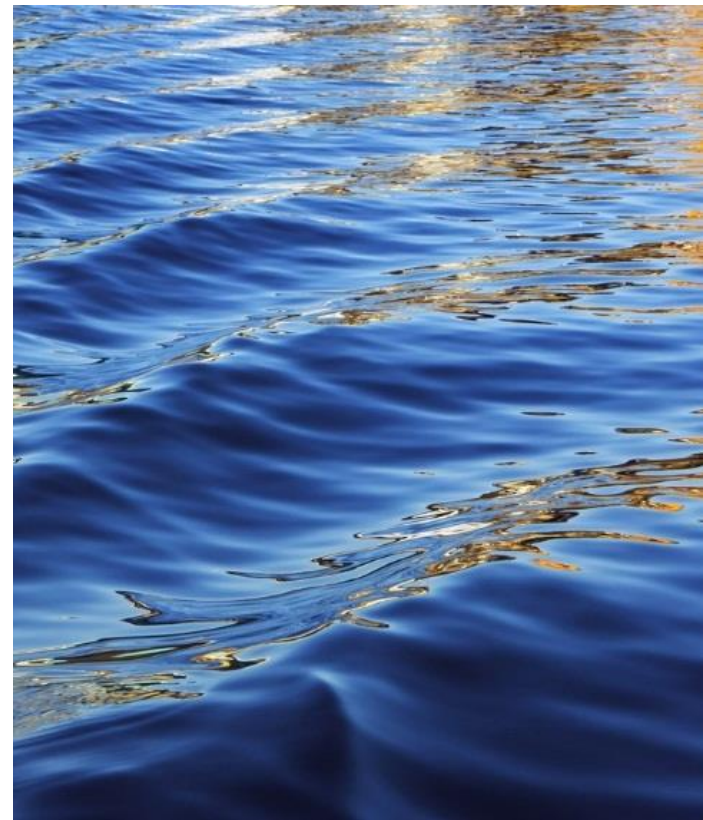
Minor Home Repair – 2024 Goals

Activity #1: Provide minor home repairs as grants to homeowners at/below 80% AMI. Minor home repairs should address health hazards, safety hazards, and/or accessibility issues that may make homes unsafe or uninhabitable.

90 home repairs



Questions?



Contracting Process

- ☒ CHHS Affordable Housing Committee – September 12, 2023
- ☐ CHHS Board – October 4, 2023
 - Ask: Approval of 6-month budget
- ☐ [Urban Experience] Committee – October-November
- ☐ City Council – November
- ☐ Finalize contracts – November-December