



Community, Housing, & Human Services Board

December 6, 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. Board Co-Vice Chair Confirmations (Action Item) 2. Thank you to Council Member Straton for her service 3. HOME ARP Funding Recommendations (Action Item) 4. Upcoming Substantial Amendment to HOME ARP Plan, Heather Page 5. HHOS Funding Recommendations (Action Item) 6. Regional Homelessness PDA Development Update
5:35 – 5:40	Director’s Report
	<ol style="list-style-type: none"> 1. TRAC Operator Update
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 3. RFP/Eval
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.

Attendance will be Updated After Meeting

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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BRIEFING PAPER
Community, Housing & Human Services Board
2023 HOME-ARP Supportive Services Only Funding Allocation
December 6, 2023

Subject

This briefing paper discusses the Affordable Housing Committee's recommendations to:

1. Allocate a total of \$888,224 in HOME-ARP supportive services only funds for the 2023 program year to Spokane Neighborhood Action Partners (\$462,861), Community Frameworks – Sinto Commons (\$225,000), and Community Frameworks – Multi-Sites (\$200,363).
2. Require CHHS staff to submit a substantial amendment request to HUD to fund the total amount of supportive services only requests received through the HOME-ARP request for proposals.

Background

In 2021, HUD allocated \$4,628,671.00 in American Rescue Plan funds to be administered through the City of Spokane's HOME Investment Partnerships program for the provision of housing and services to households meeting one or more of the following qualifications:

1. homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) ("McKinney-Vento");
2. at risk of homelessness, as defined in section 401 of McKinney-Vento;
3. fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking;
4. part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability; or
5. veterans and families that include a veteran family member that meet the criteria in one of (1)-(4) above.

HUD required each participating jurisdiction to submit an allocation plan for HUD's approval before the participating jurisdiction could allocate HOME-ARP funds. The City of Spokane collaborated with Spokane County in providing a total of eight (8) presentations to member organizations or individuals representing the Continuum of Care, Spokane Housing Authority, homeless service and shelter providers (including the Spokane Homeless Coalition), regional government, affordable housing developers, veterans' affairs, and consultations with domestic violence service providers, fair housing, and human rights agencies, beginning in December 2021 and continuing through June 2022.

Member organizations provided a broader reach and included more interested parties, contributing to good feedback through the HOME ARP survey. An informational web page was developed where interested parties could review every PowerPoint presentation, the CPD notice and guidance, as well as factsheets on HOME ARP. A link to the regional survey, for

feedback on development of the HOME ARP Plan, was also located on the informational web page. The survey had good responses from stakeholders and provided insight on the perceptions of the community regarding the best use of funds.

The City of Spokane publicly announced the HOME-ARP allocation plan on November 23, 2022. On December 07, 2022, the City of Spokane held a public hearing regarding the HOME-ARP allocation plan and opened a 30-day public comment period. Public feedback throughout the lengthy public participation process overwhelmingly favored increasing affordable housing options for the qualifying populations. In alignment with the community's needs, the City of Spokane drafted the following allocation plan for HUD's approval:

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 462,867.00	10%	
Development of Affordable Rental Housing	\$ 3,471,504.00	75%	
Administration and Planning	\$ 694,300.00	15 %	15%
Total HOME ARP Allocation	\$ 4,628,671.00		

HUD approved the City of Spokane's HOME-ARP allocation plan on March 31, 2023. The Community, Housing, and Human Services Department released the HOME-ARP Request for Proposals (RFP) on August 21, 2023. Affordable housing providers had until September 21, 2023, to submit applications for funding that met the following priorities:

- New Construction of Affordable Multi-family Housing.
- Acquisition of multi-family projects with or without rehabilitation.
- Supportive services in a multi-family housing project. (\$462,867 is the total amount of HOME-ARP funding available for supportive services.)

Staff provided an applicant workshop on August 28, 2023. Individual technical assistance was provided to 13 organizations interested in HOME-ARP funding. CHHS received six HOME-ARP applications. One of the supportive-services-only applications, and one of the development-of-affordable-housing applications did not meet minimum thresholds as established by HUD and could not be considered for funding. Of the remaining applications, three supportive-services-only projects, totaling \$888,224 in requested funding, were staff reviewed and forwarded to the Affordable Housing Committee for consideration. One development-of-affordable-housing application was received, passed the initial threshold review, and was submitted to the Affordable Housing Committee for consideration.

On October 19, 2023, the AHC met to discuss their independent reviews of the HOME-ARP applications. The Affordable Housing Committee voted to recommend the Spokane Housing Authority's Hifumi En expansion for HOME-ARP funding. However, subsequent conversations with the applicant determined that the HOME-ARP qualifying population restrictions are incompatible with the requirements of the project's other funding sources. The applicant cannot accept the HOME-ARP allocation.

After a thoughtful and thorough discussion of the supportive-services-only projects on October 19, 2023, the Affordable Housing Committee requested additional information from the applicants and additional time to review the applicant materials before making a funding recommendation. The Affordable Housing Committee met on November 14, 2023, to discuss their second independent reviews of the supportive-services-only applications and supplemental application materials, and the HOME-ARP funding challenges and restrictions.

Projects discussed:

1. Spokane Neighborhood Action Partners' (SNAP) request for \$462,861.00 to establish a *Road to Resilience Tenant Support* pilot program. This project will provide outreach services, life skills, employment assistance, meals and groceries, mental and outpatient health services, transportation, case management, landlord/tenant liaison services, and housing related financial support to qualifying tenants in approximately 108 households throughout five SNAP-owned affordable housing properties, over a three-year contract term. The three-year contract term would permit SNAP time to set-aside a per door percentage of reserves to fund a case manager at the end of the contract term. The detailed description of the supportive services to be offered, the program objectives, and proposed program outcomes are attached.
2. Community Frameworks request for \$225,000 to expand supportive services in Sinto Commons. Sinto Commons currently offers supportive services to 23 households and those services are built into the overall budget for the property. With the three-year HOME-ARP grant, Community Frameworks will expand the supportive services to as many as 47 qualifying households, and will assist tenants with meals and groceries, life-skills training, transportation, case management, and mediation for the three-year term of the contract. During the three-year contract term, Community Frameworks will work with other funders to identify longer term funding for expanded supportive services at Sinto Commons. The detailed description of the supportive services to be offered, the program objectives, and proposed program outcomes are attached.
3. Community Frameworks requested \$200,363 to establish a Multi-Site Supportive Services Only project. The project would serve 144 qualifying households at four different Community Frameworks owned properties. Currently, Community Frameworks can pay for 0.25 FTE to provide supportive services at these locations. The HOME-ARP funds would be used to fund 0.75 FTE of a resident coordinator position to assist tenants with meals and groceries, life-skills training, transportation, case management, and mediation for the three-year term of the contract. Community Frameworks intends to use rent revenue at the properties, and additional external funding to sustain services following the end of the contract term. The detailed description of the supportive services to be offered, the program objectives, and proposed program outcomes are attached.

Additional Discussion:

1. Regulatory challenges of the HOME-ARP funding source limit other public and private funders in an affordable housing development project, making the funding source difficult to award to affordable housing development projects that use typical affordable housing funding sources. Flexibility within the HOME-ARP funding source allows for increasing the amount of money for supportive services, and set-aside funding for other eligible activities through a HUD-approved request for a substantial amendment to the 2021 Annual Action Plan.

Timeline

1. If the CHHS Board votes to approve the Affordable Housing Committee's recommendation to amend the 2021 Annual Action Plan, HOME-ARP allocations, then CHHS will develop the substantial amendment for submission to HUD in January. The public comment period will be opened as an action taken by the CHHS Board at its next meeting.
2. If the CHHS Board votes to accept the Affordable Housing Committee's recommendations to fund the three supportive services only projects, and HUD approves the substantial amendment request, then CHHS will submit the supportive services only project recommendations to Council for review and approval.

Impact

The HOME-ARP funds allocated to SNAP's Road to Resilience Tenant Support project will provide supportive services to 108 qualifying households, in 5 SNAP-owned properties for a three-year contract term. Impacts of this program are detailed in the attachment.

The HOME-ARP funds allocated to Community Frameworks Sinto Commons Supportive Services Expansion project will increase the supportive services offered at Sinto Commons from serving 23 households to serving 47 qualifying households for the three-year contract term. Impacts of this program are detailed in the attachment.

The HOME-ARP funds allocated to Community Frameworks Multi-Sites Supportive Services project will provide the supportive services offered to 144 qualifying households at four Community Frameworks owned properties for the three-year contract term. Impacts of this program are detailed in the attachment.

Actions

The Affordable Housing Committee met on October 19, 2023, and November 14, 2023, to review applications and voted to take the following actions:

The Affordable Housing Committee recommends that CHHS submit a substantial amendment request to HUD for approval to amend the 2021 Annual Action Plan HOME-ARP allocations.

If HUD approves the substantial amendment request, then the Affordable Housing Committee recommends that City Council commit \$462,861 to Spokane Neighborhood Action Partners,

\$225,000 to Community Frameworks – Sinto Commons, and \$200,363 to Community Frameworks – Multi-Sites in HOME-ARP funds.

The total amount of HOME-ARP funds recommended for allocation to supportive services only projects by the Affordable Housing Committee is \$888,224.

David and Kelly Cain, Captain
Corps Officers

Ashley Cunningham, Lieutenant
Assistant Corps Officer

Cindy and Tim Foley, Lt. Colonels
Northwest Divisional Commander



Founded in 1865

Douglas Riley, Commissioner
Territorial Commander

Lyndon Buckingham
General

William Booth
Founder

Captain Kelly Cain
Corps Officer
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509-325-6810
Kelly.Cain@usw.salvationarmy.org

September 22, 2023

Jennifer Cerecedes
CHHS Director

Dear Jennifer,

I am writing to appeal the provider selection for the recent RFP for the Trent Resource and Assistance Center. The Salvation Army stepped into the role of shelter provider at TRAC when an emergency need arose for a new provider to run the TRAC shelter. We came in with expertise and began implementing changes within the way the shelter ran to help bring operations up to best practice standards, to ensure the safety and success of guests and employees. As soon as we hit the ground running, we knew that we needed to utilize services already being provided within our community and sought out non-profits and other organizations already doing the work who could come alongside us and help bridge gaps within our services. Our success in running the TRAC shelter is hugely due to the relationships and partnerships that we have with those within our community that provide needed services to the individuals who stay within the walls of TRAC. Please see attachment.

I am asking that you reconsider the decision made by the CHHS committee. The Salvation Army has decades of experience running shelters. There are many success stories that can be shared to reflect the good work that is happening at TRAC. We felt the struggle with changing providers in November 2022, when we began operations of the shelter, and we feel that it would be a disservice to our guests to interrupt shelter operations with another provider change, less than a year after starting as the second provider. We have gained the trust of not only the guests we serve within our facility, but also the businesses surrounding the facility. We have been audited by the City of Spokane for this shelter and have had no findings. We have a proven track record for running shelters and helping those who are in desperate need of services, fair and honest.

We believe, given the opportunity to provide the services of shelter and case management at TRAC, would allow us to provide wrap around services from the streets to being housed. We have proven success with our Bridge Housing model, The Way Out Center. We ask that you allow our track record to speak for itself and continue to allow us to run the TRAC shelter.

Sincerely,
Kelly Cain

Kelly Cain, Captain
Corps Officer

Attachment: Partnerships
CC: Kimberley McCollim, Richard Culton

Trent Resource and Assistance Center Partner Agencies

- SNAP- Provides resources to individuals.
- Cricket- Free phones for individuals who qualify.
- Spokane Union Gospel Mission- Support and referrals
- Department of Social and Health Services
- Spokane Regional Health Department
- The Way Out Center- Interviews individuals ready to go into treatment and transitional housing
- Spokaninimal- Comes in once a week and provides services for pets, for free.
- Guardian Angel Program- Fosters animals for individuals experiencing homelessness.
- SCRAPS- Helps with animal needs, provides resources for animals.
- Lifeline- Free phones for individuals who qualify.
- CHAS- Provide healthcare to guests.
- Providence- Provide healthcare to guests.
- Frontier Behavior Health- Mental health care for guests
- Pioneer Services- Case management and treatment options
- Behavior Health Unit- Provides Crisis response for Mental health.
- Adept- Assessments and treatment
- Project Beauty- Hygiene items and makeup for guests
- Breast Intentions- Provides new bras for guests.
- Humana- Provides healthcare resources for guests.
- Express Employment- Second chance employer
- Blessings Under the Bridge- Provides food services 5 days per week and clothing/shoes to guests.
- VFW Hillyard- Food services on the weekends
- Compass Career Solutions- Employment for guests

Committee Agenda Sheet

Urban Experience Committee

Submitting Department	Community Housing and Human Services (CHHS)
Contact Name	Kim McCollim
Contact Email & Phone	kmccollim@spokanecity.org ; x6443
Council Sponsor(s)	TBD – recommend CMs Karen Stratton, Michael Cathcart
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	TRAC winter extension and warming center amendment
Summary (Background) *use the Fiscal Impact box below for relevant financial information	<p>Extension amendment for TRAC and Salvation Army for four months (January – April 2024) and inclusion of 2023 safe air and warming center costs and budget not on the original February 2023 contract. The purpose is to ensure uninterrupted emergency shelter services through winter and allow for a new transition plan to be created in 1Q 2024 that includes wind-down and transition scope and costs. Scaled to start transition mid-month April. New effort and administration priorities are required to transition to closure and movement of people and services from May through summer.</p> <p>This amendment includes warming center costs, summer and winter surge, and higher number at TRAC consistently (low/mid 300's to high 300s daily) which results in higher variable costs (meals, laundry, portable facilities, consumables) during the winter months. The 2023 dollars are already planned/available (not a new dollar request) and just need to be added to the existing contract. Breakdown of the funding is described below:</p> <p>2023 Funding:</p> <ul style="list-style-type: none"> • \$350,000 Criminal Justice • \$380,000 Local Dollars (Local will actually increase by \$543,000, as we are using up all our local dollars and carrying forward an additional \$163,000 in ARPA funding. This is just a shift in timing to meet the 2024 needed funding estimates) <p>\$730,000 for 2023 Increase.</p> <p>2024 Funding:</p> <ul style="list-style-type: none"> • \$892,263 Commerce Inflationary Fund • \$2,307,737 ARPA <p>\$3,200,000 for 4 months of 2024</p> <p>Total Contract increase of \$3,930,000.</p>
Proposed Council Action	Approve amendment for limited extension
Fiscal Impact Total Cost: Click or tap here to enter text. Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Click or tap here to enter text.	

Expense Occurrence ☒ One-time ☐ Recurring

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impacts (If N/A, please give a brief description as to why)

What impacts would the proposal have on historically excluded communities?
This is a continuation of services that support our most vulnerable populations.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?
CMIS is the system of record for local, State, and Federal reporting

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

CMIS

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?
The City has prioritized homeless sheltering services especially during times of extreme weather.