



## Community, Housing, & Human Services Board

July 3, 2024, 4:00 p.m.

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

<b>TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE</b>	
<b>4:00 – 4:05</b>	<b>Call to Order – Board Chair</b>
	<ol style="list-style-type: none"> <li>1. Approval of Agenda: <b>ACTION</b></li> <li>2. Approval of Minutes: <b>ACTION</b></li> <li>3. <b>Public Comment</b> – Please restrict comments to items relevant to the CHHS Board</li> </ol>
<b>4:05 – 4:30</b>	<b>Director’s Report</b>
	<ol style="list-style-type: none"> <li>1. HHOS Update</li> <li>2. Upcoming and Open RFPS               <ol style="list-style-type: none"> <li>1. HOME</li> <li>2. 1590</li> <li>3. Navigation Center</li> <li>4. Homeless Services</li> <li>5. CoC Funding</li> <li>6. ARPA</li> </ol> </li> <li>3. Contract Monitoring</li> <li>4. Collaboration among municipalities</li> </ol>
<b>4:30 – 4:45</b>	<b>Board Education</b>
	Point-In-Time Count & 5-Year Plan Update – Arielle Anderson
<b>4:45 – 5:45</b>	<b>Discussion and Action Items</b>
	<ol style="list-style-type: none"> <li>1. Nominating Committee’s Report: Filling Vacant Board Positions               <ol style="list-style-type: none"> <li>a. David Edwards resignation from Co-Vice Chair Position – <b>ACTION</b></li> <li>b. Recommendation of Karen Ssebanakitta to Co-Vice Chair Position – <b>ACTION</b></li> <li>c. Recommendation of Karen Ssebanakitta to Interim Chair Position – <b>ACTION</b></li> <li>d. Recommendation of Anna Staal as New Board Member – <b>ACTION</b></li> <li>e. Confirmation of Leslie Hope to CHHS Board Representative for Regional Homeless Authority – <b>ACTION</b></li> </ol> </li> <li>2. Homeless Navigation Center RFP Recommendation – <b>ACTION</b></li> <li>3. Public Hearing for Fair Housing Action Plan – Kimberly Babb</li> <li>4. Single Family Rehabilitation Program Expansion – Tessa Jilot – <b>ACTION</b></li> <li>5. Consolidated Plan Update – Heather Page – Discussion</li> <li>6. Bylaws – Discussion</li> </ol>
<b>5:45 – 5:55</b>	<b>Council and Committee Updates</b>
	<ol style="list-style-type: none"> <li>1. Council</li> <li>2. Affordable Housing</li> <li>3. RFP/Eval</li> <li>4. CoC</li> </ol>
<b>5:55 – 6:00</b>	<b>Announcements</b>
<b>6:00</b>	<b>Adjournment – Board Chair</b>

### 2024 Board Meeting Schedule

All Board meetings are held on the first Wednesday of each month unless otherwise posted; attendance is in person in the City Council Briefing Center and via Microsoft Teams from 4:00 p.m. to 6:00 p.m. [Click here to join the meeting.](#)

**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](mailto: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. 3	Feb. 7	Mar. 6	Apr. 12	May 1	Jun. 5	Jul. 3	Aug. 7	Sep. 4	Oct. 2	Nov. 6	Dec. 4
Barb Lee	X	X	X	A	X	X						
Caroline Yu				X	X	X						
Casey Bowers	X	X	X	X	X	X						
Christabel Agyei				X	X	X						
David Edwards (Interim Chair)	X	X	X	X	X	X						
Eric Robison	X	X	X	X	X	X						
Flor Casteneda				X	X	X						
George Dahl – County Rep	X	X	X	X	X	X						
Gloria Mantz – CoC Liaison				X	X	X						
James Randall				X	X	X						
Jeri Rathbun (Former Chair)	X	X	X	X	X	X						
Karen Ssebanakitta	X	X	X	X	X	X						
Leslie Hope	X	X	X	X	X	X						
Lili Navarrete – Council Member				X	X	X						
Paul Dillon – Council Member		X	X	A	X	X						
Wes Anderson				X	X	X						
Vacant (Jeri’s Position)												

**STANDING COMMITTEE MEETING INFORMATION**

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

David Edwards (Chair), Eric Robison (Vice Chair), Phil Altmeyer, Leslie Hope, Andrew Hoyer, Patricia Kienholz, Adriane Leithauser, Mark Muszynski, Arlene Patton, Michone Preston, Caroline Yu

**Evaluation & Review Committee:** Fourth Wednesday of each month, 1:00 - 2:00 p.m.

Karen Ssebanakitta (Chair), James Randall (Vice Chair), Arlene Patton, Barb Lee, Casey Bowers, Christabel Agyei, Diane Zemke, Kim Taylor, Kris Neely, Susan Christenson

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

Karen Ssebanakitta, Leslie Hope, David Edwards

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

Refer to <https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/> for more information on Board-related meetings and events.

**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 [mlovmaster@spokanecity.org](mailto:mlovmaster@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.

# Community, Housing & Human Services Board

June 5, 2024

Meeting Minutes

Meeting called to order at **4:00 PM**.

## Attendance/Introductions

- **Board Members Present:** Karen Ssebanakitta, David Edwards, Christabel Agyei, Leslie Hope, Wes Anderson, Jeri Rathbun, James Randall, Barb Lee,
- **Staff Present:** Arielle Anderson, Kimi Clifton, Keri Cederquist, Adam Schooley, Cyruz Campos, Amanda Martinez,
- **Guests Present:** Nicolette Ocheltree, Virginia Ramos,

\*\*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:

Jeri Rathbun requested to amend the agenda to include new succession planning and Jeri leaving the board and an update on the Regional Authority and a check on if there will be a quorum in July under the announcements.

**MOTION** by Wes Anderson, seconded by Karen Ssebanakitta, **to approve the Agenda, as amended; unanimously approved.**

## Approval of the Minutes: May 2024

**MOTION** by Wes Anderson, seconded by Caroline Yu, **to approve the March and April meeting minutes; approved unanimously.**

**Public Comment:** None.

**Director's Report:** Arielle Anderson provided information around the RFP being released for the navigation center and all of the work done prior to the RFP to prepare for it. Staff is working on monthly check-ins with providers and boards. There is more money available for competition from Commerce and Arielle is working with staff to determine how much could go out to RFP in the near future. Collaboration is growing between the City, Valley, and County and a grant has been awarded that can be used to have a point person who will be Ami Manning from SLIHC.

**Education:** OPMA Training (held at the end of the meeting)

## Discussion and Action Items:

**Fair Housing Plan:** Kimberly Babb provided information for the public comment period and then asked the board to open it.

**MOTION** by Leslie Hope, seconded by Wes Anderson, **to open the Fair Housing Plan Public Comment Period from June 10, 2024, through July 3, 2024, with the public hearing will be held and the period will close; unanimously approved.**

Resignation: Jeri gave accolades to the board and confirmed her need to resign due to a potential conflict of interest with Empire Health Foundation.

Succession Planning: David will act as interim chair after today although Jeri will help as much as possible with the transition until June 14<sup>th</sup>. An ad hoc committee was created with Wes, Flor, James, and David to nominate a new chair. While the committee will still review candidates, Karen Ssebanakitta was nominated and accepted said nomination to be the new chair. (Confirmation of the new chair will take place in July.)

Bylaws Ad Hoc Committee: Karen Ssebanakitta is asking for board members to review the current bylaws and self-audit them so they can be updated accordingly. She would also like to add a former chair to the committee to assist with this as they may have historical information that could prove helpful. James, Caroline, Christabel, and Karen have agreed to be on the committee with Karen chairing it.

Education and Outreach Committee: Karen Ssebanakitta asked the board if an education and outreach committee would be good to add in the update to the bylaws. The board determined it would be best to consider it next year.

RFP Committee:

Vice Chair: Requesting a motion to have James Randall take over as Vice-Chair as Barb does not want to hold that position on the committee any longer.

**MOTION** by Jeri Rathbun, seconded by Leslie Hope, **to make James Randall the Vice Chair of the RFP Committee; unanimously approved.**

New Committee Member: Requesting to add Susan Christianson to the RFP Committee.

**MOTION** by Leslie Hope, seconded by Christabel Agyei, **to approve Susan Christianson to the RFP Committee; unanimously approved.**

Council Update: Council is moving the HHOS recommendations to June 24<sup>th</sup> and the ARPA decision will be on June 10<sup>th</sup> - They also spoke a bit about the Executive Order concerning the Opioid Crisis. Some discussion followed. Council Members also reminded everyone about Pride Fest and other Pride events in the community. The June 10<sup>th</sup> Council meeting is going to be a Town Hall at the MLK Center. Some discussion followed.

Affordable Housing Committee Update: David Edwards spoke about Development Loans RFP and provided an overview and timeline for it. He then gave an overview on the Housing-Related Services RFP and timeline.

RFP Committee Update: Karen Ssebanakitta said the committee should plan on working on the Navigation Center at their next meeting.

COC Update: Gloria Mantz reported on the HUD awards, open board positions, and funding opportunities in July.

**Regional Homeless Authority:** Leslie attended the meeting but there wasn't much to report. It appears there may be a shift in focus from who will be in charge of it to what they will actually be able to do and when.

**Announcements:** None.

**Meeting Adjourned at 5:20 PM.**

The next CHHS Board Meeting is scheduled for **July 3, 2024 from 4:00-6:00 pm.**

DRAFT

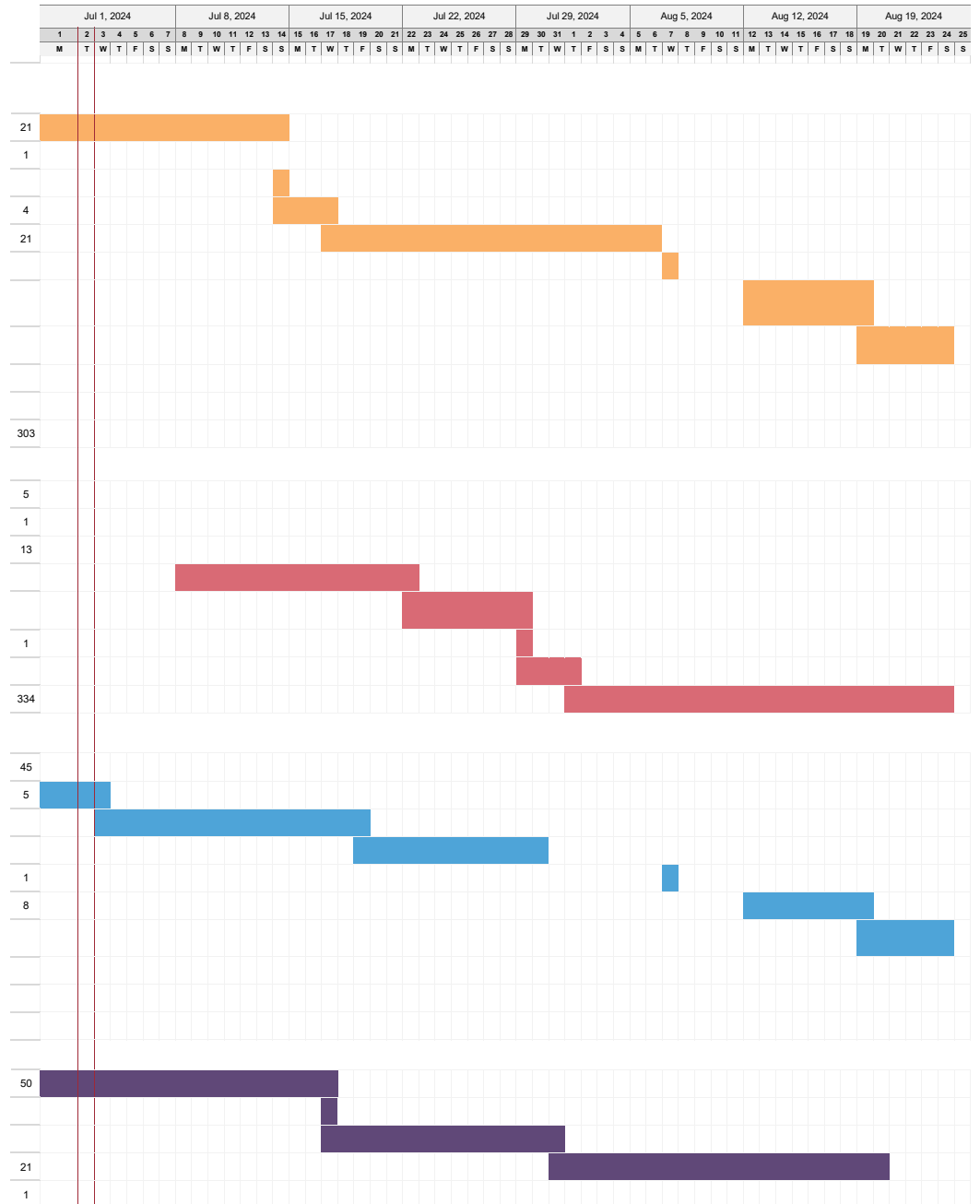
# CHHS Funding Opportunities

FY25

Project start: **Tue, 7/2/2024**

Display week: **1**

PROGRAM	ASSIGNED TO	NOTES	PROGRESS	START	END
<b>Homeless Services</b>	<b>Scattered site shelters + opioid crisis integrated response</b>	<b>CHG/SDG \$3.9m</b>			
RFP open	staff			6/24/24	7/14/24
TA workshop	staff			6/28/24	6/28/24
RFP closes				7/14/24	7/14/24
Threshold review	staff			7/14/24	7/17/24
Review + recommend awards	RFP committee			7/17/24	8/6/24
Board presentation + vote	CHHS board RFP committee			8/7/24	8/7/24
Urban Experience Committee	Staff			8/12/24	8/19/24
City Council: briefing session - advance agenda	Staff			8/19/24	8/26/24
City Council: legislative session - consent agenda	staff			8/26/24	8/26/24
Contracting				8/26/24	9/1/24
Project implementation [backdate to July 1]				9/1/24	6/30/25
<b>Housing Navigation Center</b>	<b>Operator + primary provider</b>				
RFP Open			100%	6/5/24	6/9/24
Application deadline			100%	6/7/24	6/7/24
Review + recommend awards	RFP committee		%	6/7/24	6/19/24
Urban Experience Committee				7/8/24	7/22/24
City Council: briefing session - advance agenda				7/22/24	7/29/24
City Council: legislative session - consent agenda	staff			7/29/24	7/29/24
Notify applicants + contracting				7/29/24	8/1/24
Project Implementation				8/1/24	6/30/25
<b>Affordable Housing: Development</b>	<b>HOME- ARP + 1590</b>				
RFP open			100%	5/15/24	6/28/24
RFP deadline + acknowledgement letters	staff			6/29/24	7/3/24
Threshold review	staff			7/3/24	7/19/24
Application review	AFH committee			7/19/24	7/30/24
Board presentation + vote	CHHS board AFH committee			8/7/24	8/7/24
Urban Experience Committee	staff			8/12/24	8/19/24
City Council: briefing session - advance agenda	staff			8/19/24	8/26/24
City Council: legislative session - staff				8/26/24	
Notify applicants + contracting				8/30/24	
Project implementation				9/1/24	6/30/25
<b>Affordable Housing: Services</b>	<b>HOME- ARP + 1590</b>				
RFP open				5/29/24	7/17/24
Application deadline				7/17/24	7/17/24
Threshold review				7/17/24	7/31/24
Application review	AFH committee			7/31/24	8/20/24
Board presentation + vote	CHHS board AFH committee			9/4/24	9/4/24



PROGRAM	ASSIGNED TO	NOTES	PROGRESS	START	END
Urban Experience Committee				9/9/24	9/16/24
City Council: briefing session - advance agenda				9/16/24	9/23/24
City Council: legislative session - consent agenda				9/23/24	9/23/24
Notify applicants + contracting				10/1/24	10/31/24
Project implementation				10/1/24	6/30/25

Insert new rows ABOVE this one

	Jul 1, 2024							Jul 8, 2024							Jul 15, 2024							Jul 22, 2024							Jul 29, 2024							Aug 5, 2024							Aug 12, 2024							Aug 19, 2024										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25					
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S					
8																																																												
273																																																												



### Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.  
Please complete each section, if applicable.

[ Date Stamp ]

POSITION APPLYING FOR: Community, Housing, and Human Services Board Member

Applicant's Name: Anna Staal

Residence Address: [Redacted]

Mailing Address: [Redacted]

Email: [Redacted] Home Phone: [Redacted] Cell Phone: [Redacted]

How long have you been a continuous resident of the City of Spokane? 2 years 3 months

Which Council District do you reside in? 1 (Need to verify, click [HERE](#))

Have you ever served on a City Board or Commission? If so, which one? No

### EDUCATIONAL HISTORY

High School: Homeschool / Spokane Falls Community College Diploma Earned: AA

Address: 3410 W Whistalks Way, Spokane, WA 99224

College/University: Washington State University Degree Earned: Bachelors of Landscape Architecture

Address: 255 E Main St., Pullman, WA 99163

### EMPLOYMENT HISTORY

Present or Last Employer: [Redacted] Position: [Redacted] Dates: 05/30/23 - Present

Address: [Redacted] Phone: [Redacted]

Previous Employer: [Redacted] Position: [Redacted] Dates: 09/21 - 05/23

Address: [Redacted] Phone: [Redacted]

### REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Matthew Anderson Relationship: Former Employer Phone: 509-319-4664

Name: David Edwards Relationship: Classmate Phone: 509-220-3238





### Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor and City Council in considering your appointment.  
Please complete each section, if applicable.

#### BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community.

I am currently pursuing a Master's of Urban and Regional Planning at EWU in Spokane, and my Thesis Topic is investigating the City of Spokane's affordable housing policy incentives. I'm hoping to provide insight on the effectiveness of these policies, and potentially room for improvement. I have also volunteered for Spokane's Point In Time Count in 2022 and 2023.

Describe why you are interested in serving on this Committee/Board/Commission.

I believe that everyone deserves a secure and safe home. Spokane is dealing with significant housing affordability and access issues right now, and I am interested in working towards solutions. As a planner I want to see my community thrive, and I believe housing is a foundational piece of a strong community.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission.

My education and work experience in planning have taught me to look at the whole picture and how aspects of a community work together. At the end of the day adequate and affordable housing supply might be the solution to Spokane's housing issues. Reaching that solution involves many pieces. I have particular experience researching housing affordability in Spokane, both when I worked for Matthew Anderson, and in my own Thesis studies. This has given me insight into Spokane's specific housing history.

#### UNDERSTANDING OF APPLICATION

I, Anna Staal, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: Anna Staal DATE: 01/10/2024

PLEASE MAIL TO SPOKANE CITY HALL OR SEND VIA EMAIL TO MAYOR@SPOKANECITY.ORG



### EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Community, Housing, and Human Services Board Member

Applicant's Name: Anna Staal

Gender:  Female  Male  Non-Binary  Prefer not to answer      Date of Birth: 01/12/1995

**Ethnic Origin** (please select one of the following):

- Hispanic / Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)
- White (having origins in any of the original peoples of Europe, the Middle East, or North Africa)
- Black / African American (having origins in any of the black racial groups of Africa)
- Native Hawaiian / Other Pacific Islander (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- Asian (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- American Indian / Alaska Native (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)
- Two or More Races (all persons who identify with more than one of the above)

**Veteran Status:**

- Not a veteran       Vietnam-era veteran
- Disabled veteran       Any other veteran

**Disability Status:**

- Disabled       Non-Disabled



*Community, Housing and Human Services Department (CHHS)*

## **NOTICE OF FUNDING AVAILABILITY**

*Homeless, Housing, Operations, and Services (HHOS)*



**TABLE OF CONTENTS**

REQUEST FOR PROPOSALS .....3  
PROJECT TYPES.....3  
NOFA CONTACT .....5  
TIMELINE.....6  
PERIOD OF PERFORMANCE/TERM .....6  
ELIGIBLE APPLICANTS .....6  
FUNDING PRIORITIES AND TARGET POPULATIONS.....6  
SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE.....8  
GENERAL REQUIREMENTS.....8  
APPLICATION DEADLINE .....9  
APPLICATION ASSISTANCE.....9  
APPLICATION REVIEW AND RATING PROCESS.....10  
GENERAL INFORMATION.....10  
CONTRACT TERMS.....11

## REQUEST FOR PROPOSALS

The Community, Housing and Human Services (CHHS) Department is pleased to announce a Notice of Funding Availability (NOFA) for the Housing Navigation Center Operator and Service Provider.

[Please navigate here](#) for more information on a Housing Navigation Model.

The total available for this NOFA is approximately \$3,850,000 for the period of July 1, 2024 through June 30, 2025. The funds supporting this NOFA are Washington State Department of Commerce Consolidated Homeless Grant. The City of Spokane and any subrecipients of the City of Spokane are required to adhere to funding requirements as specified by source below.

**CHG/SDG-** <https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08>

The most competitive proposals must be able to clearly demonstrate the following:

1. Matching/leveraged funds and/or services; and
2. Clear and well thought out project scope for a collaborative system wide model; and
3. Quality of entire application packet.

## PROPOSED HOUSING NAVIGATION CENTER BACKGROUND AND PURPOSE

In an effort to implement a scattered site model, relating to emergency shelter services, the City is seeking an Operator *and a separate* Primary Service Provider to provide quick and seamless access to shelter and community resources. Applicants to this RFP will be expected to have an *existing partnership* that encompasses the Operator and the Service Provider at the time of submission. Only one application will be accepted under this NOFA.

The overall approach is to move away from congregate shelter and instead support smaller and more focused emergency housing services throughout the City. The Housing Navigation Center (HNC) will serve as the first point of contact for community members experiencing homelessness and who are seeking emergency shelter and other services. The HNC will be the referral clearing house to efficiently and appropriately connect households to various emergency shelters in the City. Additionally, the City envisions the HNC as also providing limited bed space and the ability to surge during times of inclement weather.

### **Definitions**

**Housing Navigation Center (HNC):** Physical location for providing connections to longer term housing and service options. Should include approximately 30 continuous stay shelter beds for individuals/couples actively seeking longer stay shelter and permanent housing options. Incorporation of a Primary (on-site) Service Provider as well as a rotation of providers brought on site to meet specific needs of the population being served leading toward stabilization prior to being referred out to the appropriate housing destination.

**Operator:** Agency/organization providing oversight and support for the HNC and scattered site shelter acting as the convenor and contract holder. The operator will pass funds through to the Primary Service Provider at the HNC as well as scattered site shelter operators. Additionally, the operator will facilitate the myriad of partnerships to oversee the hub (HNC) and spoke (scattered shelter) pilot for the region.

**Primary Service Provider (PSP):** Primary Service Provider in the HNC will manage day to day operations, compliance, and outcomes. Connecting individuals with on-site resources at the HNC as well as longer term service and housing interventions based on individual needs.

**Scattered Site Shelter Operators:** Manages scattered sites throughout the region serving specific populations/needs for individuals and/or couples experiencing homelessness. The focus of these locations should be to permanently house people as quickly as possible in transitional or permanent housing options.

The City recognizes the importance of identifying an Operator **who is not** currently providing direct emergency shelter services and instead can act as facilitator, supporting the PSP in effectuating their contractual duties relating to the delivery of service provision, data entry, outcomes, etc. The Operator will be the primary point of contact with the City and the PSP will maintain a subrecipient relationship with the Operator. The HNC will provide space for providers to come and directly connect to guests.

The Primary Service Provider, with oversight by the Operator, will be responsible for coordinating the variety of services needed for an individual to obtain emergency, transitional or permanent housing. Aside from directly connecting individuals to emergency housing, other services offered at the HNC should, *at minimum*, include:

- Assistance in accessing treatment services (Primary Care, Mental Health, Substance Use, Co-occurring); and
- Coordinated Entry Access; and
- Documentation gathering (photo ID/social security card); and
- Use of CMIS for enrollments into HNC and document uploads (photo ID/SS cards); and
- Connection to basic health care; and
- Connection to food and income benefits; and
- Connection to employment opportunities.
- Connection to Oxford Homes, group or adult family homes; and
- Connection to emergency or transitional housing that offer sober living.

The HNC will be responsible for managing (nightly) the current bed counts available for emergency shelter access, while noting the nuances of the subpopulation served and needs of the household. Additionally, the Operator will work with the broader community to identify pathways for existing shelters, outreach providers, and fire and police to navigate clients to scattered shelter sites.

**BUDGET**

**AVAILABLE ACTIVITIES SUPPORTED BY THIS NOFA**

- Facility Support
- Operations (Please look to the CHG Guidelines as noted below for full details on allowables)
- Administrative Costs
- Rent Assistance

*Please note that the System Demonstration Grant Guidelines, updated in July of 2023, and published by the Washington Department of Commerce, set out, among other things, the requirements of what costs are allowable. It is expected and assumed, that the Grantee has thoroughly read through these Guidelines prior to submitting their proposal.*

Budgets may contain all the following sections. However, not all sections are required:

<b>Housing Navigation Center (SF 2025)</b>	
Admin (Indirect Costs - Up to 15%)	\$ -
Facility Support	\$ -
Operations	\$ -
Rent Assistance	\$ -
<b>TOTAL</b>	<b>\$ -</b>

- Budgets can contain a maximum funding amount of \$3,850,000; of which a maximum amount of \$502,174 can be allocated to the Administrative Line for Indirect Costs.

- Administrative/Indirect Costs can be a maximum of 15% of Direct costs (Facility, Operations, and Rent Assistance). These costs are shared between the Operator and Primary Service Provider and Scattered Site Operators. A maximum of \$502,174 (when taking \$3,347,826 across all other budget categories) is allowed through the Operator and **all** subsequent contracts entered into by the Operator and the PSP and Scattered Site Operators.
- Allowable Administrative/Indirect Cost methods include Federal Negotiated Rates, Cost Allocation Plans or 10% De Minimis Rate.
  - *Important item to note: if using the De Minimis Rate, please refer to federal guidelines for allowable Direct Costs. Items such as Rent are excluded from allowable costs for De Minimis Rate.*

The Operator is expected to be fiscally secure and must show financial viability for up to 60-days should City reimbursement be delayed for any reason. The ideal Operator will have the ability to support sub-awardees with the following:

- Capacity building; and
- Technical assistance; and
- Alternate payment timelines (City will reimburse the Operator on a monthly basis); and
- Meeting space and facilitation; and
- Training; and
- Monitoring.

**NOFA CONTACT**

Questions related to this funding notice should be directed to the Community, Housing, and Human Services Department.

[chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org)  
 Spokane City Hall – 6<sup>th</sup> Floor  
 808 W. Spokane Falls Blvd.  
 Spokane, WA 99201  
 (509) 625-6325

## PROPOSED TIMELINE

June 5, 2024	Announce RFP on CHHS department website, <a href="https://my.spokanecity.org/chhs/">https://my.spokanecity.org/chhs/</a> , and by email distribution to the CHHS department Interested Parties List.
June 7, 2024	Optional Pre-Conference Workshop #1: Virtual 8:00 am-9:00 am
<b>June 16, 2024</b>	<b>Applications DUE by 8:00 PM. Late submittals will not be accepted.</b> ➤ Applications can be accessed and submitted <i>Printed hard copies or copies emailed in will not be accepted</i>
June 19, 2024	○ Applications reviewed by CHHS RFP committee
July 3, 2024	CHHS Board votes on RFP committee recommendations
July 8, 2024	Recommendations are taken to City Council Committee
July 22, 2024	Recommendations are at Council 1 <sup>st</sup> Reading
July 29, 2024	Recommendations are at Council for 2 <sup>nd</sup> reading and final approval
August 1, 2024	Project Start Date

## PERIOD OF PERFORMANCE/TERM

Funding for this NOFA is made available through the funds listed above. The anticipated contract terms between the City of Spokane and Operator are expected to begin July 1, 2024 and extend through June 30, 2025.

## ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit organizations – typically 501(c)(3)
- Private for-profit organizations
- Faith-based organizations

## APPLICATION SCORING

**Applications will be scored on the following components:**

### Organizational Capability

- A. Experience and Qualifications (10 Points Max)
  - a. Experience in managing homeless services contracts; and
  - b. Demonstrated success in coordinating networks of service providers; and
  - c. Relevant certifications and qualifications of key personnel.
- B. Financial Stability (10 Points Max)
  - a. Strong financial management practices and a clear budget plan; and
  - b. Proven track record of securing and managing funds from diverse sources; and
  - c. Documentation showing 60-day solvency should City reimbursement be delayed.



## **Approach and Methodology**

- A. Service Integration and Coordination (15 Points Max)
  - a. Comprehensive plan for integrating services across providers; and
  - b. Effective strategies for coordinating and managing scattered-site shelter services; and
- B. Capacity Building Activities (15 Points Max)
  - a. Detailed plan for capacity building activities including training, technical assistance and organizational development; and
  - b. Specific strategies for addressing the needs of small nonprofit service providers.

## **Compliance and Support for Strategic Plan**

- A. Alignment with 2020-2025 Plan to End Homelessness (10 Points Max)
  - a. Narrative demonstrating how the applicant will comply with and support the Strategic Plan to Prevent and End Homelessness (paying close attention to the Outcomes and Measurements as it pertains to Emergency Shelter).

## **Data Management and Reporting (10 Points Max)**

- A. History of Utilizing CMIS or Other Comparable Database
  - a. Demonstrated history of utilizing the Community Management Information System (CMIS) or other comparable database to ensure contract compliance and data timeliness.

## **Community Collaboration (10 Points Max)**

- A. Narrative Providing concrete examples of collaboration with the community in the last year, challenges faced and how these challenges were overcome through cooperation.

## **Letters of Support (10 Points Max)**

- A. Three Letters of Support from community organizations outlining a positive partnership history between the Operator and Primary Service Provider and why they are best suited for to manage this type of project.

## **Existing Partnerships (10 Points Max)**

- A. Demonstrated existing partnerships with a variety of providers, including smaller organizations serving specific sub populations; DSHS; Community Centers; Spokane Housing Authority; Spokane Regional Health District, and existing shelter providers.

## **Referrals (10 Points Max)**

- A. Plan demonstrating how the applicant will work with a variety of providers, which includes, at minimum, street outreach teams, police, fire, medical teams, to ensure fair access to the Housing Navigation Center for unsheltered households.

## **Performance Measurement and Evaluation (10 Points Max)**

- A. Outcome Measurements and Reporting
  - a. Robust system for tracking and reporting outcomes; and
  - b. Clear metrics and indicators for evaluating success.

## **Financial Plan and Budget (10 Points Max)**

- A. Detailed Budget (5 Points Max)
  - a. Comprehensive and realistic budget; and
  - b. Alignment of budget with proposed activities and outcomes.
- B. Cost-Effective (5 Points Max)
  - a. Efficient use of resources; and
  - b. Cost effective strategies for service delivery and capacity building.

## **Innovation (5 Points Max)**

A. Innovative Approaches

- a. Use of innovative methods and practices in service delivery and capacity building; and
- b. Creative solutions to common challenges in homeless services.

Rating Scale

Excellent: 9-10 points

Good: 7-8 points

Satisfactory: 5-6 points

Needs Improvement: 3-4 points

Poor: 0-2 points

Total Points: 135

Excellent (121-135 points): The proposal demonstrates exceptional capability, comprehensive planning, and innovative approaches. The organization is highly qualified and likely to succeed in the role.

Good (101-120 points): The proposal is strong, with well-defined plans and adequate qualifications. Some minor improvements could be made.

Satisfactory (81-100 points): The proposal meets basic requirements but lacks depth in some areas. Additional clarification or detail is needed.

Needs Improvement (61-80 points): The proposal has several weaknesses and may not fully meet the requirements. Significant improvements are necessary.

Poor (0-60 points): The proposal does not meet the requirements and has major deficiencies.

**SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE**

The City of Spokane will enter into a subrecipient agreement with the Operator. The City defines a Subrecipient as an entity that receives a subaward from a pass-through entity (City of Spokane) to carry out eligible activities as defined in federal, state, or local regulatory guidance. Please see Attachment A for a graphic representation of the relationship among the City, Operator, Primary Service Provider and Scattered Site Shelter Operators.

**GENERAL REQUIREMENTS**

- Agencies awarded funds will maintain an active City of Spokane business license.
- Agencies awarded funds will maintain an active Universal Entity Identifier (UEI) number (see below)
- Agencies awarded funds will maintain the following minimum insurance thresholds:
  - General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,500,000.00 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,500,000.00 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the CITY, its agents, officers and employees are Additional Insureds but only with respect to the GRANTEE's services to be provided under this Agreement; and
  - Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000.00 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.
- Agencies awarded funds will not sub-award funds to any other entity.
- **Awarded funds will be paid to Subrecipient for eligible expenses on a reimbursement basis.**

**Note:** Beginning on April 4, 2022, as part of the federal government’s transition for all federal awards, all entities doing business with the federal government will use the Universal Entity Identifier (UEI) assigned by the General Services Administration (GSA) through the System for Award Management (SAM.gov). Therefore, the U.S. Department of the Treasury (Treasury) will no longer be able to accept a Data Universal Numbering System (DUNS) number as a valid identification number.

### **What is the UEI?**

Beginning April 4, 2022, the federal government will stop using the DUNS number issued by Dun & Bradstreet to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) assigned in [SAM.gov](https://sam.gov) and will no longer use a third-party website to obtain their identifier. Entities are able to manage organizational information, such as legal business name and physical address associated with a UEI, directly from [SAM.gov](https://sam.gov).

### **What does this mean for Recipients?**

No action is required if you have an existing and active registration in [SAM.gov](https://sam.gov). If you are registered in [SAM.gov](https://sam.gov), your UEI has already been assigned and is viewable in your [SAM.gov](https://sam.gov) account. Your UEI is located below the DUNS number on your entity registration record. Please ensure your legacy DUNS number is accessible in a recipient’s records for historical reference where needed, as the DUNS number will no longer be visible to users in [SAM.gov](https://sam.gov) after April 4.

New [SAM.gov](https://sam.gov) registrants will be assigned a UEI as part of their SAM registration. More information about the UEI transition is available through the U.S. General Services Administration’s [website](https://www.gsa.gov). If you are a new applicant for federal funds, you must register in SAM and obtain a UEI beginning on April 4, 2022. You may continue using your DUNS number for applications submitted prior to that date. Beginning on April 4, you will be required to list your UEI in lieu of the DUNS number on all submissions.

Again, Recipients may continue registering for and using the DUNS number up through April 3, 2022. On and after April 4, 2022, all recipients will need to apply for a UEI as part of the SAM registration process, regardless of any applications for a DUNS number pending with Dun and Bradstreet.

### **Where can I get more information?**

Questions about the conversion from DUNS to UEI should be directed to GSA. Information about the UEI transition can be found on GSA’s webpage, [here](https://www.gsa.gov).

## **APPLICATION DEADLINE**

Applications will be available beginning **Wednesday, June 5, 2024**, on the Community, Housing and Human Services department website <https://my.spokanecity.org/chhs/>

**Application submission deadline Friday, June 16, 2024, at 8:00 PM**

**Applications submitted after this deadline *will not* be considered for funding.**

Complete applications must be submitted electronically via [chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org). Incomplete applications will not be accepted. Should an agency require accommodations in how their application is submitted, please do not hesitate to reach out to the email listed above.

It is the responsibility of the applicant to be sure the proposals are submitted ahead of time. Applicants are encouraged to submit proposals in advance of Sunday, June 16, 2024 at 8:00 PM.

## **APPLICATION ASSISTANCE**

**Optional Technical Assistance** workshop will be available as follows:

## **Optional Workshop #1**

Click this link: [June 7, 2024 from 8:00 am - 9:00 am, Virtual.](#)

Or copy and paste:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZTA5ZDJjNDgtODExMS00YzU4LWE1OWItNTQ0OTYzNTdmN2U5%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22d7695fcb-9c1f-4d78-ae38-0c30c23e389a%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTA5ZDJjNDgtODExMS00YzU4LWE1OWItNTQ0OTYzNTdmN2U5%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22d7695fcb-9c1f-4d78-ae38-0c30c23e389a%22%7d)

CHHS Staff will be available to answer any questions regarding this NOFA. We encourage community partners and prospective applicants to reach out to CHHS Staff for any concerns or clarity needed as it relates to this NOFA. You may email [arielleanderson@spokanecity.org](mailto:arielleanderson@spokanecity.org) for more information.

## **APPLICATION REVIEW AND RATING PROCESS**

All applications will go through the following evaluation and review process:

**Part I Initial Project Proposal Evaluations Minimum Thresholds** If an application does not meet, at minimum, the following baseline threshold, it will not be sent to the CHHS RFP Committee for review and ranking:

1. Does the application answer all the NOFA questions above?
2. Has the applicant demonstrated financial viability mentioned in the NOFA?
3. Has the applicant provided a UEI number; City of Spokane Business License; Articles of Incorporation and 501(c)3 status (if non-profit) and a recent (no older than 12 months) W9 with their application?

### **1. Part II- Project Proposal Evaluations 135 Points Maximum**

- a) The CHHS RFP Committee will review the applications based on the Application Scoring section above and the maximum scores listed per question.
  - i. Members will score, rank, and make funding recommendations.
  - ii. Forward approved recommendations to the CHHS Board and Mayor's Office for final recommendation and request for action by the Spokane City Council

### **2. Part II- - Notice to Applicants**

- a. Notice to Applicants on funding recommendation authorized by Spokane City Council on or after July 29, 2024.
- b. Applicant debriefs to unsuccessful applicants
  - i. Upon request, a debriefing conference may be scheduled with unsuccessful applicants. Debriefing may be conducted in person or on the telephone.

### **3. Part III- Contracting**

- a. Contract Creation
- b. Contract Execution

## **GENERAL INFORMATION**

**PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

Materials submitted in response to this competitive process shall become the property of the City.

All applications received shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, the Applications shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

Any information in the application that the applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire application exempt from disclosure will not be honored.

The City will consider an applicant's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the application, it will not be made available until the affected applicant has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the Director of CHHS, Arielle Anderson, at [arielleanderson@sokanecity.org](mailto:arielleanderson@sokanecity.org).

#### **REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the Community, Housing and Human Services Department website, [my.spokanecity.org/CHHS](http://my.spokanecity.org/CHHS). Applicants are encouraged to monitor the website for any changes and/or notifications.

The City also reserves the right to cancel or to reissue the RFP in whole or in part, prior to final award of a contract.

#### **RESPONSIVENESS**

Prior to the CHHS RFP Committee reviewing and scoring applications, they will be reviewed by the CHHS Staff to determine compliance with administrative requirements and instructions specified in this RFP. The applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the application as non-responsive.

The City reserves the right at its sole discretion to waive minor administrative irregularities.

#### **MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION**

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Applicants may contact OMWBE at 360/753-9693 to obtain information on certified firms.

#### **MOST FAVORABLE TERMS**

The City reserves the right to make an award without further discussion of the application submitted. Therefore, the application should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The City does reserve the right to contact an applicant for clarification of its application.

#### **COSTS TO MAKE APPLICATION**

The City will not be liable for any costs incurred by the Applicant in preparation of an application submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

#### **NO OBLIGATION TO CONTRACT**

This RFP does not obligate the City to contract for services specified herein.

#### **REJECTION OF APPLICATIONS**

The City reserves the right at its sole discretion to reject any and all Applications received without penalty and to not issue a contract or grant agreement as a result of this RFP.

#### **CONTRACT TERMS**

## **CITY OF SPOKANE BUSINESS LICENSE**

Persons / firms doing business in the City or with the City must have a valid City of Spokane business license. Questions may be directed to the Taxes and Licenses Division at (509) 625-6070.

## **ANTI-KICKBACK**

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to contracts resulting from this RFP shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

## **ASSIGNMENT**

Agency shall not assign, transfer or subcontract its interest, in whole or in part, without the written consent of the authorizing official for the City of Spokane.

## **NON-WAIVER**

No delay or waiver, by either party, to exercise any contractual right shall be considered as a waiver of such right or any other right.

## **SEVERABILITY**

In the event any provision of a resulting contract should become invalid, the rest of the contract shall remain in full force and effect.

## **DISPUTES**

Any contract resulting from this RFP shall be performed under the laws of Washington State. Any litigation to enforce said contract or any of its provisions shall be brought in Spokane County, Washington.

## **NONDISCRIMINATION**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

## **LIABILITY**

The applicant will be considered an independent contractor and the Agency, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the City. The Agency shall defend, indemnify and hold harmless the City from all loss, liability, damage, death or injury to any person or property arising from the performance or omission of the Agency, its agents or employees, arising directly or indirectly, as a consequence of this contract.

## **INSURANCE**

During the term of the Contract, the Company shall maintain in force at its own expense, the following insurance coverages:

A. Worker's Compensation Insurance in compliance with RCW 51.12.020 and with a limit of no less than the amount and in the form required by law, which requires subject employers to provide workers' compensation coverage for all their subject workers; and

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1 million each occurrence and \$2 million general aggregate for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the CITY, its officers and employees are additional insureds, but only with respect to GRANTEE's services to be provided under this Contract;

1. Acceptable supplementary Umbrella insurance coverage, combined with GRANTEE's General Liability insurance policy must be a minimum of \$1,000,000, in order to meet the insurance coverages required under this Contract;

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

## **INTERNAL AUDITING CONTROL**

The Agency shall establish and maintain a system of internal accounting control which complies with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Agency's most

recent audited financial statement shall be kept on file in the Community, Housing and Human Services Department. The City has the right to supervise and audit the finances of the Agency to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this RFP. The City of Spokane and/or its funding agencies and auditors may inspect and audit all records and other materials and the Agency shall make such available upon request.

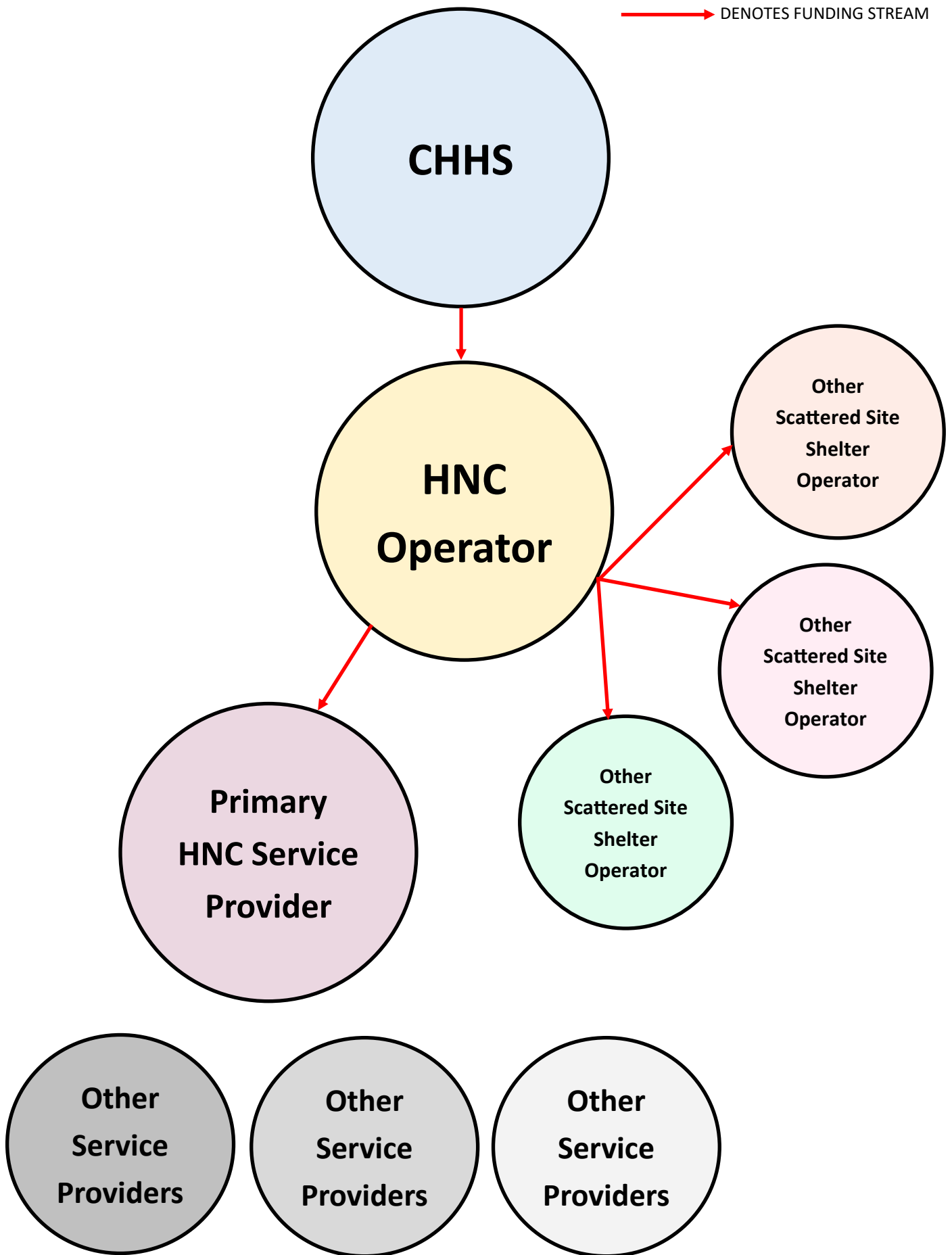
**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Christine Cavanaugh at (509) 625-6383, 808 West Spokane Falls Boulevard, Spokane, Washington, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Kris Smith at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact the City forty-eight (48) hours before the meeting date.

**EQUAL CREDIT OPPORTUNITY ACT INFORMATION:** The federal Equal Credit Opportunity Act (ECOA), 15 U.S.C. 1691 et seq., prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex or marital status, or age (provided the applicant has the capacity to contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave, NW, Washington, D.C. 20580. For information regarding the ECOA, see [http://www.justice.gov/crt/about/hce/housing\\_ecoa.php](http://www.justice.gov/crt/about/hce/housing_ecoa.php).

**EQUAL HOUSING OPPORTUNITY INFORMATION:** The City is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. The City encourages and supports an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

**WASHINGTON LAW AGAINST DISCRIMINATION INFORMATION:** We do business in accordance with the Washington Law Against Discrimination, RCW 49.60, which prohibits discrimination on the basis of race, color, creed, national origin, disability, HIV/Aids and Hepatitis C status, use of guide dog or service animal, sex, marital status, age (employment only), families with children (housing only), sexual orientation/gender identity, and honorably discharged veteran or military status.

→ DENOTES FUNDING STREAM





<p align="center"><b>Current CHHS Board Bylaws</b></p>	<p align="center"><b>Comments/Suggested Change</b> (email <a href="mailto:kssebanakitta@gmail.com">kssebanakitta@gmail.com</a> by July 26)</p>
<p>ARTICLE I – NAME: The name of this Board is the COMMUNITY, HOUSING and HUMAN SERVICES BOARD (hereinafter “Board”) for the City of Spokane.</p>	
<p>ARTICLE II – PURPOSE: The Community, Housing and Human Services Board advises the City Administration, the Mayor and the City Council regarding community development, housing, and human services programs. Members serve at the discretion of the Mayor and City Council.</p>	
<p>ARTICLE III - RELATIONSHIP WITH THE CITY COUNCIL: The Board serves at the discretion of the Mayor and City Council and may be asked to perform any duties necessary and proper to achieve the Mayor’s or the Council's objectives regarding community, housing and human services.</p>	
<p>ARTICLE IV - POWERS AND DUTIES: The Community Housing and Human Services Board shall:</p> <ol style="list-style-type: none"> <li>1. Advise the City on preparing the Annual Action Plan, the CAPER, the Citizen Participation Plan, the Consolidated Plan, and other required plans to conform with the requirements of the U.S. Department of Housing and Urban Development (HUD) and the Washington State Department of Commerce where applicable;</li> <li>2. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by City Council;</li> <li>3. Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington State and City resources. Priorities must conform to the requirements of 24 CFR Part 91 and the U.S. Department of Housing and Urban Development (HUD) guidelines together with the Washington State Department of Commerce where applicable. The Board may assist in the preparation of other related plans as needed.</li> <li>4. Evaluate funding requests for eligible activities and projects and make funding recommendations to the Mayor and City Council;</li> <li>5. Make recommendations for funding to the Mayor and City Council for local grant dollars using human services priorities as established by the City Council;</li> <li>6. Provide policy guidance and recommendations for community development, human services, and special purpose grant programs applications and implementation;</li> <li>7. Participate as needed with the Spokane Continuum of Care in developing the goals and priorities for regional homeless plans; and,</li> <li>8. Represent the diverse constituencies that make up Spokane’s low and moderate income populations, to help guide Spokane’s community, housing, and human services into the future.</li> </ol>	
<p>ARTICLE V - ACTIVE MEMBERSHIP:</p> <ol style="list-style-type: none"> <li>1. Appointees to the Board shall serve three (3) year terms and may be eligible for one (1) reappointment for a three (3) year term.</li> <li>2. Board members may reapply for membership following a one-year absence and if there is a vacancy on the board.</li> <li>3. City residence is not a requirement for board membership due to the regional nature of some of the duties and responsibilities of the Board.</li> <li>4. The Board will consist of twelve (12) members, nominated by the Mayor and appointed by the City Council. The Board membership will include: a. At least one (1) representative of a veteran service organization, employee of the Department of Veteran</li> </ol>	

<p>Affairs or an active duty military member based at Fairchild Air Force. b. At least one (1) representative from the Community Assembly. This position is nominated by the Community Assembly to the Mayor according to the process determined by the Community Assembly, then nominated by the Mayor and appointed by the City Council.</p> <p>5. In addition to the twelve (12) positions, the board will include: a. Two (2) voting representatives from the City Council selected by the City Council, appointed or reappointed for one (1) year terms; b. One (1) voting elected official or policy-level decision maker to represent Spokane County who shall be selected by the Spokane County Commissioners then nominated by the Mayor and appointed by City Council, appointed or reappointed for one (1) year terms.</p> <p>6. As vacancies occur on the Board, the Chair will appoint an ad hoc nominating committee to bring forward possible candidates. Each candidate will be interviewed by the Ad Hoc Nominating Committee. Candidates selected by the Nominating Committee will be presented at the next regular Board Meeting for a vote. Upon approval, the candidates' name will be forwarded to the Mayor. The Mayor shall fill the vacancies in consideration and approval from City Council.</p> <p>7. The Chair of the Coordination of Care (COC) Committee and the Chair of the CHHS Board may act as liaisons between the two committees and attend regularly scheduled meetings as non-voting members. Each may appoint a representative to attend in their place.</p> <p>8. Members of the Board and Board committees shall include relevant representation in compliance with HUD and Washington State Department of Commerce requirements.</p> <p>9. The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the object of providing sound advice, representative of the citizenry. To achieve that purpose, it shall include residents from diverse neighborhoods within the City and County, with diverse professional backgrounds and citizens active in neighborhood or community affairs. The Board will strive to include representatives from LGBTQIA2S communities, communities of color, Indigenous communities, and peoples with the experience of low income and/or homelessness. Youth may also serve as members.</p> <p>10. The attendance of each Board member at meetings shall be recorded. Two (2) absences in a year by any member will be evaluated by the Executive Committee. Those absences may be grounds for removal. Leaves of absence will be decided on a case-by-case basis by the Executive Committee.</p> <p>11. Board members shall serve without compensation.</p> <p>12. Board members will sign annual conflict of interest statements indicating that they meet all Conflict of Interest requirements as outlined by HUD. Committee members may be required to meet conflict of interest requirements.</p> <p>13. Board members are required to complete open government training as required in City Administrative Policy No. 0520-17-06.</p>	
<p><b>ARTICLE VI – BOARD OPERATION</b></p> <p>1. The Board will utilize a committee structure to assist with its functions. Committees will be comprised of Board Members and other citizens with experience and expertise in the subject matter of the committees.</p> <p>2. The Director of Community, Housing and Human Services for the City of Spokane is responsible for providing information and services to the Board. Communication from the Board to the Council is through the Chair and Director of Community, Housing and Human Services Director and staff. Minutes of meetings and committee reports are kept on file in the Community, Housing and Human Services department.</p>	

<p>3. The Board approves all recommendations to the City Council by simple majority vote. Each Board member has one (1) vote on all matters brought before the Board for formal action.</p> <p>4. The Board will include an Executive Committee consisting of the Chair, the two (2) Vice Chairs, and Board Committee Chairs. The immediate past Chair will serve as an ex-officio member of the Executive Committee. The Community, Housing and Human Services Director will act in a supportive and advisory role to the executive committee. Executive Committee Meetings must not exceed fifty (50) % of the total Board membership</p> <p>5. The Board will vote at the first meeting of the year to empower the Executive Board to approve emergency actions that might be required by the Department. Any such actions will be presented at the next regularly scheduled meeting for final Board approval.</p>	
<p>ARTICLE VII – OFFICERS:</p> <p>1. The officers of the Board are the Chair and two (2) Vice Chairs.</p> <p>2. Officers missing two (2) consecutive Board meetings may be relieved and replaced by a majority vote of the Board. Leaves of absence will be decided by the Executive Committee on a case-by-case basis.</p> <p>3. At the September Board meeting, the Chair shall appoint an ad-hoc committee of the Board to serve as the nomination committee for election of Officers. The committee shall bring forward their nominee(s) at the November Board meeting. The Chair will call for nominees from the floor. The Board shall vote on the nominees at the December Board meeting.</p> <p>4. The Chair shall be elected to a two-year term of office. Vice-Chairs will be elected annually. It is expected that a Vice-Chair will rotate into the Chair position at the end of the Chair’s two-year term. The term of office will start in January.</p> <p>5. In the event of a vacancy of the Chair position, a Vice Chair shall rotate into the Chair position. The Chair of the Board shall appoint an ad-hoc committee of four Community, Housing and Human Services Board members to recommend nominees for the vacant Vice Chair position. The nomination shall be taken to the full Board for approval at its next regular Board meeting.</p> <p>6. The Chair presides at meetings, acts as the spokesperson for the Board, appoints committees, and works with the Director of Community Housing and Human Services to prepare the agenda and presents reports to the City Council. A Vice Chair serves in the absence of the Chair. The Chair is an ex-officio member of all committees.</p>	
<p>ARTICLE VIII – MEETINGS:</p> <p>1. Meetings are held every month unless there is a month where the business of the Board is not required. Meeting notices and agendas will be posted consistent with the Open Public Meetings Act.</p> <p>2. There is at least one (1) planning retreat held each year. Additional planning retreats may be called at the request of the CHHS Director.</p> <p>3. Whenever necessary, special meetings are called by the Chair or by a majority of the Board, or at the request of the CHHS Director or City Council.</p> <p>4. Board members may participate remotely in all or part of a Board meeting if: a. Prior approval is given by the Board Chair for good cause, whose approval shall not be unreasonably withheld; b. All persons participating in the meeting can hear each other at the same time, such as by the use of speaker phone; and, c. The member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the meeting related to the topic to which the member is voting on. Any technical prohibitions or difficulties that prevent all parties present at the meeting</p>	

<p>from adequately communicating with one another will negate any authorization previously given by the Board Chair.</p> <p>5. The Board is subject to the Open Public Meetings Act and its meetings are therefore open to the public. Members of the public may not necessarily be permitted to speak unless the Board is calling for public comments or having a public hearing. Any member of the Board may propose an item for the Agenda at any meeting and may speak to any issue before the Board.</p> <p>6. A special meeting may be called at any time by the Chair of the Board or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Written notice shall be deemed waived in the following circumstances: a. A member submits a written waiver of notice with the Director of the Community, Housing and Human Services Department at or prior to the time the meeting convenes. A written waiver may be given by written notice by mail, or electronic mail to the Director; or, b. A member is actually present at the time the meeting convenes.</p> <p>7. Notice of a special meeting called under subsection (6) of this section shall be: a. Delivered to each local newspaper of general circulation and local radio or television stations that have on file with the Department of Community, Housing and Human Services a written request to be notified of such special meeting or of all special meetings; b. Posted on the Department of Community, Housing and Human Service’s web site; and, c. Prominently displayed at the main entrance of Spokane City Hall and the meeting site if it is not held at City Hall. Such notice must be delivered or posted, as applicable, at least twenty-four (24) hours before the time of such meeting as specified in the notice.</p> <p>8. The call and notices required under subsections (1) and (2) of this section shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Board.</p> <p>9. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of the notice would make notice impractical and increase the likelihood of such injury or damage.</p>	
<p><b>ARTICLE IX – COMMITTEES OF THE BOARD</b></p> <p>1. There shall be such standing and ad hoc committees of the Board as required to carry out its functions.</p> <p>2. All Board committee, subcommittee, and work group responsibilities must be documented in Committee Governance that is reviewed and approved annually by the Board.</p> <p>3. The Board, by resolution, shall set forth the duties and responsibilities of the standing committees.</p> <p>4. Standing and ad-hoc committee members shall be recommended by the committee Chair, subject to an annual approval by the Board.</p> <p>5. Additional committees may be developed by the Executive Board in cooperation with CHHS staff as needed to complete the work of the Board.</p>	
<p><b>ARTICLE X – RULES OF ORDER</b></p> <p>1. Bylaws are reviewed every two years by the Board. Any revisions and/or amendments to the bylaws are transmitted to the Board two (2) weeks before the regular monthly meeting and are approved by simple majority vote of the Board. By laws, with revisions/amendments noted, are provided to the City Council for its information.</p>	<p>1.</p>

<p>2. A quorum consists of a simple majority of the Board members.</p> <p>3. Robert's Rules of Order Newly Revised is the parliamentary authority for the Board.</p>	
<p><b>Committee Governance:</b></p> <p>1. The Board has two standing committees: a. Affordable Housing Committee, b. Evaluation and Request for Proposal (RFP) Committee</p>	
<p>2. Committee Officers</p> <p>a. Each Committee will have representation of the CHHS Board through a Chair and Vice-Chair as determined by the Board. These positions are recommended by the Executive Committee and approved by the Board. Committee Chairs and Vice-Chairs are current Board members.</p> <p>b. All Committee Chairs will: I. Work with CHHS staff to set agendas. II. Facilitate meetings. III. Ensure committee is meeting objectives. IV. Function as liaison to the Board. V. Report update on Committee activities at each Board meeting, and work with Executive Committee to add any Board action items to the monthly meeting agenda. VI. Recruit committee members and submit potential members to the Board for approval.</p> <p>c. Committee Vice-Chairs will: I. Act for Chair in absence of Chair. II. Rotate into role of Chair as needed.</p> <p>d. Terms: Chair and Vice-Chair assignments will be reviewed annually.</p>	
<p>3 Role of CHHS Staff</p> <p>a. The CHHS Director will assign a CHHS staff member to support each standing committee.</p> <p>b. The CHHS staff member assigned to each committee will be responsible for working with the Committee Chair to set agendas, assist with facilitation of meeting communications and logistics.</p>	
<p>4. Conduct of Meetings</p> <p>a. All meetings will have a written or verbal agenda, and/or written communication via email out to Committee members prior to a meeting.</p> <p>b. Decisions will be made by a consensus process.</p> <p>c. Actions or recommendations will be determined by simple majority of those present at the meeting.</p> <p>d. Committees Chairs will decide how often they should meet to accomplish their tasks.</p>	
<p>5. Membership</p> <p>a. A community member may serve on only one committee at a time unless otherwise approved by the Board.</p> <p>b. Potential members will apply using the online form for City Boards. If a conflict of interest statement is required, they will address that as well.</p> <p>c. Committee membership shall be open to interested parties upon vacancy, or annually.</p> <p>d. All committee members shall be approved by the Board.</p> <p>e. Previous Board Members may be committee members with Board approval</p>	
<p>6. Inter-committee communication</p> <p>a. The Board Chair and CHHS Director will oversee the systems and processes of the Committees to ensure collaboration and communication between Committees.</p>	

<p>b. The CHHS Department will maintain a master Board calendar and oversee overlapping meetings.</p>	
<p>7. Standing Committee duties and responsibilities: <b>Affordable Housing Committee</b></p> <p>a. Purpose: To provide expertise on activities and funding in the area of affordable housing, capital, and housing repairs.</p> <p>b. Duties:</p> <ul style="list-style-type: none"> <li>i. Convey and seek out timely and transparent communication with stakeholders.</li> <li>ii. Assist the CHHS Board in identifying needs, gaps, and funding priorities that focus on CHHS strategies</li> </ul> <p>II. Review and provide recommendations for allocation of funds for affordable housing, housing rehabilitation, and capital improvement proposals that further the goals of the CHHS Board.</p> <p>III. Research, recommend and implement best practices.</p> <p>IV. Ensure all decisions reflect the intent of the program to benefit low to moderate income individuals.</p> <p>c. Governance will include a Chair and Vice Chair.</p> <p>d. Committee will include up to 12 members.</p> <p>e. Committee will seek diverse representation which may include appraisers, property managers, housing developers, bankers, service providers, contractors, economists, planners, Real Estate, loan management expertise, disabled constituents, low-income constituents, and housing experts. Members must have sensitivity to the needs of the low and moderate-income individuals.</p> <p>f. Committee members are required to follow CHHS Board Conflict of Interest policy and comply with Code of Conduct Requirement.</p>	
<p>7. Standing Committee duties and responsibilities: <b>Evaluation and RFP Committee</b></p> <p>a. Purpose: To advise the Board on contract performance, funding priorities, allocation of funds, and alignment of resources.</p> <p>b. Duties</p> <ul style="list-style-type: none"> <li>I. Convey and seek out timely and transparent communication with all stakeholders.</li> <li>II. Oversee RFP processes.</li> <li>III. Review requests for funding and make recommendations to the Board.</li> <li>IV. Review performance reports including items such as meeting program objectives/ outcomes and utilization of funds.</li> <li>V. CHHS staff will provide the Committee with summary program performance reports at least annually. The Committee will report to the Board overall progress toward specific grant program performance and effectiveness.</li> <li>VI. Governance will include a Chair and Vice Chair who are members of the CHHS Board.</li> <li>VII. Committee will include a minimum of four standing committee members, with at least two CHHS Board members. CHHS Board member representation on the Committee shall not exceed fifty (50) % of total CHHS Board membership. The total Committee membership will not exceed 12 standing committee members.</li> <li>VIII. The Committee will recruit additional participants for the review of proposals during RFP processes, as deemed necessary. The committee will maintain a pool of</li> </ul>	

<p>reviewer candidates with the purpose of completing an effective review of grant proposals. For any</p> <p>given RFP process, reviewers will be selected from this pool based on their expertise and their ability to review particular proposals without a conflict of interest. Reviewer candidates will be selected on their: a. Knowledge of the community’s needs. b. Ability to donate their time for review and evaluation. c. Qualifications and background needed to evaluate applications and recommend funding.</p> <p>IX. Committee members are required to follow CHHS Board Conflict of Interest policy and comply with Code of Conduct Requirement.</p>	
--	--

Bylaws update:

- June Board meeting – announce project, name work group
- July Board meeting – solicit member input (due July 26)
- Week of July 29 – workgroup meets
- August meeting – get board input on solid draft
- 2 weeks before Sept meeting – legal review completed; send final proposal to board
- Sept meeting – vote on updated bylaws
- Oct – convey updated bylaws to Council