



# Community, Housing, & Human Services Board

March 5, 2025, 4:00 -6:00 p.m. *\*attachments included*

IN-PERSON: City Council Briefing Center, 808 W. Spokane Falls Blvd., Spokane  
 TO ATTEND REMOTELY: [CLICK HERE to join via Microsoft Teams](#)

<b>TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE</b>									
<b>4:00 – 4:10</b>	<b>Call to Order – Board Chair</b>								
	<ol style="list-style-type: none"> <li>1. Roll call</li> <li>2. Approval of Agenda: <b>ACTION</b></li> <li>3. Approval of Minutes: <b>ACTION</b> (December &amp; February)*</li> <li>4. Public comment – Please restrict comments to items relevant to the CHHS Board</li> </ol>								
<b>4:10 – 4:30</b>	<b>Board Education</b>								
	<ol style="list-style-type: none"> <li>1. Consolidated Plan, CAPER &amp; Annual Action Plan (H Page)*</li> </ol>								
<b>4:30 – 5:15</b>	<b>Action Items</b>								
	<ol style="list-style-type: none"> <li>1. Board memberships*</li> <li>2. CDBG Affordable Housing funding recommendations*</li> <li>3. CDBG Public Services funding recommendations*</li> <li>4. Open Public Hearing period</li> </ol>								
<b>5:15-5:25</b>	<b>Public Hearing</b>								
	<ol style="list-style-type: none"> <li>1. Consolidated Plan, CAPER &amp; Annual Action Plan</li> </ol>								
<b>5:25 – 5:30</b>	<b>Discussion Items</b>								
	<ol style="list-style-type: none"> <li>1. City Council representation (N Ocheltree)</li> <li>2. Annual retreat – Wed May 7 8:30a-1p (K Ssebanakitta)*</li> </ol>								
<b>5:30 – 5:40</b>	<b>CHHS Director’s Report</b>								
	<ol style="list-style-type: none"> <li>1. Q&amp;A from latest <a href="#">CHHS Newsletter</a></li> <li>2. Upcoming contract performance reviews/de-obligations</li> <li>3. Upcoming RFPs &amp; status of RFP recommendations made</li> <li>4. Department updates</li> </ol>								
<b>5:40 – 5:55</b>	<b>Committee &amp; Partner Updates</b>								
	<table border="0"> <tr> <td>-Affordable Housing Committee (D Edwards)</td> <td>-Human Services Committee (J Randal)</td> </tr> <tr> <td>-City Council (CM Navarrete)</td> <td>-Spokane County (G Dahl)</td> </tr> <tr> <td>-Continuum of Care (G Mantz)</td> <td>-Regional Homeless Collaborative (L Hope)</td> </tr> <tr> <td>-Veterans (W Anderson)</td> <td></td> </tr> </table>	-Affordable Housing Committee (D Edwards)	-Human Services Committee (J Randal)	-City Council (CM Navarrete)	-Spokane County (G Dahl)	-Continuum of Care (G Mantz)	-Regional Homeless Collaborative (L Hope)	-Veterans (W Anderson)	
-Affordable Housing Committee (D Edwards)	-Human Services Committee (J Randal)								
-City Council (CM Navarrete)	-Spokane County (G Dahl)								
-Continuum of Care (G Mantz)	-Regional Homeless Collaborative (L Hope)								
-Veterans (W Anderson)									
<b>5:55 – 5:59</b>	<b>Closing Announcements</b>								
	<ol style="list-style-type: none"> <li>1. Announcements &amp; information sharing from the floor</li> <li>2. Next meeting (remote Chair): 4/2/2025</li> </ol>								
<b>6:00</b>	<b>Adjournment – Board Chair</b>								

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

**2025 MEETING SCHEDULE:** CHHS Board meetings are 4-6pm the first Wednesday monthly, unless otherwise posted. See <https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/> for agendas and minutes. Attend in person at City Hall (lower level, City Council Briefing Center) or virtually via Microsoft Teams at [this link](#).

**STANDING COMMITTEES** (\*indicates seats filled by Board members)

**Affordable Housing Committee** (2<sup>nd</sup> Tuesday monthly, 10:30 am - 12:00 pm):\*David Edwards (Chair), \* Eric Robison (Vice Chair), Phil Altmeyer, Andrew Hoyer, Brian Jennings, Patricia Kienholz, Adriane Leithauser, Mark Muszynski, Arlene Patton, Jesus Torres, \*Caroline Yu, Pavel Parfilo(nonvoting) -- (1 vacancy)

**Human Services Committee** (4<sup>th</sup> Wednesday monthly, 1:00 - 2:00 pm):\*James Randall (Chair), \*Karen Ssebanakitta (Vice Chair), \*Christabel Agyei, Susan Christenson, \*Leslie Hope, \*Barb Lee, Bob Lutz, , Arlene Patton, Kim Taylor, Diane Zemke, Chris McKinney (non-voting) -- (2 vacancies)

**Executive Committee:** (3<sup>rd</sup> Wednesday monthly, 4:00 - 5:00 pm): Karen Ssebanakitta, Leslie Hope, David Edwards, James Randall

**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 meeting location is wheelchair accessible and 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

# CHHS Board Meeting Minutes

Date: February 6, 2025

Roll Call: (4:01 PM)

Board Attendance	Jan 8	Feb 5	Mar 5	Apr 2	May 7	Jun 4	Jul 2	Aug 6	Sep 3	Oct 1	Nov 5	Dec 3
Hollis Stahl	x	x										
Barb Lee	x											
Caroline Yu	x	x										
Christabel Agyei												
David Edwards (Co-Vice Chair)	x	x										
Eric Robison	x	x										
Flor Casteneda	x	x										
George Dahl (County, non-voting)	x	X*										
Gloria Manz (CoC, non-voting)		X*										
James Randall	x	x										
Karen Ssebanakitta (Chair)	x	x										
Leslie Hope (Co-Vice Chair)	x	x										
Lili Navarrete (City Council, non-voting)	x	x										
Paul Dillon (City Council, non-voting)												
Wes Anderson (Veterans)	x	x										
VACANT (Community Assembly)												

\*Chris McKinney attended on behalf of George Dahl and Eric Robison attended on behalf of Gloria Manz

City of Spokane Staff: Arielle Anderson, Andres, Nicolette Ocheltree, Kimberly Babb, Keri Cederquist, Amanda Martinez, Heather Page, Aziz Rahmaty, Paradis Pourzanjani

Community members: Ami Manning, Christina Kamkosi Chery, Barry Barfield, Cory Bonollo, Elaine Mansoor

## February 2025 agenda reviewed and adopted:

Hollis Staal moved; Wes Anderson seconded - passed unanimously.

## January 2025 minutes reviewed and passed:

Hollis Staal moved; Wes Anderson seconded - passed unanimously.

## Board Education

- Nicolette Ocheltree provided a presentation and updates on the City Council Homeless Roundtable series and potential changes coming from Spokane City Council.

## Committee Nominations (J Randall & D Edwards)

- Chris Neely resigned from the Human Services committee and will be replaced by Hollis Staal. James Randall moved, Leslie Hope seconded – passed unanimously.

- Add Pavel from Spokane County to the Affordable Housing Committee. Executive committee has discussed updating bylaws to allow non-voting members from other government agencies (would not perform scoring or funding recommendations to CHHS Board and City Council).
- Motion to add Spokane County Human Services employee to the Affordable Housing Committee – Pavel (David Edwards made, Hollis Staal seconded) – passed unanimously.

## Discussion Items

### *Non-voting Committee Members (D Edwards)*

- Members from City Council and Spokane County government agency are non-voting members. This rule would continue for committees.
- CHHS Board to revisit bylaw updates in 2026.
- Guidance for committees and board until bylaws updated.
- Ensuring no one agency has too much influence over funding decisions; promoting transparency and avoiding perceptions of unfairness.
- CHHS staff conducts staff threshold review but not scoring.
- Protecting government agency staff from potential retaliation from elected officials.

### *City Council Representatives on CHHS Board*

Will be discussed at the 2/10/25 Urban Experience meeting.

### *CHHS Board/Committee Survey (K Ssebanakitta)*

- Chair reviewed preliminary survey results and urged members to complete the survey to improve the CHHS Board experience and representation of board members.
- Discussed extended meeting on May 7th – prefer morning meeting.

### *Retreat Planning (K Ssebanakitta)*

- Executive Committee will work on retreat planning.
- Retreat planned for 5/7/25 from 8:30 am – 1 pm.

## CHHS Director's Report

- Q&A from latest CHHS Newsletter
  - Additional information on Point in Time Count and upcoming Housing Inventory Count.
- ALICE training planning currently underway.

### *Upcoming Contract Performance Reviews/Potential Reallocations Process*

- Heather Page provided an update on neighborhood allocation.
- Upcoming RFPs & status of RFP recommendations made.

## Department Updates

- CHHS Director provided an update on the hiring process.
- CHHS Director shared the community can expect a 15% reduction in Department of Commerce funding (most of these funds were one-time funds due to COVID).

## Committee & Partner Updates

### *Affordable Housing Committee (D Edwards)*

- Reviewing applications and will make recommendations to board. Vacancy on affordable housing committee for voting member due to resignation.

### *Human Services Committee (J Randall)*

- Currently processing 26 applications.

### *City Council (CM Navarrete)*

- Andres gave an update on the recently passed city council ordinance requiring a dose of naloxone free if selling paraphernalia and alcohol impact area.

### *Spokane County (G Dahl)*

- HCDA has received applications and is reviewing them (will be done by 2/12).

### *Continuum of Care (E Robison)*

- 5-year plan feedback due soon.

### *Regional Homeless Collaborative (L Hope)*

- End of PIT, lots of ongoing planning. Kristin Jewel gave an overview of the 2024-2029 plan. Region working together on planning. SRHD presented on dashboard. Discussion on interlocal agreements on homelessness response in the region.

### *Veterans (W Anderson)*

- Removed questions from PIT – are you disabled and are you receiving services from VA. Would like specific vet-related service questions included. Invited to participate in the PIT planning committee next year.
- Did not receive a response to request for PIT questions.

## Closing Announcements

- Announcements & information sharing from the floor.
- Next meeting (remote Chair): **3/5/2025**.

**Adjourn 5:57 PM**

# Community, Housing & Human Services Board

December 4, 2024

Meeting Minutes

Meeting called to order at 4:10

## Attendance/Introductions

- **Attendance/Introductions**
  - **Board Members Present:** Caroline Yu, David Edwards, Chris McKinney (on behalf of George Dahl), Eric Robison, James Randell, David Edwards, Paul Dillion, Anna Staal, Flor Casteneda, Barb Lee, Paul Dillon, Lili Navarette
  - **Staff Present:** **Melissa Morrison, Arielle Anderson, Cyruz Campos, Aziz Rahmaty, Amanda Martinez, Nicholette Ocheltree, Heather Page, Andres Grageda, Keri Cederquist, John Gammal**

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

## Approval of the Agenda:

**MOTION** by Wes Anderson, seconded by Anna Staal, **to approve the Agenda; unanimously approved.**

## Approval of the Minutes:

**MOTION** by Wes Anderson, seconded by Anna Staal, **to approve the November minutes with correction of Barb Lee joining late; unanimously approved.**

**Public Comments:** Jennifer Wilcox attending as representative of veterans group

**Board Education:** Board Code of Conduct and Conflict of Interest from revised bylaws Code of Conduct and Conflict of Interest reviewed and is included in new bylaws

## Discussion and Action Items:

**Eviction Prevention RFP:** CHHS has been monitoring eviction prevention contracts for slow spending and required a new RFP cycle. Technical Assistance will be required and provided to all applicants. Funds will need to be spent by June 30, 2025. Arielle Anderson highlighted the potential for more de-obligation conversation and reallocation with closer contract monitoring. CHHS Human Services committee will review applicants.

**MOTION** by Wes Anderson, seconded by Anna Staal, **to authorize executive board to make recommendations on eviction prevention. Unanimously approved.**

## 2025 CHHS Board Candidates

3-year terms as CHHS Board Members

- Karen Ssebanakitta and Barb Lee

- Leslie Hope re-assigned and leaving CA seat vacant  
2 back up candidates if needed

- Bob Lutz
- Chris Neely

Officers

- Karen Ssebanakitta – Chair 2-year term
- David Edwards and Leslie Hope – Co-Vice Chairs 1-year term

**MOTION** by James Randall, seconded by Wes Anderson, to **approve nominations as presented. Unanimously approved.**

#### CDBG Neighborhood Set Aside Update

- Pieces of neighborhood program need changes and approval HUD
- Competitive RFP for eligible neighborhoods
- HUD has asked guarantees for infrastructure timelines to ensure timeliness

#### Follow up on Service-related disabled Veteran Owned in RFPs

Service-related disabled Veteran owned business may be added future RFPs as follow up to question from Board Member Anderson

#### Point in Time Count Update

CHHS staff provided update on PIT planning and coordination

#### ALICE Report Update

Asset Limited Income Constrained Employed households report updated and shared with community

#### **Director Report:**

- Update on inclement weather shelter
  - Referral not needed for inclement weather shelter beds
  - Surge beds usage tracked using Shelter Me app and encouraging community to use app for bed openings
- Staff will be sending out regular communication to providers with updates and technical assistance.

**City Council Updates:** CM Navarette provided update. City Council will have table at Homeless Connect. Next Homelessness Roundtable will be December 10, 2024. Council asked DNR to delay transfer of property. Council will vote approve council legislation priorities.

**CoC update:** CoC will extend deadline for 5-year plan.

**Homeless Regional Collaborative:** No meeting since last board meeting.

#### **Committee Updates:**

Affordable Housing: David Edwards reported RFP in January

Human Services: James Randall reviewed Eviction Prevention RFP

Announcements: Complete survey

**Meeting Adjourned at 5:35 PM.**

The next CHHS Board Meeting is scheduled for **January 8, 2025 from 4:00-6:00 pm and will be virtually.**

DRAFT



**Sara Bauer – 509.869.2677 sara.b.bauer@gmail.com**

### **A. Educational History**

Describe your higher education background, higher education major(s) and degree(s), and any other formal education or certifications earned.

I have a BA in Human Services from Western WA University and I graduated from Shadle Park High School, here in Spokane. As part of my undergraduate education, I held internships with a non-profit that facilitated cooking and gardening classes in the public schools in Bellingham, WA, and the Whatcom Co Public Defenders Office in the investigator department. I studied Systems Theory and took a wide array of classes around studying policy and systems in the US as well as Case Management and other classes aimed at training for a social work career. My most impactful class was Inequity in US Policy.

### **B. Employment History**

Outline your employment history, and discuss any employment positions held and skills employment has provided that relate to this position.

During college I was a Peer Advisor in the Financial Aid Services Center for four years. Working part time work study in college and full time in the summers. After earning my BA, I completed three years of Americorps. The first year was with the previously mentioned cooking and gardening non-profit, Common Threads Farm, where I taught gardening and cooking classes to K-5th graders at Sunnyland Elementary.

I then moved back to Spokane where I completed two years of Americorps service at Transitions Women's Hearth. I served as the Community Engagement Facilitator which largely entailed being the first point of contact and connection for women, with the goal of helping with the steps to gain housing and working on clients specific goals. I worked directly with Case Managers and clients, being the link to help connect the two. I also just generally helped run the Women's Hearth's daily operations.

After that service term ended, I worked in the service industry for a while post covid and got into working as an Admin/office manager for a small CPA office. And now I currently work as an Executive Assistant for a small private equity firm that invests in small businesses.

### **C. Involvement in the Community.**

List the community projects, and/or community, civic, trade or professional organization in which you have been active. Highlight the organizations that have provided the opportunity to experience and to learn in matters that relate to this position.

Discuss the community projects that have provided the opportunity to experience and learn in matters related to this position.

I am an active member of my neighborhood council, currently serving as the Secretary. I am also the alternate rep to the Community Assembly. I served on the Governing Circle of a small

non-profit in town called the Inland Northwest Unitarian Universalist Community. I was the leader of that governing circle for one year. I helped form a program circle for that community called the Coordinating Circle. My experience working at the Women's Hearth has been my biggest experience that lends itself to this work. During my time working at the Public Defenders office, I was in and out of the jail interviewing inmates, writing bio-psych-socials to be used in mitigation work. I was also interviewing witnesses and defendants in a variety of cases.

**D. Skills and Special Interests.**

Discuss any further skills, interests and/or other experiences gained that relate to this position

I am from Spokane and had a father who was close to being homeless and I have always had a passion for finding a way to help with/change the system of housing in this country and specifically Spokane. Homelessness is not a concept that is understood in all parts of the world. I am passionate about doing the nitty gritty work of creating community system change. I am committed to board work and will be an active and engaged member of this board and related committees. Thank you for the opportunity to serve.

**Affordable Housing Committee Funding  
Recommendations**

Community, Housing & Human Services Board

**PY 2025 CDBG RFP 03/05/2025**

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**Subject**

This is a review of the Affordable Housing Committee funding recommendations for PY2025 CDBG Public Facilities/Public Improvement, Homeownership, Home Rehabilitation Applications.

**Background**

The PY2 2025 CDBG application opened November 15, 2024, and closed January 15, 2025. An estimated \$2,780,400 was available in anticipated formula grants funds and single-family rehabilitation revolving loan funds. The single-family revolving loan funds can only be used to fund single-family rehabilitation loan program applications. The following funding priorities for PY 2025 were identified through public engagement:

- Non-profit facility improvements
- More and/or improved childcare facilities
- Multi-family rental housing rehabilitation
- Repair and rehabilitation of single-family homes
- Homeownership support

CHHS staff provided workshops for public facility/public improvement, homeownership, and home rehabilitation applicants on December 3-4, 2024, to 11 organizations. Staff conducted an additional 23 individual technical assistance sessions.

Twenty-three (23) applications for public facility/public improvement, homeownership, and home rehabilitation activities were received. One application was ineligible or CDBG funding. The Affordable Housing Committee reviewed 22 CDBG eligible applications and met on February 11, 2025, to discuss the applications and to recommend applications for funding.

After careful consideration and deliberation, the committee recommended the top three scoring projects meeting the more/improved childcare funding priority for full funding; they recommended the top two highest scoring projects meeting the multi-family rental housing rehabilitation funding priority for partial funding; they recommended the top two scoring projects meeting the non-profit facility improvement priority for both full/partial funding; they recommended both projects meeting the single-family repair/rehabilitation funding priority for partial/full funding; and they recommended the only applicant meeting the homeownership funding priority for partial funding. One acquisition project was recommended for partial funding due to the unique nature of the project. A total of eleven (11) projects were recommended for funding. All the estimated funding available in PY 2025, \$2,780,400, was recommended for allocation.

If an applicant declines an award, or additional funds are available, partially funded projects were recommended for full funding.

Projects recommended for funding are highlighted yellow in the attached table.

**Impact**

These projects will provide facility/public improvements, support for homeownership and housing for low-to-moderate income households in Spokane.

**Action**

The Affordable Housing Committee is requesting that the CHHS Board vote to accept, reject or alter the AH Committee recommendations, and to forward CDBG funding recommendations to the Spokane City Council.

Row Labels	Sum of Avg. Score	Sum of Funding Requested	Sum of Funding Recommended
<b>Homeownership</b>			
SNAP Financial Access - Down Payment Assistance and Housing Counseling Program	83	\$1,000,000	\$100,000.00
<b>More/improved childcare facilities</b>			
NECC - Child Care Capital Safety Improvements	84	\$34,551	\$34,551.00
Partners w/Families & Children - Creating Safe, Confidential Spaces for Children and Families	81	\$19,146	\$19,146.00
Glow Children Early Learning Center - Expansion of Childcare Services and Community Outreach for GLOW Children Early Learning Center	80	\$198,000	\$198,000.00
Northeast Public Development Authority - 3011 E. Wellesley: Nontraditional Childcare and Workforce Housing	80	\$1,865,570	\$0.00
Northeast Youth Center - Improving Childcare Capacity for Low-Income Children through Outdoor	79	\$725,000	\$0.00
Revive Community Services - Start Childcare center at Morning Star Missionary Baptist Church	65	\$75,000	\$0.00
<b>Multi-family rental housing rehabilitation</b>			
Salvation Army - Stepping Stones Transitional Housing Rehab	87	\$199,690	\$150,000.00
Unite Family Services - Supported Transitional Housing	79	\$175,000	\$25,000.00
VOA - Alexandria's House Rehab	76	\$718,000	\$0.00
SNAP - Resident Court Exterior Rehab	73	\$165,400	\$0.00
<b>Non-profit facility improvements</b>			
Transitions - HVAC System Replacement at Women's Hearth Day Shelter	87	\$34,181	\$34,181.00
Family Promise - FP Center Campus Improvement	85	\$193,819	\$19,522.00
Partners w/ Families & Children - A Clear Vision: Upgrading Our Facility to Support Vulnerable Families	83	\$174,825	\$0.00
SNAP - Roof replacement of SNAP office building	77	\$310,000	\$0.00
<b>Other</b>			
Proclaim Liberty - Bethany Presbyterian Redevelopment Phase I	79	\$812,000	\$0.00
Reclaim Project Recovery - Transitional Housing Acquisition	72	\$1,175,000	\$500,000.00
Excelsior Wellness - Community Enhancement and Early Learning Initiative	70	\$221,000	\$0.00
M.I.A. Mujeres in Action - Casa MiA Offsite Road Improvements	66	\$1,100,000	\$0.00
Reclaim Project Recovery - Facility Acquisition	59	\$850,000	\$0.00
<b>Single-family repair/rehabilitation</b>			
SNAP - Single Family Home Rehabilitation	81	\$1,241,539	\$1,200,000.00
SNAP - Minor Home Repair	74	\$500,000	\$500,000.00

## Human Services Committee Funding Recommendations

Community, Housing & Human Services Board

PY 2025 CDBG RFP 03/05/2025

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### **Subject**

This is a review of the Affordable Housing Committee funding recommendations for PY2025 CDBG Public Services and Economic Development Applications.

### **Background**

The PY2 2025 CDBG application opened November 15, 2024, and closed January 15, 2025. An estimated \$456,000 was available in anticipated formula grants funds. The following funding priorities for PY 2025 were identified through public engagement:

- More/improved childcare services
- More/improved mental health services
- Job training programs

CHHS staff provided a virtual technical workshop for public services/economic development applicants on December 5, 2024, to 30 organizations. Staff conducted an additional 21 individual technical assistance sessions.

Twenty-eight (28) applications for public services/economic development activities were received. Two applications were ineligible for CDBG funding. The Human Services Committee reviewed 26 CDBG eligible applications and met on February 26, 2025, to discuss the applications and to recommend applications for funding.

After careful consideration the Committee adhered to the top 3 priorities listed in the NOFA splitting the funding roughly equally between Childcare, Mental Health, and Job training (roughly \$150k to each priority).

- Projects were categorized by priority and then ranked by the averaging of individual scores per the scoring rubric. The highest scoring projects within each funding priority were identified, and recommended for funding.
- Given the amount of funds available and the flexibility of the projects to function with reduced funding the Committee recommended partial funding for identified projects at or below 82% of the funding request.
- The Committee recommends funding for Community Minded Enterprise at 50% to balance funding between the top three priorities.

A total of six (6) projects are recommended for funding. All the estimated funding available in PY 2025, \$456,000, was recommended for allocation.

This is also our Tier 1 alternative for funding as it is a Microenterprise project, and we sometimes have funds remaining at the end of the contract period available for that category.

If an applicant declines an award, or additional funds are available, the Committee recommends funding Community Minded Enterprise at a greater amount, dependent on the additional funds made available.

Projects recommended for funding are highlighted yellow in the attached table.

**Impact**

These projects will provide essential services to low-income Spokane residents.

**Action**

The Human Services Committee is requesting that the CHHS Board vote to accept, reject or alter the HS Committee recommendations, and to forward CDBG funding recommendations to the Spokane City Council

Row Labels	Sum of Avg Committee Score	Sum of Annual Funding Requested	Sum of Funding Recommended
<b>Childcare Services</b>			
Spokane Workforce Council - Reconnect2Work - Childcare Workforce Investments	93	\$117,325	\$96,207
Community-Minded Enterprises - Increasing Licensed Child Care Providers	91	\$99,976	\$50,904
West Central Community Center - Youth Development Program	87	\$35,000	\$0
Upwards Care, Inc. - Boost Program	81	\$400,000	\$0
<b>Job Training Programs</b>			
SNAP Financial Access (SFA) - SFA City of Spokane Microenterprise Project	95	\$150,000	\$123,000
Christ Kitchen - Job Training for Impoverished and Underserved Women	93	\$35,000	\$35,000
Nuestras Raíces Centro Community (Our Roots Community Center) - Sin Miedo al Exito! (Success with Confidence)	92	\$98,302	\$0
International Rescue Committee in Spokane - Better Jobs Program	90	\$74,220	\$0
Cup of Cool Water - Cool Water Grounds Keeping Workforce Development	90	\$49,616	\$0
Northeast Community Center - NECC Coffee to Career Job Training Program	89	\$50,759	\$0
Inland Northwest Associated General Contractors Apprenticeships - Head Start to the Construction Trades	88	\$181,450	\$0
<b>Mental Health Services</b>			
YWCA Spokane - Mental Health Therapy for Survivors of Intimate Partner Domestic Violence	95	\$87,372	\$71,645
Partners with Families & Children: Spokane - Children's Advocacy Center	95	\$96,639	\$79,244
MiA - Mujeres in Action - Mental Health Services for Low-Income City of Spokane Residents	94	\$170,497	\$0
Lutheran Community Services Northwest - Victim Advocacy and Education Program	91	\$100,000	\$0
Refugee and Immigrant Connections Spokane - Comprehensive Assistance for Refugee Empowerment (CARE)	90	\$80,691	\$0
NAMI Spokane - Mental Health Crisis Prevention Services	88	\$68,600	\$0
Spectrum Center - Gender Doula	82	\$80,000	\$0
<b>Supportive Services</b>			
Women & Children's Free Restaurant & Community Kitchen - Feeding Spokane's LMI Women, Children, and Teens	93	\$70,470	\$0
Communities In Schools of Spokane County - Healthy Minds Bright Futures: City of Spokane	91	\$122,805	\$0





**ANNUAL RETREAT (draft)**  
**Community, Housing, & Human Services Board**  
**May 7, 2025, 8:30am -1:00 p.m. \*attachments included**  
**IN-PERSON ONLY at The Hive, 2904 E. Sprague, Spokane**

<b>TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE</b>	
<b>8:30-8:45</b>	<b>Call to Order – Board Chair</b>
	<ol style="list-style-type: none"> <li>Welcome &amp; Coffee bar</li> <li>Roll call</li> <li>Approval of Agenda: <b>ACTION</b></li> <li>Approval of Minutes: <b>ACTION</b> (April)*</li> <li>Public comment – Please restrict comments to items relevant to the CHHS Board</li> </ol>
<b>8:45-9:00</b>	<b>Action Items</b>
	<ol style="list-style-type: none"> <li>TBD</li> </ol>
<b>9:00-10:00</b>	<b>Board Education</b>
	<ol style="list-style-type: none"> <li>ALICE* (presentation by ???)</li> </ol>
<b>5:25 – 5:30</b>	<b>Possible Discussion &amp; Work Sessions</b>
	<ol style="list-style-type: none"> <li>Accomplishments/goals (board &amp; department)</li> <li>COI update (Legal?)</li> <li>CMIS outcomes data/deobligations process (Arielle?)</li> <li>Update on regional homelessness collaboration</li> <li>Funding outlook &amp; master table of regional NOFOs</li> <li>Updates/integration of various Plans (Heather?)</li> <li>Progress/impact report: scattered site shelters &amp; Housing Navigation Center (EHF/Revive?)</li> <li>How to increase POC beneficiaries &amp; By&amp;4 RFP participation (Heather's CAPER data on service delivery by subpopulation)</li> <li>Projects that only have startup funds (eg: YAS, Hope House)</li> </ol>
<b>5:40 – 5:55</b>	<b>Committee &amp; Partner Updates</b>
	<ul style="list-style-type: none"> <li>-Affordable Housing Committee (D Edwards)</li> <li>-City Council (CM Navarrete)</li> <li>-Continuum of Care (G Mantz)</li> <li>-Veterans (W Anderson)</li> <li>-Human Services Committee (J Randal)</li> <li>-Spokane County (G Dahl)</li> <li>-Regional Homeless Collaborative (L Hope)</li> </ul>
<b>12:30-1:00</b>	<b>Lunch and Closing</b>
	<ol style="list-style-type: none"> <li>Announcements &amp; information sharing from the floor</li> <li>Next board meeting): 6/4/2025</li> </ol>
<b>1:00</b>	<b>Adjournment – Board Chair</b>

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

**2025 MEETING SCHEDULE:** CHHS Board meetings are 4-6pm the first Wednesday monthly, unless otherwise posted. See <https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/> for agendas and minutes. Attend in person at City Hall (lower level, City Council Briefing Center) or virtually via Microsoft Teams at [this link](#).

**STANDING COMMITTEES** (\*indicates seats filled by Board members)

**Affordable Housing Committee** (2<sup>nd</sup> Tuesday monthly, 10:30 am - 12:00 pm):\*David Edwards (Chair), \* Eric Robison (Vice Chair,nonvoting), Phil Altmeyer, Andrew Hoyer, Brian Jennings, Patricia Kienholz, Adriane Leithauser, Mark Muszynski, Arlene Patton, Jesus Torres, \*Caroline Yu, Pavel Parfilo (nonvoting) -- (1 vacancy)

**Human Services Committee** (4<sup>th</sup> Wednesday monthly, 1:00 - 2:00 pm):\*James Randall (Chair), \*Karen Ssebanakitta (Vice Chair), Susan Christenson, \*Leslie Hope, \*Barb Lee, Bob Lutz, , Arlene Patton, Kim Taylor, Diane Zemke, Chris McKinney (nonvoting) -- (3 vacancies)

**Executive Committee:** (3<sup>rd</sup> Wednesday monthly, 4:00 - 5:00 pm): Karen Ssebanakitta, Leslie Hope, David Edwards, James Randall

**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 meeting location is wheelchair accessible and 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

## Homeless Service Provider Community Call 3/3/2025

Attendees: Betsy Bertelsen, Kira Lewis, Sharyl Brown, Leona, Mackenzie Driscoll, Eric Robison, Wendy Alderson, Mercedes Carney, Dena Carr, Lacey Trottier, Iryna Gusarenko, Dr. Velazquez, Gerriann Armstrong, Arielle Anderson, Elaine Mansoor, Aziz Rahmaty

### Presentation from Sharyl Brown, Director of Operations at Jewels Helping Hands

- Healing Hearts Program
  - Overnight shelter that can help with all health needs, including activities of daily living
  - Patrons must have medical needs to stay
  - Currently 27 beds
  - Referral from a hospital is required (Providence hospitals are very familiar with the process)
  - People who need other care, such as mental health care, may need to be referred elsewhere as Healing Hearts is for people with medical needs
  - Contact information: 509-368-1509, Sharyl.brown@jewelshelpinghands.com
- Medical program/Healing Hearts is not on Shelter Me Spokane because referral is required
  - Beds listed under Jewels are for their scattered site shelters open to anyone

### Epi Update from Betsy (SRHD)

- Lots of flu and pertussis in the community
- Shigella has decreased—thank you everyone for your ongoing work on this!

### Update from Leona (Hope House)

- Lots of respiratory illness
- No new shigella

### Update from Dena (HOC)

- Stomach bugs that were circulating have decreased
- Increase in lice in the shelter
  - Likely related to fewer extended patrons and more turnover because of inclement weather beds

### Update from Gerriann

- Beds open and seeking referrals
- Some patrons have chosen to leave because of warmer weather
- Health of patrons has been good

### Update from Lacey (Revive)

- Patrons are healthy
- Seeking referrals

Update from Wendy (VOA)

- YAS and Crosswalk are healthy
- Some flu in staff over the winter but that has decreased

Update from Mercedes (Hope House)

- Also having increase in lice

Update from Arielle (City of Spokane)

- Consistent Care hot spotters program is going well
- Revive is working to identify encampments and helping people find alternatives
- Additional round of eviction prevention funds available

Update from Iryna (SRHD Immunizations Team)

- Will continue to provide vaccine in shelters
- Contact SRHD if you need a vaccine clinic

Update from Dr. Velazquez (SRHD Health Officer)

- Thank you for everything you are doing! Shelters have been instrumental in curbing shigella infections in the community.

Nuestras Raíces Centro Community (Our Roots Community Center) - IDD Thrive	86	\$60,390	\$0
CHAS Health - Dental Voucher Program	86	\$85,000	\$0
Northwest Fair Housing Alliance - Housing Stability Steps	84	\$62,855	\$0
American Indian Community Center - Strengthening Families, Sustaining Communities: The AICC Family Services Program	84	\$50,000	\$0
Spokane Regional Health District - Homeless ID Project	83	\$20,000	\$0
Our Place Community Outreach - Our Place Community Outreach Food Center	78	\$174,236	\$0

**Affordable Housing Committee Funding  
Recommendations**

Community, Housing & Human Services Board

**PY 2025 CDBG RFP 03/05/2025**

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**Subject**

This is a review of the Affordable Housing Committee funding recommendations for PY2025 CDBG Public Facilities/Public Improvement, Homeownership, Home Rehabilitation Applications.

**Background**

The PY2 2025 CDBG application opened November 15, 2024, and closed January 15, 2025. An estimated \$2,780,400 was available in anticipated formula grants funds and single-family rehabilitation revolving loan funds. The single-family revolving loan funds can only be used to fund single-family rehabilitation loan program applications. The following funding priorities for PY 2025 were identified through public engagement:

- Non-profit facility improvements
- More and/or improved childcare facilities
- Multi-family rental housing rehabilitation
- Repair and rehabilitation of single-family homes
- Homeownership support

CHHS staff provided workshops for public facility/public improvement, homeownership, and home rehabilitation applicants on December 3-4, 2024, to 11 organizations. Staff conducted an additional 23 individual technical assistance sessions.

Twenty-three (23) applications for public facility/public improvement, homeownership, and home rehabilitation activities were received. One application was ineligible or CDBG funding. The Affordable Housing Committee reviewed 22 CDBG eligible applications and met on February 11, 2025, to discuss the applications and to recommend applications for funding.

After careful consideration and deliberation, the committee recommended the top three scoring projects meeting the more/improved childcare funding priority for full funding; they recommended the top two highest scoring projects meeting the multi-family rental housing rehabilitation funding priority for partial funding; they recommended the top two scoring projects meeting the non-profit facility improvement priority for both full/partial funding; they recommended both projects meeting the single-family repair/rehabilitation funding priority for partial/full funding; and they recommended the only applicant meeting the homeownership funding priority for partial funding. One acquisition project was recommended for partial funding due to the unique nature of the project. A total of eleven (11) projects were recommended for funding. All the estimated funding available in PY 2025, \$2,780,400, was recommended for allocation.

If an applicant declines an award, or additional funds are available, partially funded projects were recommended for full funding.

Projects recommended for funding are highlighted yellow in the attached table.

**Impact**

These projects will provide facility/public improvements, support for homeownership and housing for low-to-moderate income households in Spokane.

**Action**

The Affordable Housing Committee is requesting that the CHHS Board vote to accept, reject or alter the AH Committee recommendations, and to forward CDBG funding recommendations to the Spokane City Council.

Row Labels	Sum of Avg. Score	Sum of Funding Requested	Sum of Funding Recommended
<b>Homeownership</b>			
SNAP Financial Access - Down Payment Assistance and Housing Counseling Program	83	\$1,000,000	\$100,000.00
<b>More/improved childcare facilities</b>			
NECC - Child Care Capital Safety Improvements	84	\$34,551	\$34,551.00
Partners w/Families & Children - Creating Safe, Confidential Spaces for Children and Families	81	\$19,146	\$19,146.00
Glow Children Early Learning Center - Expansion of Childcare Services and Community Outreach for GLOW Children Early Learning Center	80	\$198,000	\$198,000.00
Northeast Public Development Authority - 3011 E. Wellesley: Nontraditional Childcare and Workforce Housing	80	\$1,865,570	\$0.00
Northeast Youth Center - Improving Childcare Capacity for Low-Income Children through Outdoor	79	\$725,000	\$0.00
Revive Community Services - Start Childcare center at Morning Star Missionary Baptist Church	65	\$75,000	\$0.00
<b>Multi-family rental housing rehabilitation</b>			
Salvation Army - Stepping Stones Transitional Housing Rehab	87	\$199,690	\$150,000.00
Unite Family Services - Supported Transitional Housing	79	\$175,000	\$25,000.00
VOA - Alexandria's House Rehab	76	\$718,000	\$0.00
SNAP - Resident Court Exterior Rehab	73	\$165,400	\$0.00
<b>Non-profit facility improvements</b>			
Transitions - HVAC System Replacement at Women's Hearth Day Shelter	87	\$34,181	\$34,181.00
Family Promise - FP Center Campus Improvement	85	\$193,819	\$19,522.00
Partners w/ Families & Children - A Clear Vision: Upgrading Our Facility to Support Vulnerable Families	83	\$174,825	\$0.00
SNAP - Roof replacement of SNAP office building	77	\$310,000	\$0.00
<b>Other</b>			
Proclaim Liberty - Bethany Presbyterian Redevelopment Phase I	79	\$812,000	\$0.00
Reclaim Project Recovery - Transitional Housing Acquisition	72	\$1,175,000	\$500,000.00
Excelsior Wellness - Community Enhancement and Early Learning Initiative	70	\$221,000	\$0.00
M.I.A. Mujeres in Action - Casa MiA Offsite Road Improvements	66	\$1,100,000	\$0.00
Reclaim Project Recovery - Facility Acquisition	59	\$850,000	\$0.00
<b>Single-family repair/rehabilitation</b>			
SNAP - Single Family Home Rehabilitation	81	\$1,241,539	\$1,200,000.00
SNAP - Minor Home Repair	74	\$500,000	\$500,000.00