

Community, Housing, & Human Services Board

March 1, 2023

Meeting Minutes

Meeting called to order at **4:02 PM.**

Attendance/Introductions

- **Board Members Present:** Barb Lee, Adriane Leithauser, Jeri Rathbun (Chair), Karen Ssebanakitta (Co-Vice Chair), Karen Stratton, Eric Robison, Blake Waltman, George Dahl
- **Staff Present:** Jenn Cerecedes, Richard Culton, RaMona Pinto, Daniel Ramos, Brian Walker, Kelly Burnett, Heather Page, Kim Clifton, Tessa Jilot, Brian Walker, Kim McCollim, Devin Biviano
- **Guests Present:** Nicolette Ocheltree, Leslie Hope

****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 virtual meeting platform****

Approval of the Agenda:

Move the Rapid Rehousing RFP to before Board Education.

Remove the minutes.

MOTION by Adriane, seconded by Karen Ss, **to approve the agenda as amended; approved unanimously.**

BOARD AGENDA APPROVED.

Public Comment:

None.

Approval of February Minutes:

None provided/deferred to next month.

Action Item:

Affordable Housing Committee - Rapid Rehousing RFP: Adriane gave a brief overview of the RFP, the funding, and the priority regarding CDBG funds. Then she went into more details on the decision and encouraged more new partnerships and others to keep applying. Some of the ones they turned down were due to the funds not qualifying but the ideas were solid for other funding sources. Richard provided some information on the technical assistance workshops. Eric brought up that there was a question in the committee regarding why some of the applications were asking for rehabbing properties that are already established when that cost should have been considered when developing the properties. He mentioned that in the future it would be good to ask why they are needing help with that, whether it's inflation or whatever. Some discussion and Q&A followed.

MOTION by Karen Ss, seconded by Karen St, **to bring the Affordable Housing Committee's recommendation** (attached at end of minutes) **to City Council; approved unanimously.**

Board Education:

CMIS: Daniel Ramos III gave a presentation on CMIS what it is, what it does, and what they hope it can do in the future. Some Q&A and discussion followed.

Discussion and Action Items:

New Board Member Recommendations: Jeri presented the applicants that have been interviewed for the board to consider moving forward with.

MOTION by Karen, seconded by Eric, **to approve the slate of candidates; approved unanimously.**

Updates:

Director's Report: Jenn provided an update on CHHS department monitoring and staffing.

City Council Update: Karen St and Nicolette provided an update on the landlord/tenant ordinances and the "Regional Authority" due diligence. Some conversation followed.

Affordable Housing Committee: No update.

RFP/Evaluation Committee: Next meeting is on the 15th. They will be talking about a provider survey to guide recommendations for the next RFP cycle. And they are considering a 2-year cycle instead of the 5-year cycle it has been. And then there is a possible request for more members or ad hoc committees to help with the number of contracts they need to review.

Announcements: None.

MOTION by Karen Ss, seconded by Adriane, to adjourn; **approved unanimously.**

Meeting Adjourned at 5:47 PM.

The next CHHS Board Meeting is scheduled for **April 5, 2023 from 4:00-6:00 p.m.** and will be held in the City Council Briefing Center and online.

**Agenda Sheet for City Council Meeting of:**

03/27/2023

Date Rec'd

3/13/2023

Clerk's File #

OPR 2023-0351

Renews #**Submitting Dept**

HOUSING & HUMAN SERVICES

Cross Ref #**Contact Name/Phone**

RICHARD CULTON 509.625.6009

Project #**Contact E-Mail**

RCULTON@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Contract Item

Requisition #**Agenda Item Name**

AFFORDABLE HOUSING FUNDING RECOMMENDATIONS

Agenda Wording

CHHS is seeking Council approval to use CDBG, HOME and Sales and Use Tax Revenue (1406/1590) to fund affordable housing projects

Summary (Background)

Requesting to fund 9 projects for funding, \$1,000,000 for Sunset Hills, \$800,000 for VOA Alexandria's House, \$154,435 for CCEW Summitview, \$800,000 SNAP Alexandria Apts, \$678,850 SNAP Patrician, \$300,000 for NECC Triplex, \$120,000 Transitions TLC units, \$705,000 SNAP Pacific Apartments, \$2,531,320 SHA Hifumi En

Lease? NO

Grant related? YES

Public Works? NO

Fiscal Impact**Budget Account**

Expense \$ \$1,000,000

1710-95579-51010-54201-99999

Expense \$ \$3,558,285

1690-95576-51010-54201-99999

Expense \$ \$2,531,320

1595-53121-51010-54201-99999

Select \$

#

Approvals**Council Notifications****Dept Head**

MCCOLLIM, KIMBERLEY

Study Session\Other

3/13/23

Division Director

MCCOLLIM, KIMBERLEY

Council Sponsor

Stratton

Finance

MURRAY, MICHELLE

Distribution List**Legal**HARRINGTON,
MARGARET

jcerecedes@spokanecity.org

For the Mayor

ORMSBY, MICHAEL

rculton@spokanecity.org

Additional Approvals

pgrinder@spokanecity.org

Purchasing

kclifton@spokanecity.org

**ACCOUNTING -
GRANTS**

MURRAY, MICHELLE

Approved by City Council on: 3/27/23

Terri Pfister

Terri Pfister (Mar 30, 2023 11:50 PDT)

City Clerk

Committee Agenda Sheet

Urban Experience Committee

Submitting Department	Community, Housing and Human Services
Contact Name	Richard Culton
Contact Email & Phone	rculton@spokanecity.org ; 625-6009
Council Sponsor(s)	Councilmember Stratton
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested:
Agenda Item Name	Affordable Housing Funding Recommendations
Summary (Background) *use the Fiscal Impact box below for relevant financial information	<p>CHHS is seeking Council approval to use CDBG, HOME and Sales and Use Tax Revenue (1406/1590) to fund affordable housing projects as detailed below, and to enter into contractual and legal agreements with the entities as identified below:</p> <p>CHHS released a Notice of Funding Availability (NOFA) to the public on December 9, 2022 for proposals that would address urgent housing needs for low- and moderate-income residents. The main priorities of the Rapid Capital Acquisition and Reconstruction of Affordable Housing NOFA were to 1.) rapidly allocate CDBG funds which cannot be used to fund new construction, and 2.) to use CDBG, HOME, and Sales and Use Tax revenue funds to increase affordable housing inventory or preserve current affordable housing inventory for low-to-moderate-income households through rapid acquisition and rehabilitation activities. There was roughly \$10,000,000 in potential funding available for this NOFA.</p> <p>The Request for Proposals closed on January 16, 2023. CHHS received a total of 18 applications from 12 different agencies, organizations, and individuals. A total of \$18,265.71 in funding was requested. Two applications were not considered for funding due to either not meeting the NOFA funding priorities or the proposals requested funding for activities deemed ineligible for any of the funding sources. Two applicant workshops were held during December. Staff provided an additional 11 technical assistance meetings to applicants.</p> <p>Members of the CHHS Affordable Housing Committee individually reviewed 16 applications along with staff threshold reviews, and then scored each application. On Tuesday February 14, 2023, the Committee met collectively to discuss scoring and select projects for funding. Ultimately, the Committee chose the top scoring projects for funding, with one exception. Spokane Neighborhood Action Partners submitted four proposals for funding and prioritized those proposals by the greatest need. While SNAP's Sinto Apartments proposal scored high in the review, SNAP had prioritized it as a lower need project. The CHHS Affordable Housing Committee respected SNAP's prioritization. During the deliberations members of the committee noted the continuing need to attract additional new affordable housing developments, and to increase overall affordable housing inventory.</p>

The CHHS Affordable Housing Committee identified nine (9) projects for funding.

1. **Sales and Tax Use Revenue Funding, \$2,581,320.00**, Spokane Housing Authority, Hifumi En Apartments. Housing for elderly and disabled households. The project consists of demolishing the current 41-unit apartment complex built in 1972 and replacing it with an 86-unit new construction apartment complex at the same location. Award to meet remaining gap funding need. This is Spokane County's one Metro Pool 9% LITC project for 2022.
2. **HOME Funds, \$1,000,000.00**, Take up the Cause, Sunset Hill Apartments. Funding for acquisition of turn-key ready 59-unit apartment project to be converted to affordable housing immediately. Conditional award pending funding from HTF.
3. **CDBG Funds, \$154,435.00**, Catholic Charities, Summit View Apartments. Funding to be used to bring the elevator up to current fire, safety, and Americans with Disability Act standards, preserving access to 27-units of affordable housing for low-income households.
4. **CDBG, \$705,000.00**, Spokane Neighborhood Action Partners, Pacific Apartments. Funding to be used to address critical repairs and upgrades that impact sustainable long-term operations of the building, and to preserve the existing 10-units of affordable housing to households at or under 50% AMI.
5. **CDBG, \$800,000.00**, Spokane Neighborhood Action Partners, Alexandria Apartments. Listed on the historic registry and subject to historic preservation regulations. Funding to be used to address deferred maintenance, replacing failing windows, updating interior finishes, and addressing safety concerns, preserving the existing affordable housing units currently serving 22 households earning less than or equal to 50% AMI.
6. **CDBG, \$678,850.00**, Spokane Neighborhood Action Partners, Patrician Apartments. The funding will be used to preserve the affordable housing for the 17 households earning 50% or less AMI currently living in the units. Funding to be used to address critical repairs and upgrades including important safety updates to stair stringers and steps that are failing in multiple areas and requiring continual maintenance.
7. **CDBG, \$120,000.00**, Transitions, Transitional Living Center Units. The building was converted into apartment units in 1993. These 30-year-old units have never been renovated or updated. Funding will be used to replace the 30-year-old flooring and bathroom fixtures, convert light fixtures to energy efficient LED, replace interior and exterior door, and addressing safety concerns in four (4) of the units. This will preserve affordable housing to extremely low-income women and children.
8. **CDBG, \$300,000.00**, North East Community Center, Triplex. Funding would be used to rehab existing single-family property owned by NECC to a multi-family, 3-unit building of affordable housing.

	<p>9. CDBG, \$800,000.00, Volunteers of America, Alexandria's House. The funding would be used to rehab the current structure, adding a fire suppression system, updating electrical and plumbing, meeting ADA requirements, and increasing the room count to preserve and increase the affordable housing inventory for extremely-low-income pregnant and parenting women (ages 16-20) and their children.</p> <p>The funding recommendations listed above will support the construction of 89 new affordable housing units, acquisition of 59 units to be converted into affordable housing and rehabilitation of 62 existing affordable housing units.</p> <p>The amount of the requests exceeded the funding available by more than \$8,000,000.00. Nine projects were not funded during this funding round. Not all proposals were eligible based on the program requirements of each available funding source. Other proposals were still conceptual in nature and not ready to receive an award of funds. The attached tables list those projects.</p> <p>The CHHS Affordable Housing Committee funding recommendations were submitted to the CHHS Board for review. The CHHS Board voted to accept the recommendations of the CHHS Affordable Housing on March 1, 2023.</p> <p>A future NOFA will prioritize new construction of affordable units.</p>
<p>Fiscal Impact Total Cost: Click or tap here to enter text. Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Funds from CDBG, HOME and 1590 Sales and Use Tax Revenue will be used to fund the projects</p> <p>Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impacts (If N/A, please give a brief description as to why)</p>	
<p>What impacts would the proposal have on historically excluded communities?</p> <p>The proposals recommended for funding will provide services to underserved communities through the creation and retention of affordable housing and housing services for low- to moderate-income households.</p>	
<p>How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?</p>	

CHHS will collect and report basic demographic data on recipients of these funding sources as outlined in their contractual agreements.

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

CHHS utilizes performance-based contracting to ensure the objectives of each proposal are being met in accordance with performance measures as outlined in each contractual agreement. Additionally, CDBG and HOME operate under HUD's oversight and performance metrics are reported yearly through the CAPER.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

The CDBG and HOME funding recommendations align with the five-year Consolidated Plan and move the City forward in meeting its goals of increasing new affordable housing inventory and preserving current affordable housing inventory. The 1590 Sales and Use Tax Revenue funding recommendation aligns with the SMC 08.07B.

PROJECT/EVENT	RAPID HOUSING RFP	(Subject to Change without Notice)
ORGANIZER	CITY HCD TEAM	

RFP TIMELINE	STARTING	ENDING		STARTING	ENDING
RFP OPEN ON WEBSITE	12/9/2022	12/16/2023	CHHS BOARD MEETING	3/01/2023	3/01/2023
T/A WORKSHOP	12/13/2022	12/13/2022	AGENDA SHEET TO DANIELLE	3/10/2023	3/13/2023
T/A WORKSHOP	12/15/2022	12/15/2022	PIES COMMITTEE	3/27/2023	3/27/2023
APPLICATIONS DUE	1/16/2023	1/16/2023	ADVANCED AGENDA	4/3/2023	4/3/2023
STAFF REVIEWS	1/17/2022	1/31/2022	CONSENT AGENDA	4/10/2023	4/10/2023
SEND APPS AND STAFF REVIEWS TO AHC	2/03/2023	2/03/2023	AWARD LETTERS SENT OUT	4/14/2023	4/14/2023
AFFORDABLE HOUSING COMMITTEE	2/14/2023	2/14/2023	DRAFT COMMITMENT LETTERS	4/14/2023	5/1/2023
			DRAFT LEGAL DOCS	5/1/2023	6/1/2023

[illegible]

The following table provides an overview of the projects recommended for funding:

APPLICANT	PROJECT NAME	FUNDING REQUESTED	FUNDING RECOMMENDED
SHA	Hifumi En	\$2,581,320	\$2,581,320
VOA	Alexandria's House	\$800,000	\$800,000
Catholic Charities	Summit View Apts.	\$154,435	\$154,435
SNAP	Alexandria Apts.	\$800,000	\$800,000
SNAP	Patrician Apts.	\$678,850	\$678,850
SNAP	Pacific Apts.	\$705,000	\$705,000
Take Up The Cause	Sunset Hill Apts.	\$1,000,000	\$1,000,000
Northeast Community Cntr.	4-plex	\$300,000	\$300,000
Transitions	TLC Center	\$120,000	\$120,000

The following table provides an overview of the projects not recommended for funding:

APPLICANT	PROJECT NAME	FUNDING REQUESTED	FUNDING RECOMMENDED
SNAP	Sinto Apts.	\$105,000	\$0
SLIHC	Land Bank	\$400,000	\$0
Career Path Services	Operations	\$200,000	\$0
St. Ann's/Career Path Services	Youth Transitional SRO's	\$350,000	\$0
Career Path Services	Hoot Owl Apts.	\$2,238,038	\$0
Habitat	Land Bank/Land Acquisition	\$2,300,000	\$0
Salina Gray	Triplex	\$1,769,588	\$0
Excelsior	Acquisition Rehab	\$2,282,940	\$0
VOA	Vets on N. Lacey	\$1,480,000	\$0






OPR 2023-0351 - AGREEMENT CHHS HOUSING HUMAN SERVICES FUND AFFORDABLE HOUSING PROJECTS

Final Audit Report

2023-03-30

Created:	2023-03-30
By:	Stephen Williams (swilliams@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAAZwNb_S71LP7xm4dnB0pRKLn_r9dksm

"OPR 2023-0351 - AGREEMENT CHHS HOUSING HUMAN SE RVICES FUND AFFORDABLE HOUSING PROJECTS" History

-  Document created by Stephen Williams (swilliams@spokanecity.org)
2023-03-30 - 6:28:42 PM GMT
-  Document emailed to Terri Pfister (tpfister@spokanecity.org) for signature
2023-03-30 - 6:29:37 PM GMT
-  Email viewed by Terri Pfister (tpfister@spokanecity.org)
2023-03-30 - 6:49:23 PM GMT
-  Document e-signed by Terri Pfister (tpfister@spokanecity.org)
Signature Date: 2023-03-30 - 6:50:09 PM GMT - Time Source: server
-  Agreement completed.
2023-03-30 - 6:50:09 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.