

**Public Infrastructure, Environment, and Sustainability Committee  
Agenda for Monday, July 27, 2020 1:15 p.m.**

The Spokane City Council's Public Infrastructure, Environment, and Sustainability Committee meeting will be held at **1:15 p.m. on July 27, 2020** streaming live online and airing on City Cable 5 at <https://my.spokanecity.org/citycable5/live/> or by calling 1-408-418-9388 and entering the access code #960 228 527; meeting password 0320.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council. The Public Infrastructure, Environment and Sustainability Committee meeting is regularly held every 4<sup>th</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

Notice is hereby given that, pursuant to Governor Jay Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended.

Temporarily and until further notice, the public's ability to attend City Council meetings is by remote access only. In-person attendance is not permitted at this time. The public is encouraged to tune in to the meeting as noted above or by calling 1-408-418-9388 and entering the access code #960 228 527; meeting password 0320.

**AGENDA**

**I. Call to order**

**II. Approval of minutes from June 22, 2020**

**III. Discussion items**

A. Council requests

1. Consent items for discussion
2. Legislative update (if needed)
3. C-PACER Financing – Letter of Support
4. Sustainability Action Subcommittee (SAS) – 30 minutes

B. Staff requests

1. Airway Heights Amended Water Supply Agreement and Emergency Water Service Agreement – Marlene Feist and Airway Heights
2. State Transportation Improvement Board (TIB) Grant Opportunity – Katherine Miller
3. WRIA 55 Plan update, Little Spokane Watershed Water Supply Planning – Doug Greenlund

**IV. Strategic initiatives session – Council Member Beggs and Scott Simmons**

Priority strategy 1: Rapidly accelerating street pavement maintenance projects

- No report this meeting.

Priority strategy 2: Repurposing public property and assets to stimulate private investment

- No report this meeting.

Priority strategy 3: Sustainable city

- Water Conservation Efforts Update – Marlene Feist

**V. Consent items**

1. Contract Renewal for Air Quality Emission Compliance Testing (Waste to Energy)
2. Contract Renewal for Ultrasonic Thickness testing (Waste to Energy)
3. Upriver Spillway Rehabilitation Phase III Engineering Design and STID Update (Water Dept.)
4. Value Blanket Order for Traffic Paint (Streets)
5. 2020 – 2024 Consolidated Plan (Neighborhood and Business Services: Community, Housing, and Human Services)
6. Contract amendment with Spokane Roofing LLC for required roofing insulation (Finance, Asset Management)
7. MFTE Conditional Contracts
  - i. The District on the River
  - ii. Harrington Place Apartments

**VI. Executive session**

Executive Session may be held or reconvened during any Public Infrastructure, Environment, and Sustainability Committee meeting.

**VII. Adjournment**

**Next Public Infrastructure, Environment, and Sustainability Committee meeting**

The next meeting will be held at the regular date and time of August 24, 2020 1:15 p.m.

# Briefing Paper

## PIES

<b>Division &amp; Department:</b>	City Council
<b>Subject:</b>	C-PACER Financing – Letter of Support
<b>Date:</b>	7/22/2020
<b>Contact (email &amp; phone):</b>	Breean Beggs, <a href="mailto:bbeggs@spokanecity.org">bbeggs@spokanecity.org</a>
<b>City Council Sponsor:</b>	Breean Beggs
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	SMC 15.05.040 Solar Energy Systems; SMC 15.05.060 100% Renewable Energy; SMC 13.035.700 Water-Wastewater Conservation Incentives
<b>Strategic Initiative:</b>	Sustainable City
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Signed letter of support to County Commissioners
<b>Background/History:</b>	
<p>In the spring of 2020, the State legislature passed HB 2405 concerning property assessed clean energy and resilience. The bill went into law in June and allows County governments to enact C-PACER financing.</p>	
<b>Executive Summary:</b>	
<p>From HB 2405 as passed: “This chapter authorizes the establishment of a commercial property assessed clean energy and resiliency ("C-PACER") program that jurisdictions can voluntarily implement to ensure that free and willing owners of agricultural, commercial, and industrial properties and of multifamily residential properties with five or more dwelling units can obtain low-cost, long-term financing for qualifying improvements, including energy efficiency, water conservation, renewable energy, and resiliency projects. These improvements are repaid by a voluntary assessment on the property, secured by a county lien, and assigned to a capital provider for all the administrative aspects of billing, collecting, and enforcing the lien and without the accumulation of cost to the county and without the creation of a personal debt obligation to the property owner. The obligation is instead carried by the property and remains with the property until repaid, regardless of any potential transfer of property ownership. After the adoption of a C-PACER program, a county's role is limited to the approval of an assessment and recordation of a C-PACER lien, and administration of the C-PACER program which may be contracted out to a private third party.”</p>	
<b>Benefits:</b>	
<ul style="list-style-type: none"> <li>• Very little administrative costs or responsibility for the County</li> <li>• Loans are issued by private lenders with more favorable terms than conventional loans</li> <li>• Allows building owners to invest in renewable energy (ex. solar panels) and energy efficiency measures without taking out a personal loan.</li> <li>• Debt stays with the property and is paid down by the person/entity reaping the benefit of the improvement</li> <li>• Increases cash flow for builder/owner while allowing for them to meet state commercial efficiency standards</li> </ul>	

- Makes it attractive for building owners to invest in long term efficiency improvements to the building which will benefit future owners and tenants
- Aligns with the City’s renewable energy goals and GHG reduction targets
- Encourages new economic development opportunities for builders and contractors
- Energy efficient buildings have increased value in the market
- Renters paying utilities in higher energy efficient buildings will benefit from cost savings

Budget Impact:

TOTAL COST:

Approved in current year budget?  Yes  No  N/A

Annual/Reoccurring expenditure?  Yes  No  N/A

If new, specify funding source:

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

Operations Impact:

Consistent with current operations/policy?  Yes  No  N/A

Requires change in current operations/policy?  Yes  No  N/A

Specify changes required:

Known challenges/barriers:



SPOKANE CITY COUNCIL

808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3335  
(509) 625-6255

July 23, 2020

Spokane County Commissioners  
1116 W Broadway Avenue  
Spokane, WA 99260

RE: C-PACER Financing

Dear Commissioners,

We are writing to you today to formally support you in the adoption of Commercial Property Assessed Clean Energy and Resilience (C-PACER) financing in Spokane County. We are excited to implement this approach, as it offers building owners and developers a flexible tool for increasing net operating income while addressing new energy efficiency standards for commercial buildings.

C-PACER financing allows developers and owners the ability to invest in clean energy and efficiency retrofits without impacting their debt-to-equity ratio. We feel this will benefit our community by encouraging clean energy projects, lowering utility costs, and creating new job opportunities as more building owners take advantage of this program. In light of the financial impacts brought on by the COVID-19 pandemic, we feel it is vital to the health and resilience of the Spokane region to support sensible policies that result in increased economic activity.

We thank you for this consideration and for your work in making C-PACER available to building owners and developers in Spokane County.

Sincerely,

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Breean Beggs, City Council President

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Candace Mumm, City Council Member, Dist. 3

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Lori Kinnear, City Council Member, Dist. 2

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Karen Stratton, City Council Member, Dist. 3

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Kate Burke, City Council Member, Dist. 1

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Michael Cathcart, City Council Member, Dist. 1

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Betsy Wilkerson, City Council Member, Dist. 2

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division
<b>Subject:</b>	Airway Heights Amended Water Supply Agreement and Emergency Water Service Agreement
<b>Date:</b>	7/27/20
<b>Author (email &amp; phone):</b>	Scott Simmons <a href="mailto:smsimmons@spokanecity.org">smsimmons@spokanecity.org</a> 625-6584
<b>City Council Sponsor:</b>	Breean Beggs
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Water System Plan
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approve extension of agreement as provided for under current agreement
<b>Background/History:</b>	
<p>On April 12, 2018, the City agreed to provide to Airway Heights additional short term supplemental emergency water from Spokane in the amount of approximately 1,400 gpm for a period of two (2) years from the initial date of emergency water service. The agreement provides for the Parties to agree and execute an amendment extending the term for emergency supplemental water in additional one year increments, not to exceed three (3) one-year extensions. Airway Heights has requested to initial the 1<sup>st</sup> of the 1 year extensions.</p>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>• City of Spokane is providing emergency water service to Airway Heights due to contamination in Airway Heights groundwater source for drinking water</li> <li>• The initial 2 yr term has expired</li> <li>• The agreement provides for additional 1 yr extensions</li> <li>• Airway Heights has requested the initial 1 year extension</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: N/A Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: N/A Known challenges/barriers: N/A	



**City of Spokane**  
**1 of 5 EXTENSION and AMENDMENT of the  
AMENDED WATER SUPPLY AGREEMENT  
between SPOKANE AND AIRWAY HEIGHTS  
AND  
EMERGENCY WATER SERVICE**

This Extension and Amendment of the Amended Water Supply Agreement between Spokane and Airway Heights and Emergency Water Service Agreement is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **City of Airway Heights**, whose address is 1208 South Lundstrom, Airway Heights, Washington 99001 as ("**Airway Heights**").

*WHEREAS, the parties entered into an Amended Water Supply Agreement and Emergency Water Service Agreement "Agreement" on April 12, 2018 wherein the City agreed to provide to **Airway Heights** additional short term supplemental emergency water from Spokane in the amount of approximately 1,400 gpm for a period of two (2) years from the initial date of emergency water service; and*

*WHEREAS, paragraph 5.2.1 provides for the Parties to agree and execute an amendment extending the term for emergency supplemental water in additional one year increments, not to exceed three (3) one-year extensions; and*

*WHEREAS, Airway Heights has requested additional time, and thus the Agreement time for performance needs to be formally extended by this written document, see attached Exhibit "A".*

*-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:*

**1. CONTRACT DOCUMENTS.**

The original Agreement Contract, dated April 12, 2018, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE DATE.**

This Extension and Amendment shall become effective on June 15, 2020.

**3. EXTENSION and AMENDMENT.**

The contract documents are hereby extended and shall run through June 15, 2021.

Furthermore, Paragraph 5.2.1 Term is amended to be restated to read as follows:

5.2.1 Term. For a period of two (2) years commencing upon Spokane delivering water to Airway Heights ("Initial Term") at the Point of Delivery, Spokane shall supply water in the amount not to exceed 1,400 GPM through the Emergency Supplemental Connection. Airway Heights upon written notice may request in writing and the Parties may agree to extend the emergency supplemental water service for ~~((three (3)))~~ five (5) additional one year intervals by written agreement ("Extension Periods"). The maximum term of the Emergency Supplemental Connection shall not exceed ~~((five- (5)))~~ seven (7) years.



All other terms and conditions in the underlying contract shall remain in full force and effect.

**4. COMPENSATION.**

Airway Heights shall pay the City per the term "Outside City Rate to Other Purveyors" is as set forth in Title 13, Chapter 13.04, Section 13.04.2014 of the Spokane Municipal Code, or its succeeding provision(s) as such may be revised or amended through time. This rate may be periodically adjusted and shall be applicable as set forth in the rate schedule adopted by the Public Works and Utility Division and the Spokane City Council, for everything furnished and done under this Contract Extension.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Extension by having legally-binding representatives affix their signatures below.

**CITY OF AIRWAY HEIGHTS**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

Nadine Woodard  
\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Attest:

\_\_\_\_\_  
City Clerk  
City of Airway Heights

\_\_\_\_\_  
City Clerk  
City of Spokane

Approved as to form:

Approved as to form:

\_\_\_\_\_  
City Attorney  
City of Airway Heights

\_\_\_\_\_  
Assistant City Attorney  
City of Spokane

**Attachments that are part of this Contract Extension:**

A – Letter from Airway Heights to Spokane requesting extension, dated May 29, 2020.

U2020-053

# Briefing Paper

## Public Infrastructure Environment and Sustainability

<b>Division &amp; Department:</b>	Public Works Division / Integrated Capital Management
<b>Subject:</b>	Transportation Improvement Board Grant Program
<b>Date:</b>	07/27/2020
<b>Author (email &amp; phone):</b>	<a href="mailto:kpicanco@spokanecity.org">kpicanco@spokanecity.org</a>
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment & Sustainability
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Applications due August 14th, 2020
<b>Outcome:</b>	Approve ICM staff moving forward with grant applications.

Background/History:

The Washington State Transportation Improvement Board (TIB) has advertised a Call for Projects for the TIB Urban Arterial Program (UAP). Statewide, TIB funding for this grant cycle has been reduced from approximately \$110M to \$70M partly due to I-976 and COVID impacts on revenue. The TIB-UAP funds allocated to the Northeast region for this funding cycle is approximately \$6M.

The goal of the TIB-Urban Arterial program is to address and improve roadway mobility and safety. Projects must fall within four bands defined by TIB for grant scoring purposes: 1) Physical Condition (improve poor pavement condition), 2) Mobility (addressing/improving traffic congestion), 3) Safety (counter measures to address documented correctable crashes), and 4) Community Grant/Development (support current and near term growth and development). 65% of the grant scoring will be based metrics established within each of the four bands noted above. 25% of the scoring will be for constructability, available match funding and project readiness and 10% of the scoring will be related to sustainability. We anticipate submitting the planned Thor-Freya (Hartson to Sprague) reconstruction project as our 2020 grant application. We will be applying for funding of approximately \$1M to augment the FHWA grant funding already secured for this project. We feel this strategy will make for the most competitive grant application given the very limited dollars available in this grant application cycle.

Additionally, the City of Airway Heights, in cooperation with the West Plains Public Development Authority is planning to submit a TIB application for an initial phase of improvements to the 6<sup>th</sup>/12<sup>th</sup> Ave. corridor. A subsequent phase of 12<sup>th</sup> Ave. will pass through the City of Spokane from Deer Heights to Flint Rd. To aid and support collaboration with the West Plains PDA and long term development of the 12<sup>th</sup> Ave. corridor through the City of Spokane, the City intends to provide letter of support to the Airway Heights/West Plains PDA application.

Executive Summary:

- *Apply for the TIB Urban Arterial Program funding for one location.*
- *Maximum grant amount typically less than \$3.5M per local agency.*
- *Local Match: 20%*
- *Project selections will be made by the TIB board by November, 2020.*

Budget Impact:

Approved in current year budget?  Yes  No

Annual/Reoccurring expenditure?  Yes  No

If new, specify funding source:

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

Operations Impact:

Consistent with current operations/policy?  Yes  No N/A

Requires change in current operations/policy?  Yes  No N/A

Specify changes required:

Known challenges/barriers:

# Briefing Paper

## Public Infrastructure, Environment & Sustainability Committee

<b>Division &amp; Department:</b>	Public Works -Water
<b>Subject:</b>	WRIA 55 Plan update, Little Spokane Watershed Water Supply Planning
<b>Date:</b>	July 9, 2020
<b>Contact (email &amp; phone):</b>	Doug Greenlund ( <a href="mailto:dgreenludn@spokanecity.org">dgreenludn@spokanecity.org</a> 742-8166)
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	Strategic Plan
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Information at this time,
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	City Council will approve WRIA 55 plan update along with Pend Oreille, Spokane, and Stevens County's and Whitworth Water District

### Background/History:

ESSB 6091 was enacted in 2018 to address restrictions on the issuance of building permits relying on permit exempt wells as a result of the "Hirst Decision" from the Washington State Supreme Court in October 2016.

The new law also requires the update of existing watershed plans to “identify the potential impacts of exempt well use, identify evidence-based conservation measures, and identify projects to improve watershed health.” To implement this requirement Spokane County along with the other WRIA 55 (Little Spokane River Watershed) “initiating governments” (see [RCW 90.82](#)), Stevens County, Pend Oreille County, the City of Spokane, and Whitworth Water District are working on the update to the WRIA 55 Plan. The MOA signed by the initiating governments includes a list of 26 governmental and non-governmental entities invited to participate in the WRIA 55 Planning Unit.

The new planning unit was convened in November of 2018 and has met quarterly to meet the deadlines and update the watershed plan.

The WRIA 55 Watershed Planning Unit developed a 5 step implementation process which will be incorporated as an addendum to the Plan, as follows:

Step 1: Define 20 year exempt well consumptive use impacts. The updated exempt well demand study provided a range of 1,601 acre feet per year (afy) to 2,127 afy. The planning unit decided to use the conservative value of 2,127 afy with an additional 10 % to account for uncertainty in the estimate giving a total of approximately 2,340 afy.

Step 2: Define water-for-water projects at WRIA 55 watershed scale. Several projects have been identified that could provide up to 4,081 afy of water. Most of these projects are in Spokane County. The water identified in the projects exceeds the calculated future consumptive use.

Step 3: Define mitigation gaps in time and space at subbasin scale. The planning unit has identified gaps on Peone / Deadman creek, and Dartford creek subbasins.

Step 4: Define list of Net Ecological Benefit (NEB) projects. A preliminary list has been developed. The water-for-water projects as defined in step 2 are part of the list. Other projects include habitat restoration and fish barrier removal.

Step 5: Evaluate NEB for WRIA 55. Gain local approval. Submit for Ecology determination plan adoption.

The draft watershed addendum was completed on July 2, 2020 and is available for review on the Spokane County website at:

[https://www.spokanecounty.org/DocumentCenter/View/34026/Watershed-Plan-Addendum-Draft-07\\_02\\_2020](https://www.spokanecounty.org/DocumentCenter/View/34026/Watershed-Plan-Addendum-Draft-07_02_2020)

Approval process;

Date for Submittal: This plan is an update to the 2006 WRIA 55 Watershed plan and is required to be submitted to Ecology by February 1, 2021.

Process: The updated plan will be approved by consensus of the planning unit. This plan update will then be sent to the 5 initiating governments (Spokane is one of the five initiating governments). Each government body will separately approve the plan through its legislative process. The plan needs at least 4 of the 5 initiating governments to approve the plan.

If the plan is not approved by 4/5 of the initiating governments, or Ecology rejects the plan, Ecology will begin rulemaking for water use in WRIA 55.

**Executive Summary:**

- The City has been participating since 2018, along with other governmental entities in the required update to the Little Spokane Watershed Plan, per ESSB 6061.
- Spokane is one of five initiating government entities participating in the Plan update
- The updated plan will result in net ecological benefits to instream resources over the next 20 years.
- Spokane City Council and the legislative bodies of the 4 other initiating governments will need to approve the plan prior to submittal to Ecology
- Plan submitted will be to Ecology for their final determination by February 1, 2021

**Budget Impact:**

Approved in current year budget?  Yes  No  N/A

Annual/Reoccurring expenditure?  Yes  No  N/A

If new, specify funding source:

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

**Operations Impact:**

Consistent with current operations/policy?  Yes  No  N/A

Requires change in current operations/policy?  Yes  No  N/A

Specify changes required:

Known challenges/barriers:

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Contract For Air Quality Emission Compliance Testing At WTE.
<b>Date:</b>	July 27, 2020
<b>Contact (email &amp; phone):</b>	Chris Averyt, <a href="mailto:caveryt@spokanecity.org">caveryt@spokanecity.org</a> , 625-6540
<b>City Council Sponsor:</b>	Breean Beggs, City Council President
<b>Executive Sponsor:</b>	Scott Simmons, Public Works Director
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	Sustainable Resources – Sustainable practices; Innovative Infrastructure - Sustainability
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of the contract renewal with DEECO for air emissions compliance testing, without which, the facility will not be in compliance with its Air Operating Permit.
<u>Background/History:</u>	
<p>Annual emissions testing, including the annual Relative Accuracy Test Audit (RATA) of the continuous emission monitoring system, is required by the operating permits for the WTE. Responses to RFP #4378-17 were received in August of 2017, of which DEECO was the most qualified and most cost effective. A contract with DEECO Inc. resulted from the RFP, which was for one year with the option of four (4) one-year extensions. This is the third extension which will span from September 1, 2020 through August 31, 2021 for a total cost not to exceed \$115,000.00.</p>	
<u>Executive Summary:</u>	
<ul style="list-style-type: none"> <li>• Renewal #3 of 4 for air emissions compliance testing at the WTE Facility.</li> <li>• Testing is required under the Facility’s Air Operating Permit (Chapter 401, Title V).</li> <li>• Contract term from September 1, 2020 through August 31, 2021.</li> <li>• Total cost not to exceed \$115,000.00 including tax.</li> </ul>	
<u>Budget Impact:</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<u>Operations Impact:</u>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

# Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

**Today's Date:** 6/10/2020      **Type of expenditure:** Goods  Services

**Department:** Solid Waste Disposal

**Approving Supervisor:** Chris Averyt

**Amount of Proposed Expenditure:** \$115,000.00

**Funding Source:** 4490 Budget- 4490-44100-37148-54940

**Please verify correct funding sources. Please indicate breakdown if more than one funding source.**

**Why is this expenditure necessary now?**

The Waste to Energy facility is required by its Title V permit to conduct an annual test of its continuous emission monitoring system (CEMS) utilizing a Relative Accuracy Test Audit (RATA).

**What are the impacts if expenses are deferred?**

Failure to comply with operating permits could result in expensive fines.

**What alternative resources have been considered?**

There are no alternative resources. This work was competitively bid in 2017, of which DEECO was deemed the lowest cost responsible/responsive bidder.

**Description of the goods or service and any additional information?**

This will be the third renewal of 4 to contract OPR 2017-0659 with Deeco, Inc. for Air Quality Emissions Compliance Testing at the Waste to Energy Facility.

**Person Submitting Form/Contact:** Michelle Dorgan

**FINANCE SIGNATURE:**

DocuSigned by:

*Tonya Wallace*

CBC812B631244E9...

**CITY ADMINISTRATOR SIGNATURE:**

DocuSigned by:

*[Signature]*

9C36E3376992442...

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Contract Extension for Ultrasonic Thickness Testing at WTE
<b>Date:</b>	July 27, 2020
<b>Contact (email &amp; phone):</b>	Chris Averyt, <a href="mailto:caveryt@spokanecity.org">caveryt@spokanecity.org</a> , 625-6540
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons, Director, Public Works
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	Innovative Infrastructure-Sustainability of the WTE Operation
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval for additional time and funding to be added to the contract for ultrasonic thickness testing at the WTE.
<b>Background/History:</b>	
<p>The WTE Facility requires ultrasonic thickness testing be performed on boiler tubes during each maintenance outage. Accurate thickness readings allow for the repair and replacement of worn components, while retaining those that are not worn or damaged.</p> <p>5 Star Testing, Inc., of Brush Prairie, WA was awarded the contract for these services from October 30, 2017 through October 29, 2019 based on their response to RFP 4390-17 with the option of three (3) one-year renewals. This will be the second of those renewals and will span from October 30, 2020 through October 29, 2021 with an anticipated cost not to exceed \$130,000.00.</p>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>• Extension #2 of 3 with cost for ultrasonic thickness testing of boiler tubes during maintenance outages at the WTE.</li> <li>• Term from Oct. 30, 2020 through Oct. 29, 2021 with an anticipated cost not to exceed \$130,000.00.</li> <li>• The rates for this contract term will remain unchanged.</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	



# Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

**Today's Date:** 6/18/2020      **Type of expenditure:** Goods  Services

**Department:** Solid Waste Disposal

**Approving Supervisor:** Chris Averyt

**Amount of Proposed Expenditure:** \$130,000.00

**Funding Source:** SWD Budget: 4490-44100-37148-54803-34002

**Please verify correct funding sources. Please indicate breakdown if more than one funding source.**

**Why is this expenditure necessary now?**

Thickness testing of boiler tubes is required during each maintenance outage at the Waste to Energy Facility to allow for the repair and replacement of worn components.

**What are the impacts if expenses are deferred?**

Without this testing, there would be no way to know which boiler tubes are worn to the point of possible failure, which would likely result in unscheduled down time and costly repairs.

**What alternative resources have been considered?**

This is a specialized service that was awarded to 5-Star Testing in 2017 based on their competitive bid response to RFP 4390-17.

**Description of the goods or service and any additional information?**

This is the 2nd renewal of 3 for OPR 2017-0660 for ultrasonic thickness testing of boiler tubes.

**Person Submitting Form/Contact:** Michelle Dorgan

**FINANCE SIGNATURE:**

DocuSigned by:

*Tonya Wallace*

CBC812B631244E9...

**CITY ADMINISTRATOR SIGNATURE:**

DocuSigned by:

*[Signature]*

9C36E3376992442...

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works - Water Department - Upriver
<b>Subject:</b>	Upriver Spillway Rehabilitation Phase III Engineering Design and STID Update – by Hatch, Inc.
<b>Date:</b>	July 14, 2020
<b>Author (email &amp; phone):</b>	Stephen Burns, 509-742-8154, <a href="mailto:sburns@spokanecity.org">sburns@spokanecity.org</a>
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Water Department Upriver 6-year Capital Plan and Water Department Upriver Maintenance Budgets
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	October 2020 (first deadline)
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	<ul style="list-style-type: none"> <li>• Update of the Upriver Dam Supporting Technical Information Document (STID) to meet FERC requirements.</li> <li>• Investigate condition of spillway dam, gates, and dam safety monitoring equipment.</li> <li>• Conceptual design and evaluation of repair and reconditioning needs for the spillway.</li> <li>• Final permitting, specifications, and plans development for Phase III Spillway Rehabilitation construction.</li> </ul>
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>• <i>Cost of this inspection, evaluation, and design is \$813,900 plus 10% administrative reserve, total \$895,290.</i></li> <li>• <i>The Project has sequential deadlines: STID Updates will be completed by 12/31/2020; deadlines for the specifications, plans and permitting for rehabilitation construction are throughout the project as needed for bidding, contracting, and approvals. This is a multi-year project progressing through to the end of 2021.</i></li> <li>• <i>Funding is planned from two sources:</i> <ul style="list-style-type: none"> <li>- <i>Water Department Upriver 6-year Capital Plan and Water Department Upriver Maintenance Budgets</i></li> </ul> </li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	



**City of Spokane**  
**CONSULTANT AGREEMENT**  
**Title: ENGINEERING CONSULTING AND**  
**INSPECTION OF THE UPRIVER SPILLWAY**  
**REHAB PHASE III AND STID UPDATE**

This Consultant Agreement is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **HATCH ASSOCIATES CONSULTANTS, INC.**, whose address is 192 Nickerson St. 305, Seattle, Washington 98109 USA as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the purpose of this Agreement is for Engineering Consulting and Inspection of the Upriver Spillway Rehabilitation Phase III Engineering Design and STID Update; and*

*WHEREAS, the Consultant was selected from a Request for Qualifications No. 5230-20.*

*-- NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:*

**1. TERM OF AGREEMENT.**

The term of this Agreement begins on July 15, 2020, and ends on December 31, 2021, unless amended by written agreement or terminated earlier under the provisions.

**2. TIME OF BEGINNING AND COMPLETION.**

The Consultant shall begin the work outlined in the "Scope of Work" ("Work") on the beginning date, above. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

**3. SCOPE OF WORK.**

The General Scope of Work for this Agreement is described in Consultant's Proposed Scope and Budget dated May 20, 2020, which is attached as Exhibit B and made a part of this Agreement. In the event of a conflict or discrepancy in the contract documents, the City Agreement controls.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of

completed Work) requested by the City to determine the adequacy of the Work or Consultant's progress.

#### **4. COMPENSATION.**

Total compensation for Consultant's services described under Exhibit C of this Agreement shall not exceed **EIGHT HUNDRED THIRTEEN THOUSAND NINE HUNDRED AND NO/100 DOLLARS (\$813,900.00)**, including tax, if applicable, unless modified by a written amendment to this Agreement and paid as follows:

1. Calendar Year 2020 – Updating Supporting Technical Information Documents (STID) and Design Phase IIIA - \$252,900 (Current FMS Requisition is entered for \$200,000, there are additional Contractual Services Upriver Budget Line funds available to make up the balance)
2. Calendar Year 2021 – Phase IIIB and Phase IIIC - \$561,000 (this will be paid out of the 6-year Capital Plan line containing \$1.5 million for this project)

This is the maximum amount to be paid under this Agreement for the work described in Section 3 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

#### **5. PAYMENT.**

The Company shall submit its applications for payment to City of Spokane Water and Hydroelectric Department, East 914 North Foothills Drive, Spokane, Washington 99207.

**Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

#### **6. REIMBURSABLES**

The reimbursables under this Agreement are to be included, and considered part of the maximum amount not to exceed (above), and require the Consultant's submittal of appropriate documentation and actual itemized receipts, the following limitations apply.

- A. City will reimburse the Consultant at actual cost for expenditures that are pre-approved by the City in writing and are necessary and directly applicable to the work required by this Contract provided that similar direct project costs related to the contracts of other clients are consistently accounted for in a like manner. Such direct project costs may not be charged as part of overhead expenses or include a markup. Other direct charges may include, but are not limited to the following types of items: travel, printing, cell phone, supplies, materials, computer charges, and fees of subconsultants.
- B. The billing for third party direct expenses specifically identifiable with this project shall be an itemized listing of the charges supported by copies of the original bills, invoices, expense accounts, subconsultant paid invoices, and other supporting documents used by the Consultant to generate invoice(s) to the City. The original supporting documents shall be available to the City for inspection upon request. All charges must be necessary for the services provided under this Contract.
- C. The City will reimburse the actual cost for travel expenses incurred as evidenced by copies of receipts (excluding meals) supporting such travel expenses, and in accordance with the City of Spokane Travel Policy, details of which can be provided upon request.

- D. **Airfare:** Airfare will be reimbursed at the actual cost of the airline ticket. The City will reimburse for Economy or Coach Fare only. Receipts detailing each airfare are required.
- E. **Meals:** Meals will be reimbursed at the Federal Per Diem daily meal rate for the city in which the work is performed. *Receipts are not required as documentation.* The invoice shall state “the meals are being billed at the Federal Per Diem daily meal rate”, and shall detail how many of each meal is being billed (e.g. the number of breakfasts, lunches, and dinners). The City will not reimburse for alcohol at any time.
- F. **Lodging:** Lodging will be reimbursed at actual cost incurred up to a maximum of the published General Services Administration (GSA) Index for the city in which the work is performed (*the current maximum allowed reimbursement amount can be provided upon request*). Receipts detailing each day / night lodging are required. The City will not reimburse for ancillary expenses charged to the room (e.g. movies, laundry, mini bar, refreshment center, fitness center, sundry items, etc.)
- G. **Vehicle mileage:** Vehicle mileage will be reimbursed at the Federal Internal Revenue Service Standard Business Mileage Rate in affect at the time the mileage expense is incurred. Please note: payment for mileage for long distances traveled will not be more than an equivalent trip round-trip airfare of a common carrier for a coach or economy class ticket.
- H. **Rental Car:** Rental car expenses will be reimbursed at the actual cost of the rental. Rental car receipts are required for all rental car expenses. The City will reimburse for a standard car of a mid-size class or less. The City will not reimburse for ancillary expenses charged to the car rental (e.g. GPS unit).
- I. **Miscellaneous Travel** (e.g. parking, rental car gas, taxi, shuttle, toll fees, ferry fees, etc.): Miscellaneous travel expenses will be reimbursed at the actual cost incurred. Receipts are required for each expense of \$10.00 or more.
- J. **Miscellaneous other business expenses** (e.g. printing, photo development, binding): Other miscellaneous business expenses will be reimbursed at the actual cost incurred and may not include a mark up. Receipts are required for all miscellaneous expenses that are billed.

**Subconsultant:** Subconsultant expenses will be reimbursed at the actual cost incurred and a four percent (4%) markup. Copies of all Subconsultant invoices that are rebilled to the City are required.

**7. PAYMENT PROCEDURES.**

The Consultant may submit invoices to the City as frequently as once per month during progress of work, for partial payment for work completed to date. Payment shall be made by the City to the Consultant upon the City’s receipt of an invoice containing the information listed below.

<b>Invoices shall be submitted to:</b>
CITY OF SPOKANE Water & Hydroelectric Services Administration Office East 914 North Foothills Drive Spokane, Washington 99207

<p><b>Invoices under this Contract shall clearly display the following information</b> (sub-consultants' invoices shall also include this information):</p>
<ul style="list-style-type: none"> <li>• Invoice Date and Invoice Number</li> <li>• Water &amp; Hydroelectric Services</li> <li>• Project Coordinator: Stephen Burns, P.E. (Please do not put name in the address portion of the invoice)</li> <li>• Department Contract No. OPR # _____</li> <li>• Contract Title:</li> <li>• Period covered by the invoice</li> <li>• Employee's name and classification</li> <li>• Employee's all-inclusive hourly rate excluding fixed fee and # of hours worked</li> <li>• Total labor costs per Project</li> <li>• Itemization of direct, non-salary costs (per Project, if so allocated)</li> <li>• The following Sub-Consultant payment information will be provided [<i>if needed</i>] (attach Sub-Consultant invoices as backup): <ul style="list-style-type: none"> <li>○ Amount Paid to all Sub-Consultants for the invoice period (list separate totals for each Sub-Consultant).</li> <li>○ Cumulative To-Date amount paid to all Sub-Consultants (list separate totals for each Sub-Consultant).</li> </ul> </li> <li>• Cumulative costs per Project and for the total Agreement</li> </ul>

**8. TAXES, FEES AND LICENSES.**

- A. Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. Where required by state statute, ordinance or regulation, Consultant shall pay and maintain in current status all taxes necessary for performance. Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate.
- C. The Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.
- D. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

**9. CITY OF SPOKANE BUSINESS LICENSE.**

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

**10. ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS.**

Deliver all official notices under this Agreement to:

<b>If to the City:</b>	<b>If to the Consultant:</b>
CITY OF SPOKANE Water & Hydroelectric Services Administration Office East 914 North Foothills Drive Spokane, Washington 99207	Hatch Associates Consultants, Inc. 192 Nickerson St. 305, Seattle, Washington 98109

**11. SOCIAL EQUITY REQUIREMENTS.**

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. Consultant agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Consultant. Consultant shall seek inclusion of woman and minority business for subcontracting. A woman or minority business is one that self-identifies to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington.

**12. INDEMNIFICATION AND LIABILITY.**

- A. The Consultant shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage to the extent arising out of or resulting from the negligent acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Consultant’s agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Consultant’s own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.
  
- B. To the maximum extent permitted by law and notwithstanding and superseding anything to the contrary in this Agreement:
  - (a) Clause 21 sets out Consultant's warranty respecting the services;
  - (b) subject to Clause 13 B. and C., in no event will Consultant's aggregate liability exceed \$1,000,000. However, such limitation of liability shall not apply to any damage or loss caused by gross negligence or willful misconduct on the part of Consultant or its personnel.

Gross negligence is defined as “the performance or non-performance of Services with such a reckless disregard for the consequences as to justify a presumption of willfulness or wantonness but shall not include any act or omission made in good faith”;

(c) Consultant has no liability to City for any losses, damages or costs that can be construed as an indirect, special, punitive or consequential losses, damages or costs; and

(d) -any claim, action or proceeding against City in connection with the Agreement, including any warranty claims under Clause 21, must be made within 24 months of the earlier of completion of the Services and termination of the Agreement.

### **13. INSURANCE.**

During the period of the Agreement, the Consultant shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to RCW Title 48;

A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this Agreement; and

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.

D. Professional Liability Insurance with a combined single limit of \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least two (2) years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant shall furnish acceptable Certificates ~~Of~~ Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as “Additional Insured” specifically for Consultant's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

### **14. DEBARMENT AND SUSPENSION.**

The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and “Debarment and Suspension”, codified at 29 CFR part 98.



## **15. AUDIT.**

Upon request, the Consultant shall permit the City and any other governmental agency (“Agency”) involved in the funding of the Work to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available upon reasonable notice of a request by the City, including up to three (3) years after final payment or release of withheld amounts. Such inspection and audit shall occur in Spokane County, Washington, or other reasonable locations mutually agreed to by the parties. The Consultant shall permit the City to copy such books and records at its own expense. The Consultant shall ensure that inspection, audit and copying rights of the City is a condition of any subcontract, agreement or other arrangement under which any other persons or entity may perform Work under this Agreement. City’s audit rights are limited to payroll records for the purpose of verifying the actual category of employment for each of Consultant’s Personnel as compared to the category they are being billed at and the actual costs of the Project costs from expense form claims, receipts or invoices. City’s audit rights do not extend to the composition or make up of payroll benefits, overhead, individual \$/hr rates, project or corporate income or profit. Audit rights shall not apply in respect of any Contract Instructions performed on a Fixed Price or Unit Price basis.

## **16. INDEPENDENT CONSULTANT.**

- A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.
- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant and not a City employee. The Consultant will notify the City Project Manager if s/he or any other Workers are within ninety (90) days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field. The City may negotiate a reduction in Consultant fees or charge a rental fee based on the actual costs to the City, for City premises or equipment.

## **17. KEY PERSONS.**

The Consultant shall not transfer or reassign any individual designated in this Agreement as essential to the Work, nor shall those key persons, or employees of Consultant identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant’s employment, the Consultant shall present to the City one or

more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

#### **18. ASSIGNMENT AND SUBCONTRACTING.**

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall require that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

#### **19. CITY ETHICS CODE.**

- A. Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, subconsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two (2) years.
- C. Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official that is intended, or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to a City employee if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the donation is disclosed as required by the election campaign disclosure laws of the City and of the State.

#### **20. NO CONFLICT OF INTEREST.**

Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any City officer or employee who was or will be involved in the consultant selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this Section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term "close family relationship" refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

#### **21. ERRORS AND OMISSIONS, CORRECTIONS.**

Consultant is responsible for professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement in the delivery of a final work product. The standard of care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar services at the time said services are performed. Consultant shall re-perform at its cost any services that fail to

comply with this standard. Consultant may instead opt to refund to the City all amounts paid in respect of such services if it determines that re-performance is not practicable if agreeable to the City. The obligation provided for in this Section regarding acts or omissions resulting from this Agreement survives Agreement termination or expiration. Unless otherwise agreed, Consultant can rely without verification on all information provided by the City or by third parties at the direction of the City.

## **22. INTELLECTUAL PROPERTY RIGHTS.**

- A.** Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City upon receipt of full payment for the related services and subject to the other provisions of this Clause 22. All records submitted by the City to the Consultant shall be safeguarded by the Consultant. The Consultant shall make such data, documents and files available to the City upon the City's request. If the City's use of the Consultant's records or data is not related to this project, it shall be without liability or legal exposure to the Consultant.
- B.** Each party retains title to all intellectual property (including all patents, trademarks, copyright, trade secrets and know how) owned or possessed by it or any of its affiliates and used by it in fulfilling its obligations under this Agreement, including any modifications or improvements made thereto ("Background IP"). All new and original intellectual property created by Consultant under this Agreement ("Project IP") is the property of Consultant. Consultant grants City a non-exclusive, non-transferable and, unless otherwise agreed, royalty-free license to use:
  - (a) any Consultant Background IP used in the performance of the services but only to the extent required to use any deliverables provided by Consultant for the purpose for which they have been provided; and
  - (b) Project IP for any purpose whatsoever. City has no right to receive or use proprietary information or coding that is embedded in Consultant's project systems, software or electronic copies of deliverables and City will not modify any Consultant deliverables unless it has first removed Consultant's name and logo from the deliverable.
- C.** Any information or deliverable provided by Consultant to City in connection with the services is provided solely for City's use and for the specific purpose for which the services were engaged. Unless otherwise agreed by Consultant in writing, in no case will:
  - (a) any such information or deliverable be made publicly available for, or used in connection with, any financing, sale or investment transactions; or
  - (b) Consultant's name be used in any of City's public disclosure or filings.
- D.** Each party will keep confidential all Confidential Information disclosed to it by the other party; provided that:
  - (a) Consultant can disclose City's Confidential Information to those persons who need to know such information for purposes that relate to the performance of the services, and any lawful Public Record Requests (PRR) submitted to the City;
  - (b) City can disclose Consultant's Confidential Information to the extent required in connection with the purpose for which the information was disclosed; and
  - (c) either party can disclose Confidential Information where it is required to be disclosed by law.

Except as specifically provided herein, neither party will acquire any right, title or interest in or to the Confidential Information of the other party.

"Confidential Information" means any information in any form disclosed by or on behalf of one party to the other party at any time before or after the execution of this Agreement in connection with the services, excluding only information which:

(a) was at the time of disclosure or thereafter became part of the public domain through no act or omission of the receiving party,

(b) became available to the receiving party from a third party who did not acquire such confidential information under an obligation of confidentiality either directly or indirectly to the disclosing party; or

(c) was known to the receiving party at the time of disclosure by the disclosing party and such knowledge can be demonstrated by written records that were in existence at the time of disclosure.

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use copy and distribute every document and all the materials prepared by the Consultant for the City under this Agreement upon receipt of full payment for the related services and subject to the other provisions of this Clause 22. If requested by the City, a copy of all drawings, prints, plans, field notes, reports, documents, files, input materials, output materials, the media upon which they are located (including cards, tapes, discs, and other storage facilities), software program or packages (including source code or codes, object codes, upgrades, revisions, modifications, and any related materials) and/or any other related documents or materials developed solely for and paid for by the City to perform the Work, shall be promptly delivered to the City.
- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed with the performance of the Agreement or any subcontract. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City), provided that the Consultant has identified in writing such material as pre-existing prior to commencement of the Work. If pre-existing materials are incorporated in the work, the Consultant grants the City an irrevocable, non-exclusive right and/or license to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work.
- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project, and the City releases the Consultant from liability for any unauthorized reuse of such documents.

### **23. CONFIDENTIALITY.**

Under Washington State Law RCW Chapter 42.56) all materials received or created by the City of Spokane are **public records** which are subject to review and copying pursuant to a public records request. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, and other bid material. Some records or portions

of records may be legally exempt from disclosure and can be redacted or withheld. RCW Ch. 42.56 describes those exemptions. Consultant must familiarize themselves with state law and the City of Spokane's process for managing records.

The City will endeavor to redact anything that clearly should be redacted under the law. For example, the City will generally redact Social Security Numbers, tax records, and financial account numbers before records are made available to a requestor. Consultant may identify any materials Consultant believes to be not subject to release under the Public Records Act. City will not be bound by Consultant's determination of whether any particular record or records are legally exempt from release under the Public Records Act.

If the City receives a public records request for records involving Consultant or Consultant's work product, City will release the records unless City determines that there are obvious exemptions or redactions (which City will make prior to release of the records). If City determines that there are exemptions that can be asserted only by Consultant, City will endeavor to notify Consultant and Consultant will be given ten days to obtain a Court order preventing the City from releasing the requested records. **If no Court order is procured by Consultant, the City will release the requested records.**

#### **24. DISPUTES.**

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director and the Consultant's senior executive(s). If such officials do not agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to mediation, arbitration and/or alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the Agreement. Notwithstanding all of the above, if the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute, or if the Consultant provides no sufficient remedy, the City may retain the amount equal to the cost to the City for otherwise correcting or remedying the work not properly completed. Waiver of any of these rights is not deemed a future waiver of any such right or remedy available at law, contract or equity.

#### **25. TERMINATION.**

- A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be

given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.

- C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.
- D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

## **26. EXPANSION FOR NEW WORK.**

This Agreement scope may be expanded for new work. Any expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the New Work was not reasonably known either the City or Consultant at time of contract or else was mentioned as a possibility in the solicitation (such as future phases of work, or a change in law); (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Agreement. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, Work Orders issued on an On-Call contract, and similar. New Work must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

## **27. MISCELLANEOUS PROVISIONS.**

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- C. Americans with Disabilities Act (ADA): Specific attention by the designer is required in association with the Americans with Disabilities Act (ADA) 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611, its requirements, regulations, standards and guidelines, which were updated in 2010 and are effective and mandatory for all State and local government facilities and places of public accommodation for construction projects including alteration of existing facilities, as of March 15, 2012. The City advises that the requirements for accessibility

under the ADA, may contain provisions that differ substantively from accessibility provisions in applicable State and City codes, and if the provisions of the ADA impose a greater or equal protection for the rights of individuals with disabilities or individuals associated with them than the adopted local codes, the ADA prevail unless approval for an exception is obtained by a formal documented process. Where local codes provide exceptions from accessibility requirements that differ from the ADA Standards; such exceptions may not be permitted for publicly owned facilities subject to Title II requirements unless the same exception exists in the Title II regulations. It is the responsibility of the designer to determine the code provisions.

- D. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- E. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of Spokane County.
- F. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- G. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.
- H. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- I. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- J. Additional Provisions: This Agreement may be modified by additional terms and conditions ("Special Conditions") which shall be attached to this Agreement as Exhibit D. The parties agree that the Special Conditions shall supplement the terms and conditions of the Agreement, and in the event of ambiguity or conflict with the terms and conditions of the Agreement, these Special Conditions shall govern.
- K. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. If conflict occurs between contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this contract to afford the City the maximum benefits.
- L. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship.
- M. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

**HATCH ASSOCIATES CONSULTANTS, INC.**

**CITY OF SPOKANE**

By \_\_\_\_\_  
Signature                      Date

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

**Attachments:** Exhibit A – Certificate Regarding Debarment  
Exhibit B – Scope of Services  
Exhibit C – Commercial/Pricing

20-087b



**EXHIBIT A**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
  
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
  
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

_____ Name of Subrecipient / Contractor / Consultant (Type or Print)	_____ Program Title (Type or Print)
_____ Name of Certifying Official (Type or Print)	_____ Signature
_____ Title of Certifying Official (Type or Print)	_____ Date (Type or Print)

**EXHIBIT B**

**EXHIBIT C**

Prepared for

## **City of Spokane**

### **Proposed Scope and Budget for Upriver Dam Spillway Rehabilitation Phase III Engineering Design and Specifications and STID Update**

RFQu 5240-20 / P-025102

May 20, 2020

City of Spokane  
Proposed Scope and Budget for Upriver Dam Spillway  
Rehabilitation Phase III Engineering Design and Specifications  
and STID Update

Contact:  
James Rutherford

Address:  
192 Nickerson St, Suite 305  
Seattle, WA, USA 98109  
Tel: +1 206 479 1012  
[www.hatch.com](http://www.hatch.com)

RFQu 5240-20 / P-025102, May 20, 2020

May 20, 2020

Mr. Stephen Burns, P.E.  
Water and Hydroelectric Superintendent  
City of Spokane  
2701 N. Waterworks St.  
Spokane, WA 99212

Dear Mr. Burns:

**Subject: Proposed Scope and Budget for Upriver Dam Spillway Rehabilitation Phase III Engineering Design and Specifications and STID Update**

We are pleased to provide the attached Offer for Engineering and Consultancy Services to the City of Spokane for the Upriver Dam Spillway Rehabilitation Phase III Engineering Design and Specifications and STID Update Project. This proposal outlines the scope, approach, deliverables, and commercial offer.

We will bring the best of Hatch's resources to address the City's needs, both commercially and technically. As a 100% employee-owned company, Hatch truly acts as 'owners' when we deliver projects, treating our client's money and time as we would our own.

Hatch has a history of successfully supporting the City of Spokane and, over the years, we have forged a relationship based on trust, mutual respect, and shared values and are passionate about solving the City of Spokane's toughest challenges. We will commit our very best engineers, construction specialists, and project management experts to ensure this assignment is a success.

Building on our long tradition of excellence, we look forward to working with you on the next phase of rehabilitation for the Upriver Project. If you would like to meet with me to clarify and further discuss any aspect of this offer, please call me at 206-714-6916.

Regards,



James H. Rutherford, P.E., P.Eng.  
Project Manager

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## Appendices

**Appendix A : Schedule of Rates**

**Appendix B : Gantt Chart**



## 1. Introduction

Hatch Associates Consultants, Inc. (Hatch), as requested by the City of Spokane, has prepared the following proposal for Engineering Services for the Upriver Dam Spillway Rehabilitation Phase III Engineering Design and Specifications and STID Update (Project). Hatch has significant applicable experience with investigation, design, and engineering support during construction related to the rehabilitation of concrete structures, hydraulic gates and geotechnical instrumentation.

The proposed Hatch team members, together with our sub-consultants, will provide the required services. The majority of our team has worked together previously on one or more projects involving investigation and rehabilitation of hydraulic structures. Additionally, Hatch's Project Manager Jim Rutherford, P.E. worked on the Upriver Phase II investigations and rehabilitation and knows the project well.

The scope for this assignment is split into four distinct phases:

- Updating the Supporting Technical Information Document (STID) to meet FERC requirements;
- Phase IIIA – Investigate Condition of Spillway Dam and Gates;
- Phase IIIB – Conceptual Design and Evaluations; and
- Phase IIIC – Final Design Development.

It is understood that the scope and budget requirements for Phase IIIC will be revisited after completion of Phases IIIA and IIIB. The Phase IIIC scope and budget is based on a number of assumptions related to spillway dam and gate rehabilitation requirements.

## 2. STID Update – Update Supporting Technical Information Documents

### 2.1 Task 1 - Review Background Information and Develop STID Update Plan

Coordinate with the City of Spokane (City) to collect the most up-to-date STID, all native files generated as part of the original STID (files will likely need to be re-scanned to get the best quality going forward), and all engineering study reports and correspondence generated since the last STID update. Hatch will store and organize all background information in a secure, temporary online data room that can be accessed by the City and the Hatch team during the project. Hatch will review the current STID and background information and compare completeness of each STID section against FERC Chapter 14 requirements. Omissions, redundant or irrelevant data, and data gaps that require collection and review of additional documents will be identified. Based on the review conducted, an STID Update Plan including a schedule will be developed. The STID Update Plan will be submitted to the City for review.

### 2.2 Task 2 - As-Built Drawings

Review all drawings in the STID and create a drawing index. In the drawing index, identify drawings requiring updated scans and drawings requiring conversion to AutoCAD based on quality of the existing drawings and scans. Drawings will either be scanned with the latest technology to create better quality scans or converted to new AutoCAD files. Hatch will coordinate with the City to have scans and drawings prepared by City personnel or a third party retained by the City. The STID is likely to become a collection of multiple files with an index in order to keep the overall file size manageable, especially

once drawings are re-scanned. It is assumed a total of 180 drawings require scanning and 20 of them are converted to AutoCAD files with the level of effort requiring an average of 4 hours per drawings for CAD.

### 2.3 Task 3 - Update STID Sections 1-3, 5-9, and 11

Update each section of the STID excluding Section 4 and 10. Each STID section will be updated by Hatch team members with the required expertise in dam safety engineering, civil/structural engineering, geotechnical engineering, hydrotechnical engineering, mechanical/gate engineering, and electrical engineering. The STID update will be managed by the Hatch dam safety experts on the team, Jim Rutherford and Joe Groeneveld.

In general, the STID sections will be reorganized as required to present information more clearly and concisely and incorporate updated drawings and graphics. Clickable links will be added to facilitate navigation through the document. Although more information or updating may not be warranted for some sections, they will be reviewed and edited to achieve clarity and conciseness. In some cases, text may be better represented with graphs, figures, or tables to create a more functional document.

The STID update will not include incorporation of documents developed as part of the Phase III project work and no additional investigation will be performed as part of the STID. This includes seismicity and geological investigations. If required by the City, Hatch will be able to provide services to update the STID following completion of Phase III through an alternate contract or addendum.

All sections will be updated in accordance with the requirements outlined in Chapter 14 Appendix I of the FERC Engineering Guidelines. Tasks by STID Section are as follows:

#### *Section 1: Potential Failure Mode Analysis Study Report*

Include subsection for 2019 Supplemental PFMA findings.

Consolidate all PFMs into Excel table(s) using Hatch's PFM database tool. PFMs will be organized so they can be tracked, sorted, and queried based on Category, risk, structure, age, etc. Organize the PFM table(s) so it can be updated as new PFMs are identified or mitigation measures are completed which may change the status or Category of a PFM. The PFM descriptions will be reviewed and the City will be notified if any edits are suggested.

#### *Section 2: Description of Project Works and Project Drawings*

Prepare a new topographic map with legible elevations in coordination with the City. Pacific Geomatic Services, Inc. (PGS) will combine the data collected as part of the site survey as described below in Phase IIIA Task 2 – Site Inspection and Testing with City provided historical data to create a seamless single source topographic map of the project area. Merged data will include any required datum translation necessary for data continuity. Any datum translations will be documented and provided in the project datum statement. It is assumed that the City will provide historic topographic data in Civil 3D compatible files.

Other drawings and figures in Section 2 will be reviewed and updated as necessary by reconciling historical survey data (including elevations) with current elevation and the survey data collected by PGS as part of the surveying task. Datum conversion information will be provided on historical drawings. Data available from the City's GIS database will be used as much as possible. All figures will

be clearly labelled and placed in a logical sequence. In addition, links in the List of Figures included in the Table of Contents will be provided for navigation to the updated STID figures within the document. Update or create figures as specified by FERC Chapter 14, Appendix I, and agreed upon by the City, including the materials listed below. The surveying and mapping of project facilities will be completed under Phase IIIB.

- USGS Quad map or other location map with project facilities located including conveyance system alignment.
- Plan or licensed project facilities and project boundaries.
- Typical sections and profiles of key project works (dam, spillway, powerhouse, intakes, etc.).
- Satellite or aerial photos of project and downstream area.

### *Section 3: Construction History*

Confirm relevance of data and make necessary updates. Place selected project survey information on a basemap. The basemap will be layered and will include hyperlinks to provide access to the available information at that particular location. Information available from the City's GIS database will be used as much as possible.

### *Section 5: Geology and Seismicity*

Update geologic maps, cross-sections, and profiles for the dam site and pertinent project works in consideration of recent geological investigations and construction. From our past geotechnical work on the project, we anticipate that a minimum of three geological cross-sections, through the dam, parallel to flow, will be included: one cross-section through the left abutment, one through the right abutment, and one section taken near the middle of the dam. An additional geological cross-section along the dam's axis, cross-valley, will be included in addition to the three sections through the dam. The old crib dam that was left in place and incorporated into the foundation of the new overflow dam will be included in the geologic maps. Instrument readings, specifically the piezometers, have been most inconsistent near the middle of the dam so more cross-sections may be warranted to clearly show the substructures of the dam.

Include the latest seismic sources identified for the Upriver Dam project, and incorporate the Random Crustal Event and associated MCE-related PGA. Hatch structural analysis and seismic design team, will review the up-to-date, site-specific, seismic hazard information and confirm that the information is complete and consistent.

We will include FERC Chapter 14, Appendix I recommended inclusions for Section 5 as agreed upon by the City.

### *Section 6: Hydrology and Hydraulics*

The current STID indicates that PMF studies haven't been undertaken for the Upriver Project, but that they have been completed by Avista for their Post Falls Project upstream of Upriver. However, questions have been raised about the validity of the Post Falls PMF estimate of 154,000 cfs. The STID also indicates that the IDF for the project could potentially be reduced from the 105,000 cfs flow to a flow of 85,000 cfs. The reduction was considered to be justified based on the results of dam break studies, which showed that the incremental rate of rise for a breach event during a flood of 105,000 cfs were insignificant.

Working with the City, the Team will contact Avista to inquire and obtain a copy of any PMF and/or other hydrological studies that have been completed for the Post Falls project. If obtained, these studies will be reviewed to determine their suitability for use in estimating PMF flows at the Upriver dam location.

Comparing the current content of the STID with the FERC requirements, additional detail should be added on overall basin response, and on the hydrometeorological studies that were completed to develop the existing IDF flood estimates of 105,000 and 85,000 cfs. This will include a description of the design rain fall event(s), descriptions of the drainage basin, antecedent conditions assumed for the run off event(s), soil loss rates, descriptions of the deterministic models used to simulate runoff and the results of the simulations, and records of historical floods on the river.

As a part of this study, hydraulic information provided for the project will also be reviewed and updated as required. Stage discharge curves for the project will be independently checked using empirical formulae and the capacity of the project to pass various levels of flood will be reviewed and reported in the STID.

#### *Section 7: Surveillance and Monitoring Plan*

Review existing monitoring and surveillance plan.

Review and update to include only drawings and information for active instrumentation and historical/abandoned instruments if their data is still being used for safety evaluations. FERC Chapter IX, Instrumentation and Monitoring will be reviewed, and additional discussion included if relevant.

Review past historical documents including dam safety reports, assessments, etc. to determine whether the instrumentation threshold criteria have been changed or modified.

Develop action levels to aid in immediate field-verification of instrumentation readings and/or to assist in determining if readings are approaching a level which would cause concern regarding the stability of a structure.

Update all inspection forms and checklists based on updated information. Include new drain flow measurements.

Include relevant data from the PFMA update.

Include standardize alignment survey plotting and analysis.

Review section for inclusion of most critical information only and add references to source documents.

#### *Section 8: Stability and Stress Analyses of Project Structures*

Update and rearrange to include summaries of recent stability analyses reports developed as part of the Phase II work. The following updates will be made:

- Sliding friction resistance of the foundation materials will be reassessed as needed based on new information on the foundation derived from piezometer or pressure relief installations.
- Stability analysis of spillway considering uplift based on piezometer data obtained between 2010 and 2020, considering the effect of renewed pressure relief wells.
- Pier analysis to evaluate the capacity of the spillway piers under the condition where one bay is dewatered and the adjacent bay is spilling.
- Stability analysis of the Mechanically Stabilized Earth (MSE) retaining walls forming the forebay closure at Upriver Hydroelectric project.

- Evaluation of structural capacity of the spillway radial gates and recommended repairs.
- Include foundation soil types from past geotechnical investigations and any other information from construction records.
- Review and update foundation shear strength parameters using in situ laboratory testing records from borehole logs. Review existing information and procedures as needed in the calculation of shear strength parameters and confirm that procedures conform to the latest regulations and practices.
- Remove full report copies from the Section, as necessary, and summarize information relevant to the safety of the project from the removed reports. Provide references to the source documents.
- Include calculations and discussion of the foundation shear strength parameters of the project, a summary of information and procedures used to determine soil types and properties, and procedures to determine soil strength.

The following will be considered in defining the soil/structures shear strength parameters:

- Site Geology: Subsurface conditions are found to be generally consistent across the spillway foundation, primarily comprised of medium dense sandy gravel with variable silt and cobble content. On the abutments, loose to medium dense fill soils consisting of gravel with variable sand and silt content are present in both the left and right abutments.
- Various codes (e.g., “USACE, Stability Analysis of Concrete Structures, EM 1110-2-2100; or “Gravity Dam Design”, EM 1110-2-2200) that define shear sliding strength under the water retaining structures equivalent to full soil shear strength of subsurface overburden.
- Definition of pertinent subsurface soil shear strength parameters: Existing borehole data, construction records, site geology information and, more importantly, recent stability assessments will be reviewed. In the unlikely situation of absence of borehole data or lack of data, reasonably conservative parameters and/or a range of parameters will be recommended.

### *Section 9: Spillway Gates*

Include all necessary gate model stress analysis figures, data, and graphics.

Supplement incomplete historical gate and hoist information to include the most recent analysis of the gate structure, measurement of trunnion friction, results of the hands-on inspection of the gates, etc.

Available hoist information may be supplemented with the motor running data obtained during trunnion friction measurements. This information will be critical to long-term monitoring of the spillway gates.

### *Section 11: References*

Update to include reports, studies, and modifications between the last STID update in 2018 and 2020. Other information collected as part of this scope of work will be included in the document.

Review completeness of existing list of references.

## **2.4 Task 4 - Submit STID to the City and FERC**

Once comments are received from the City and the FERC, Hatch will consolidate comments into a comment register with proposed responses. Hatch will meet with the City and FERC to review the

comments and proposed responses to come to an agreement. Comments will be addressed in the final revision of the updated STID. The STID will be submitted to the City for acceptance by FERC.

*Client Responsibilities:*

- Provide scanned documents to Hatch (scanning specifications to be provided by Hatch).
- Provide aerial survey data for 1 foot contours over entire site.
- Historical survey data to be used to update the topographic map included in Section 2 of the STID.

*STID Update Deliverables:*

- STID Update Plan (draft and final)
- Drawing Index and AutoCad files
- Updated STID (Section 1-3, 5-9, 11) (draft and final)

### **3. Phase IIIA – Investigate Condition of Spillway Dam and Gates**

#### **3.1 Phase IIIA Task 1 – Project Management**

Project management tasks related to both the STID Update and Phase IIIA are also covered under the Phase IIIA Task 1 – Project Management.

*Project Execution Plan*

Prepare a Project Execution Plan (PEP) for Phase IIIA. The PEP is an internal Hatch document that is prepared based on the project scope, budget, and schedule for use by the Hatch engineering and administrative team. It assumed that project management activities under Phase IIIA will cover approximately 6 months.

*Kick-off Meeting*

Plan and execute a kick-off meeting with the Hatch team and the City to review and clarify project objectives, identify information gaps, and review the schedule.

*Coordination Meetings*

Throughout the duration of the project, coordination meetings will be held between the Hatch team project manager and the City's project manager to discuss project status and updates. Meetings will occur bi-weekly or more frequently as necessary.

*Status Reports*

The Hatch team project manager will submit monthly status reports.

*Phase IIIA Task 1 Deliverables:*

- Kick-off Meeting Notes
- Monthly Status Reports

## 3.2 Phase IIIA Task 2 – Site Inspection and Testing

### *Site Inspection and Testing Plan*

Review existing background data and references available from the City to develop a comprehensive understanding of the available information. Of particular interest will be the FERC Part 12D inspection, PFMA updates, and reporting.

After the review of background information, a Site Inspection and Testing Plan (Plan) will be developed in coordination with the City. The Plan will be informed by the range of Probable Failure Modes (PFMs) identified during the last FERC Part 12D exercise. PFM categorizations and monitoring requirements will be accounted for in the Plan. Minimal additional physical testing of the spillway is expected to be required since much of the necessary concrete and gate steel testing have been completed. The Plan will include:

- Inspection and testing objectives;
- Proposed Hatch inspection team;
- Detailed schedule for each day;
- Surveying plan for the site;
- Cultural/historical survey plan; and
- Site specific access requirements and safety measures.

In light of the current COVID-19 pandemic, additional PPE requirements and other measures for the safety of the Hatch inspection team and the City inspection team will be included in the Plan. The Hatch team will coordinate with the City to efficiently complete the site visit. The site investigation will be planned to minimize interruption to Upriver hydro-related activities.

Three days of field work is planned for the gate inspection and trunnion friction testing and six days for the geotechnical inspections. Surveying activities are assumed to require eight days on site. Cardno and Verdis will each visit the site for a day or less to get acquainted with the project.

The draft Plan will be submitted to the City for review. One set of revisions based on the City's review is assumed. The Hatch inspection team will arrange for a conference call with the City to review the plan. The plan will be finalized, including roped access and survey requirements, based on comments received from the City during the review meeting. The finalized Plan will be submitted to the City. Following the site inspection, the testing portion of the Plan may be revised to reflect new information from the inspection.

### *Perform Site Survey*

Perform a comprehensive site survey per the Site Inspection and Testing Plan. Survey data will be collected for the purposes of updating the topographic map in Section 2 of the STID, supplementing inspection activities, and for performing the CFD analysis that is part of the fuseplug analysis and rehabilitation. Figure 3-1 and Figure 3-2 below show the approximate survey extents.

Surveying activities will be performed by PGS with possible assistance from Extreme Access, Inc. (EA). PGS will establish control (Washington State Plane coordinates NAD83/11 horizontal and NAVD88 vertical, unless otherwise specified and provided) near structures and within the project limits.

PGS will perform a high definition LiDAR scan of the project's water retaining structures and identify the corners of the buildings on the project site. In addition to the LiDAR scans, site specific elevations will be obtained throughout the site using traditional total station measurements to capture features not practical for LiDAR scans. High resolution images of the spillway will be captured to supplement the LiDAR scans to help in identifying and documenting cracking and crack extension in each of the piers.

PGS will utilize single-beam sonar and traditional survey methods to collect up to a total of 14 cross-sections and the spillway thalweg profile. Cross-sections will include measurements at the top of bank and all major grade breaks along the section. Measurements will be taken at maximum 25 feet intervals along the section line. The survey limits will extend from just upstream of the spillway to the narrowing of the river near the powerhouse and will also include the beginning of the power channel.

PGS will combine the data collected from the surveys with City provided historical data to create a seamless single source topographic map of the project area.



Figure 3-1: Approximate Survey Extents of Water Retaining Structures and Buildings



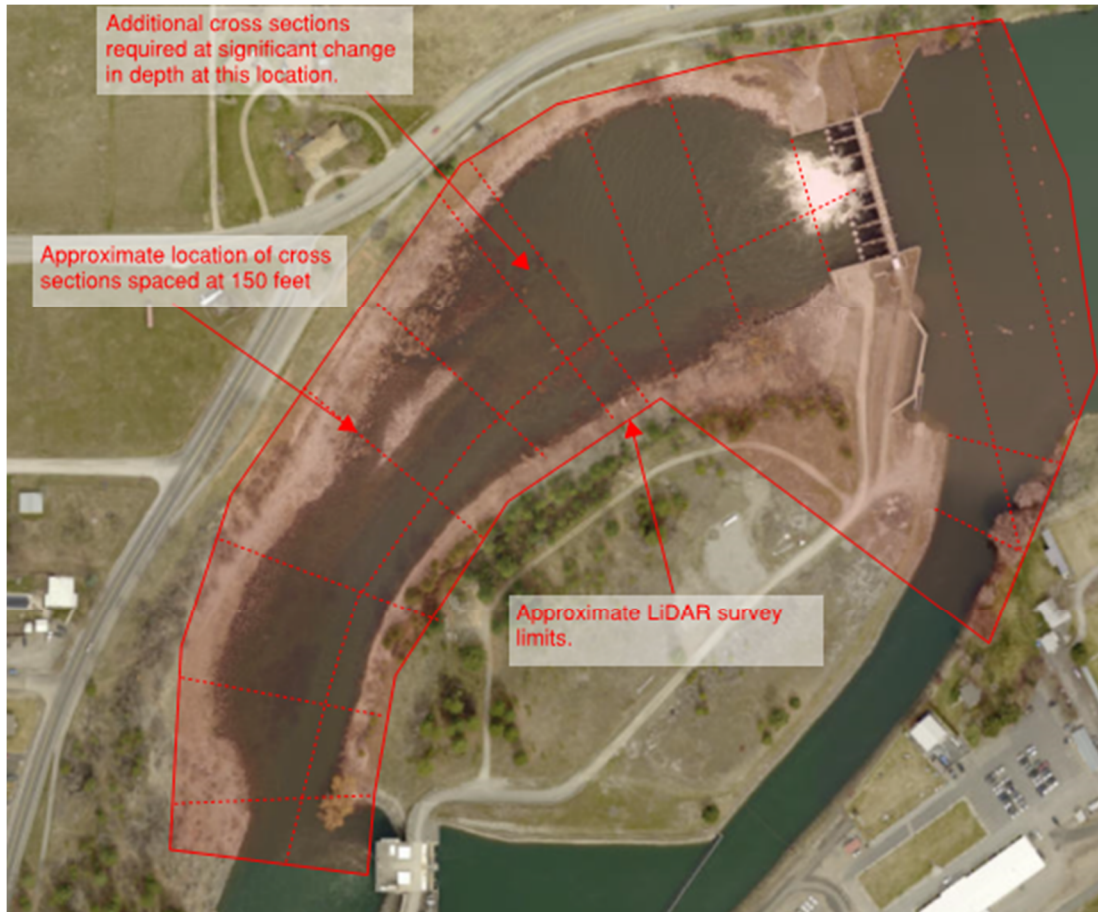


Figure 3-2: Approximate Extents of Survey for CFD Analysis

### *Spillway Concrete Inspection*

Inspection of concrete structures including piers, deck, baffle blocks, apron, and spillway drains will be carried out in parallel with the trunnion friction testing and inspection of the tainter gates. PGS will use both high definition terrestrial LiDAR and high resolution images captured with drone based photogrammetry to document cracking and crack extension in each pier. It is assumed that PGS will be able to obtain FAA clearance for the drone flight. Crack maps prepared by Hatch in 2014 will be used during the inspection and after as a baseline to estimate crack extension and new crack formation on each pier. Changes in the relative displacements along the Lift Joint at El. 1915.5 will also be estimated based on differential displacement as measured on the downstream face of the piers.

The focus of the inspection will include:

- Spillway pier cracking due to Alkali Aggregate Reaction (AAR);
- Identification of spalled areas;
- Architectural columns and possible treatment or replacement options;

- Conditions on top of the spillway piers and AAR extensometer installation options to monitor spillway pier growth;
- Scoured concrete on the ogee crests; and
- Discuss condition of forebay wall cracks and any additional leaking observed since the most recent underwater inspections and potential treatment options.

#### *Fuseplug Inspection*

Riprap and hydraulic conditions at the toe of the fuseplug will be investigated. PGS will perform surveying of the tailrace and conditions at the toe of the fuseplug to be used to perform a hydraulic analysis of riprap scour as part of the overall Site Survey task.

#### *Stoplog and Stoplog Slot Inspection*

The condition of the current stoplogs and lifting system will be reviewed and documented to supplement documents reviewed as part of the previous feasibility study. This will coincide with the tainter gates inspection.

#### *Tainter Gates Inspection and Trunnion Friction Testing*

Trunnion friction measurements will be performed by Hatch engineers with support from EA. Limited inspections to check the condition of each gate will be performed based on issues noted during the detailed inspection completed in 2014. The RISA 3D model that was prepared by Hatch in Phase II of the project will be reviewed and rerun using an up to date version of the RISA program and the relationship between trunnion friction and radial arm deflection will be confirmed prior to performing the field tests. This will include determination of the maximum(allowable) friction coefficient that can be tolerated within acceptable safety factor.

The limited gate inspection that coincides with the trunnion friction testing will be based on past gate inspection reports and findings. Areas of special concern that require a detailed re-inspection will be identified for each gate in advance of the start of the field work. EA will perform a detailed, hands-on inspection of areas of concern. The EA climbers will have elevation view sketches of the gate and two sections with a clear convention for identifying structural members. This will allow the inspectors to note on the sheets where photos are taken and add comments regarding corrosion, member damage, and any other conditions. Photos and notes will be keyed to field sketches that show an elevation view of the gate and the right and left side sectional views of the radial arms.

Gate arm deflection measurements will be the basis for estimating trunnion friction. EA technicians will install deflection measurement instrumentation on gate arms including aluminum measurement beams and electronic dial indicators with communication cables extending to the dam walkway. Information required for removal of the pin/bearing will be collected. In addition, any dimensional information required for pin/bearing removal and corrosion on gate arms will be collected.

During the inspection, data required for generating an operational diagram will also be collected. Subsequently, an operational diagram will be developed that will show the electrical, mechanical, and structural systems that must function to operate a gate. This diagram will be included in the spillway gates operational systems review that will be performed in Phase IIIB.

The trunnion friction is measured by monitoring and documenting gate arm deflections while the gate is raised. The trunnion friction will be compared against the data observed in the 2017 trunnion friction test. Results from the trunnion friction measurement will be tabulated and presented in a technical memorandum.

#### *Testing of Spillway Dam Materials (including AAR)*

The testing portion of the Site Inspection and Testing Plan will be updated based on the information gathered during the inspection. The Hatch team will meet with the City to review the plans for testing and the plan will be finalized. Based on the information collected during the inspection, additional coring to perform additional Alkali Aggregate Reaction (AAR) testing may be proposed but this is unlikely to be necessary. The primary metric for determining if additional AAR testing is required will be the inspection of the spillway piers and assessment of their condition based on crack extension, new crack formation, and evidence of additional differential expansion at El. 1915.5.

#### *Inspection and Cleaning of Piezometers and Left Abutment Drains*

The condition of all three horizontal drains and the 29 piezometers will be inspected. During the inspection of the piezometers, locations for stilling wells for river level instrumentation will also be identified. Prior to site work, Hatch will coordinate with City staff to check accessibility, size of riser pipes, and installation information.

**Piezometers Pre-Cleaning Testing:** Prior to cleaning the piezometers, a weight with measuring tape will be placed down each piezometer to document the depth of hole. This value will be compared to as-built drawings to determine if there is sediment accumulation. Then, either a falling head test or water level rise will be performed for each piezometer using a small diameter hose.

**Engineering Support for Piezometers Cleaning:** The piezometers will be cleaned to remove any blockages. There are various methods that can be used to clean the piezometers. Surging involves pushing a water hose (~ 3/4" OD) down the piezometers and forcing blockages through a screen with low water pressure to avoid damaging the screen. In addition, scrubbing the screens of the piezometers with a metal brush is also feasible. The most appropriate method(s) will be selected based on background information and size of the piezometers' riser.

The Hatch team has experience performing piezometer cleaning and performing falling head tests to check the condition of piezometer well head screens. Cleaning and testing of piezometers will be guided by Hatch engineers with the objective of training City staff so they can clean and test piezometers in the future. It is assumed that City staff will assist with the cleaning and testing of all 29 piezometers and the three horizontal drains.

**Piezometers Post-Cleaning Testing:** After piezometer level stabilization, the new level will be read and the measured head will be compared against the anticipated head based on the hydrogeological sections and historical trends. The comparison indicates if a piezometer is providing a false level or if it has been successfully cleaned.

**Horizontal Drain Cleaning and Testing:** First, a camera will be sent inside the drain for inspection, potentially by attaching to a small diameter rod in the drains, to investigate the current condition and identify any blockages. Two possible methods to clean the drains include flushing them with acid or cleaning them with high pressure.

### *Site Inspection and Testing Results Report*

Site inspection notes and the trunnion friction technical memorandum will be compiled for inclusion in the Site Inspection and Testing Results Report which will be completed after all testing has been executed. The report will be prepared to document all inspection and testing activities, results, and recommendations. Any native files as part of the site surveying activities will also be submitted to the City. A draft report will be submitted to the City for review. Comments will be incorporated into a final report.

### *Phase IIIA Task 2 Deliverables:*

- Site Inspection and Testing Plan (draft and final)
- Survey data and images
- Trunnion Friction Technical Memorandum (draft and final)
- Site Inspection and Testing Results Report (draft and final)

## **3.3 Phase IIIA Task 3 – Permitting, Communication and Outreach**

Permitting activities during Phase IIIA will be limited to review of project background information related to permitting requirements. Verdis and Cardno will visit the site during the site inspection to get acquainted with the project.

Nominal budget has been allocated to support Communication and Outreach activities on an as-needed basis to be directed by the City.

## **4. Phase IIIB Conceptual Design and Evaluation**

### **4.1 Phase IIIB Task 1 – Project Management**

#### *Initiate Phase IIIB Project Management*

Update the Project Execution Plan (PEP) prepared in Phase IIIA. It assumed that project management activities under Phase IIIB will cover approximately 8 months.

#### *Kick-off Meeting*

Plan and execute a kick-off meeting with the Hatch team and the City to review and clarify project objectives, identify information gaps, and review the schedule.

#### *Coordination Meetings*

Throughout the duration of the project, coordination meetings will be held between the Hatch team project manager and the City's project manager to discuss project status and updates. Meetings will occur bi-weekly or more frequently as necessary.

#### *Status Reports*

The Hatch team project manager will submit monthly status reports.

### *Design Basis Memorandum*

A Design Basis Memorandum (DBM) will be prepared for Phase IIIB of the project. The DBM will cover the full conceptual design. It will provide conceptual design and evaluation objectives, assumed material properties, and load cases for key features including the spillway, dam, and gate features that are included in the proposed upgrades.

#### *Phase IIIB Task 1 Deliverables:*

- Kick-off Meeting Notes
- Monthly Status Reports
- Conceptual Design Basis Memorandum (draft and final)

## 4.2 Phase IIIB Task 2 – Stoplogs Detailed Design

New custom-made stoplogs will be required to perform the single trunnion refurbishment described under Phase IIIB Task 3 – Tainter Gate Trunnion Bearings Analysis and Assessment. The Stoplog recommended upgrades previously suggested by Hatch in the 2018 feasibility design will be reviewed. According to the City, the existing stoplogs exhibit high leakage around the sides but the top and bottom seals have a tighter seal. The City has reported that the stoplog handling device is very difficult to use and consistently align in order install or remove stoplogs. Handling device issues cause long installation and removal times. The 2018 feasibility level design recommends fabricating new stoplogs and installing a new stoplog handling system utilizing the existing deck mounted hoist system. Based on the conclusions and recommendations reached in the feasibility study, design drawings and specifications for new stoplogs and a new handling system will be developed. It is assumed that two drawings for stoplogs and the stoplog handling system will be prepared with a level of effort of 32 hours per drawing.

Qualified suppliers will be contracted by the City to supply new stoplogs and for a new handling system. The stoplog replacement work is expected to be implemented by the City through an experienced fabricator and contractor. An underwater inspection of the gate slots may be required to confirm the condition of the stoplog slots. The participation of one Hatch representative is budgeted in the event of a dive inspection.

#### *Phase IIIB Task 2 Deliverables:*

- Stoplog System Design Technical Memo (Draft and Final)
- Stoplog System Design Drawings and Specifications (30% sketches, 90%, and Final)

## 4.3 Phase IIIB Task 3 – Tainter Gate and Trunnion Analysis, Investigations and Assessment

### *Single Trunnion Refurbishment Investigation*

The 2017 trunnion friction test of Upriver Dam tainter gates identified several gate arms with high friction factors. The trunnions need to be checked periodically to determine the level of friction that exists during operation. The friction generated between the bushing and the pin can be affected by a number of factors including insufficient lubrication, corrosion and ingress of external contaminants. The friction imposes a moment on the gate arms that must also withstand significant axial loads caused by the hydrostatic head on the gate that could lead to buckling if combined bending and axial

capacity of a radial arm is exceeded. As such, it becomes important to perform analysis and investigate the root cause of high friction factor by disassembling the trunnion assembly.

Existing trunnion drawings show a groove at the top of the pin surface for distributing grease laterally. It is not known if any other recesses are provided to efficiently distribute grease around the circumference of the pin. It is understood from the City that the trunnion bearings are lubricated every other year. Based on our past discussion, there is no record of trunnion pin or bushing removal since the original construction. Before disassembly of the trunnion bearing is considered, every method possible that precludes bearing disassembly to decrease the friction factor will be explored.

In order to develop and evaluate trunnion upgrade alternatives and to select a preferred approach a single trunnion pin will be removed and inspected. A better understanding of the pin bearing condition, the likely source of high friction, and the ease of replacement can be determined from the disassembly process. Hatch will prepare a plan for trunnion pin removal that will include a step by step process with drawings and/or sketches. The plan will include a gate stabilization design that may include upstream and downstream struts and/or keeper plates connected to stoplogs and/or ogee concrete.

Performing a single trunnion refurbishment in advance of the main construction works will allow for confirmation of the actual work required. This work could be accomplished under a separate small contract issued by the City. The work will be performed with the guidance of Hatch engineers and with the participation of the City's O&M personnel. The City's involvement is important so that future assembly and disassembly can be done by the City's O&M personnel, if required. The single trunnion refurbishment work will provide an opportunity to test and refine the procedures developed. This will provide a learning experience for developing efficiencies for other trunnion pin pulls.

Phase IIIB Task 3 – Tainter Gate and Trunnion Analysis, Investigations and Assessment work will assess the underlying cause of high friction factor and the condition of the pin as well as the bushing. The assessment will further establish if there is a need for refurbishment or procurement of new pins and bushings. To accomplish this, a single pin removal will be conducted for investigation and to inform evaluation alternative selection.

The general procedure for the trunnion pin removal will likely include the following steps:

1. Loads on the dewatered gate will be calculated, which will include the self-weight of the gate and the wind load. Additional analysis will include identifying locations for stabilizing the gate.
2. A procedure to restrain the gate at the top and bottom of the skinplate will be developed. The restraining method would allow for some flexibility on the radial arm of the gate for removal of the six-inch trunnion pin.
3. Stoplogs will be employed to dewater the spillway bays to allow for maintenance on the tainter gate.
4. The attachment for pin pull will be threaded on drilled hole(s) for the pin extraction. Custom fabricated tool will be used to pull the pin. Scaffolding will likely be constructed to provide safe and convenient access to the trunnion.

The trunnion pin and the bore will be measured and recorded so that future measurements of other pins can be recorded and checked for inconsistencies. Following the inspection, new pins and bushings may be required to be ordered or manufactured. It is assumed that a detail drawing will need to be

prepared for a customized pin extraction tool with a level of effort of 32 hours for CAD to produce the drawing.

Following the investigation, a report will be completed documenting the Single Trunnion Refurbishment activities, results, and recommendations.

#### *Tainter Gate and Trunnion Rehabilitation Planning and Evaluation*

Development of gate trunnion upgrade alternatives will be completed and an evaluation matrix will be prepared after the single pin removal and rehabilitation is completed. A meeting between the City and Hatch will be conducted to evaluate alternatives using different tools including evaluation matrices.

It is likely that the following spillway gate and trunnion upgrade alternatives will be considered:

- Option 1 – Refurbish Existing Trunnions by Pin rehabilitation or replacement
- Option 2 – Refurbish Existing Trunnions by rebuilding the trunnion and replacing part of the gate arms
- Option 3 – Refurbish by Replacing Existing Trunnions with a Spherical Bearing
- Option 4 – Replace Spillway Gates

As part of the site investigation of the tainter gate structure and trunnion bearings, an operational diagram will be prepared. Hatch will perform an overall qualitative or semi-quantitative reliability analysis that looks at the entire gate system from the initiation of gate opening due to the detection of reservoir high level to the gate(s) actually opening. This analysis does not need to be overly complicated to identify components that lack functional redundancy. High equipment failure rates, no segregation (e.g., fire taking out all of the electrical cabling), and/or historically poor performance are easily identified.

#### *Spillway Gates Refurbishment Conceptual Design*

Based on the selected alternative for spillway gate and trunnion upgrade, conceptual design details will be developed that will be used in the Design Basis Memorandum (DBM) for final design. It is assumed for the basis of this estimate that the conceptual design will be for Option 1 or Option 2 and that up to 2 drawings will be prepared.

## **4.4 Phase IIIB Task 4 – Piezometers and Left Abutment Drains Replacement and Reconditioning, and Stilling Well Installation**

#### *Piezometer Rehabilitation and Stilling Well Installation Alternatives and Evaluation*

Review background information including as-built drawings, inspection information, recent in situ tests, cleaning records, relevant PFMs identified during the recent Part 12D PFMA, stability analysis and stability thresholds, and instrumentation and monitoring requirements. Review information on stilling wells.

Develop, evaluate, and document piezometer rehabilitation alternatives for the 29 piezometers at the site. Perform a holistic approach for review of site instrumentation of the Dam spillway including stilling wells and its effectiveness in monitoring the key spillway dam, dam abutments, fuse plug, MSE wall and powerhouse failure modes. Options of stilling well installation as well as river level instrumentation will be developed. The options will be carefully evaluated with consideration for

improved reliability and robustness. Steps to improve robustness could include consideration of common cause failure whereby different brand or different technology could be used in the two stilling wells. Conceptual details will be developed for installation of stilling wells with automated river level instrumentation in two locations.

Piezometers can be grouped into three areas: left and right abutment, spillway, and powerhouse piezometers. Based on the data review and the site investigation and testing results, the piezometers will either be reconditioned, replaced, or possibly abandoned/decommissioned. The interface with the remnant timber crib structure is where instrument readings have been inconsistent in the past. Careful consideration will be given to installing new piezometers at this location.

Installation of piezometers along each cross section – left side of spillway, right side of spillway, and center of the dam – could provide a clearer picture of the distribution of pore pressure. As part of the piezometer rehabilitation efforts, the following steps will also be considered:

- Installation of a third water level gauge to improve reliability of the dam system.
- Installation of an Automated Data Acquisition System (ADAS) for all new dam projects, dam safety modifications to existing dams, and monitoring system rehabilitation. Selected number of instrumentation will be connected to ADAS.

Alternatives will be evaluated in a workshop with the City using an evaluation matrix.

#### *Drain Rehabilitation Alternatives and Evaluation*

Develop, evaluate, and document drain rehabilitation alternatives for the three horizontal drains on the left abutment. Replacement of horizontal drains might be very costly or impractical since they would have to extend under a structural element (e.g. geogrids). Because of the challenges associated with the installation of new horizontal drains, reconditioning of the existing drains will be given priority. Replacement drains will be recommended only if field work indicates that the drains cannot be reconditioned. Rehabilitation and/or replacement alternatives will be evaluated in a workshop using an evaluation matrix.

#### *Piezometer and Left Abutment Drain Rehabilitation and Stilling Well Installation Recommendations*

The evaluation of alternatives and remediation recommendations for piezometers, left abutment drains and installation of two new stilling wells will be included in a presentation and conceptual design report completed at the end of Phase IIIB.

## 4.5 Phase IIIB Task 5 – Concrete Rehabilitation, Modification & Monitoring

### *Concrete Rehabilitation Alternatives and Evaluation*

Develop concrete rehabilitation and AAR monitoring alternatives based on the level of damage observed during the site inspection. Options to address and monitor AAR, cracked and spalled areas, and architectural column reconstruction will be reviewed based on inspection. Develop an evaluation matrix and facilitate a workshop with the City to evaluate the alternatives. Dam rehabilitation alternatives will be reviewed to address:

- Spillway pier AAR and cracking conditions
- Identification of spalled areas



- Architectural columns and possible treatment or replacement options
- AAR extensometer installation options to monitor spillway pier growth
- Scoured concrete on the ogee crests
- Forebay wall cracks and leaking observed during underwater inspections and potential
- Treatment options

#### *Concrete Rehabilitation and Monitoring Recommendations*

The evaluation of alternatives and remediation recommendations for concrete structures will be included in a presentation and conceptual design report completed at the end of Phase IIIB.

## 4.6 Phase IIIB Task 6 – River Management and Fuseplug Downstream Face Design

### *River Management*

The remedial works will all require some degree of river or flow management to facilitate each repair. This will involve the temporary closure of a select number of bays for short durations. These bay closures will have an impact on the ability of the project to pass varying levels of flood, and will directly affect the upstream river levels at different times during construction. Therefore, it is important that a well-thought-out program be put into place to minimize the overall risk associated with these construction activities. The Hatch team will build off of the direct experience that our team gained during the management of the Phase II construction activities. In 2017, Hatch coordinated and managed the rehabilitation of the project spillways baffle blocks, and this also required a staged construction strategy, in which a portion of the spillway remained open for flood passage, and a portion was closed to allow construction to proceed. The work areas were protected from potential tailwater effects using sand-filled barriers.

The flow management program for the Phase III activities will be developed taking into consideration the i) importance or overall priority of each construction activity, ii) the duration of each item, iii) the hydrology of the project site, iv) the perceived ability of the contractor to complete the work within the of each scheduled work periods, and v) the risk or consequences should a design flow event be exceeded during a specified construction period. It is envisioned that the program may require multiple construction seasons to complete and the plan will take this into consideration. The river management plan will also be written to avoid scheduling any activities in the river during key environmental windows.

After a more detailed review of the site hydrology, and following identification of the nature and extent of each construction activity, these will be triaged so that the most important items, from a safety perspective, are undertaken first. If possible, spillway gate rehabilitation will be one of the first things to be accomplished. Activities requiring gate closures in some bays will be scheduled to avoid high flow periods, thereby minimizing overall risk. The team will use the CFD tools developed during previous phases and as part of other tasks to refine our estimates of the hydraulic conditions that will result both upstream and through the structure with the partial closure of spillway bays. Based on the findings, we will prepare a program to minimize risk during spillway bay closure and document findings and recommendations for river management during construction.

Our past experience has also shown that contingency planning is a critical component of any flow management program, and therefore plans would also be made to outline actions to be undertaken

should flood events occur that exceed the temporary design condition for each activity. These actions will be written into the project specifications so that the contingency planning is a part of the contract.

#### *Fuseplug Downstream Face Design*

Our team will review site hydrology and potential failure modes, and review design for fuseplug mobilization. Additional failure modes may be defined. We will prepare and execute the CFD model to estimate hydraulic conditions using updated forebay and tailrace bathymetry and topography developed for the STID updates.

#### *Evaluate Toe Riprap Scour Scenarios:*

The CFD model developed as part of the river management task will be used to evaluate various scour scenarios for the toe riprap. In previous studies, Hatch prepared a full 3D model of the spillway and stilling basin. This model will be enhanced and a full 3D CFD model of the combined operation of the spillway and auxiliary fuseplug spillway will be conducted. The model will be used to estimate the worst case design scenario for velocity exposure.

#### *Fuseplug Downstream Face Rehabilitation Alternatives and Evaluation:*

Develop and evaluate alternatives. Replacing or adding riprap will be considered along with other possible rehabilitation alternatives for the downstream face of the fuseplug. In every scenario, bedding and riprap layers should be designed for underlying layers below the erosion protection measure. Riprap and its bedding(s) will be properly extended into ground for protection against toe erosion. A workshop will be conducted with the City and an evaluation matrix will be used to evaluate the alternatives. Recommendations will be documented in a report.

#### *River Management and Fuseplug Recommendations*

The evaluation of alternatives and remediation recommendations for river management during construction and fuseplug downstream face remediation will be included in a presentation and conceptual design report completed at the end of Phase IIIB.

## 4.7 Phase IIIB Task 7 – Permitting, Communications and Outreach

### *Permitting*

Based on the information gathered during the site visit and the information reviewed, Verdis and Cardno will identify the required permits and documentation required before project construction can begin. A strategy and schedule for obtaining permits will be developed and documented in a Permitting Strategy Memorandum. Actual preparation of permit applications will not occur during Phase IIIB.

### *Communications and Outreach*

Update the list of stakeholders identified during Phase II and update plans for public outreach. It is assumed that one half-day public hearing will occur in coordination with the City during Phase IIIB. The hearing will be documented and on-going communication and responses to public comments will be prepared in coordination with the City. A nominal budget has been allocated to support Communication and Outreach activities on an as-needed basis to be directed by the City.

## 4.8 Phase IIIB Task 8 – Conceptual Design Documentation

### *Phase IIIB Conceptual Design Presentation*

During Phase IIIB, internal documentation will be prepared for each task. Documentation will be summarized and assembled into a presentation by the Hatch team to be presented to the City. The presentation will allow the City to become aware of the Phase IIIB findings and to provide their input prior to drafting the Phase IIIB Conceptual Design Report. The presentation will cover the following:

- Summary of stoplog detailed design;
- Tainter gate and trunnion analysis, investigations, assessment, and conceptual design;
- Evaluation of alternatives and remediation recommendations for:
  - Piezometer and left abutment drains replacement and reconditioning;
  - Stilling well installation;
  - Concrete rehabilitation;
  - River management during construction;
  - Fuseplug downstream face remediation; and
- Permitting strategy.

### *Phase IIIB Conceptual Design Report*

Phase IIIB documents will be compiled into a final design report. A draft report will be issued to the City for review. Comments will be incorporated into the final report.

### *Phase IIIB Task 8 Deliverables:*

- Phase IIIB Conceptual Design Presentation
- Phase IIIB Conceptual Design Report (draft and final)

## 5. Phase IIIC Final Design Development

### 5.1 Phase IIIC Task 1 – Project Management

#### *Initiate Phase IIIC Project Management*

Update a Project Execution Plan (PEP) from Phase IIIB. It assumed that project management activities under Phase IIIA will cover approximately 8 months.

#### *Kick-off Meeting*

Plan and execute a kick-off meeting with the Hatch team and the City to review and clarify project objectives, identify information gaps, and review the schedule.

#### *Coordination Meetings*

Throughout the duration of the project, coordination meetings will be held between the Hatch team project manager and the City's project manager to discuss project updates. Meetings will occur bi-weekly or more frequently as necessary.

#### *Status Reports*

Hatch's project manager will submit monthly status reports.

#### *Design Basis Memorandum (DBM)*

The DBM will include the planned methodology for design of project features, design assumptions, analysis basis, assumed materials and material properties, load cases to be analyzed, design criteria, acceptance criteria to be achieved, and figures showing the design features. River management recommendations for construction based on Phase IIIB analysis will be included. The DBM will be a living document and will be updated as more information becomes available. It is recommended that the DBM be provided to the FERC Portland Regional Office for review and feedback. This will allow any FERC concerns to be addressed prior to significant work being completed on the design. It is assumed a draft and two revisions will be prepared. The second revision will be updated to include the trunnion upgrade design based on tainter gate trunnion analysis, investigations and assessment completed as part of Phase IIIB.

#### *Phase IIIC Task 1 Deliverables:*

- Kick-off Meeting Notes
- Monthly Status Reports
- Design Basis Memorandum (draft, revision 0, and revision 1)

### 5.2 Phase IIIC Task 2 – Rehabilitation Design and Contract Documents Development

The rehabilitation design and contract documents will include the scope items identified in Phase IIIB as well as the tainter gate repair design (modification to Phase II drawings).

It is anticipated that the majority of specifications prepared for Phase II work will be reusable and only a select number of specifications will need to be developed to cover the current scope of work.

Table 5-1 provides a preliminary list of drawings that would be required for the rehabilitation design. The average level of effort to produce each drawing is assumed to be 32 hours. We have assumed that we will use existing as-built drawings as a background and, as much as possible, not redraw existing images.

**Table 5-1: Preliminary Drawing List**

Drawing No.	Drawing Description
G-1	Project Location, Index, and General Notes
C-1	Site Plan
C-2 thru C-3	Fuseplug Downstream Face Repairs
C-4	Left Abutment Drain Repairs Plan, Sections and Details
C-5 and C-6	Piezometers Repair Plans, Sections and Details
C-7	Stilling Well Location and Details
S-1 thru S-3	Tainter Gate Trunnion Upgrades Plan, Sections and Details
S-5 thru S-8	Spillway Dam Concrete Repairs Plan, Sections and Details

*Phase II Gate Repairs*

Review Phase II Gate Repair design and documentation.

*Prepare 30% Design Package*

A list of drawings, selected drawings, and a list of specifications will be prepared as part of the 30% design package. As indicated in the RFQ, minor gate repairs including: 1) installation of gusset plates at lower radial arm connection to the vertical girders; 2) cross bracing replacement; and touch-up of coatings will be integrated with the rest of the 30% design package. Hatch notes that containment of lead is expected to be a major issue during the construction and a high degree of containment is likely required. The minor gate repairs will be planned to be executed at the same time as the tainter gate repairs in order to eliminate the need for multiple mobilizations.

*Prepare 60% Drawings and Outline Specifications*

Develop design drawings and an annotated outline of the specifications to 60% completion level and submit for internal review followed by City review. The annotated outline specifications will include notes on what will be addressed in each specification section and source material from previous Upriver Phase II rehabilitation work as appropriate. River management recommendations for construction provided in the DBM will be reviewed and updated at this stage.

*FERC PFMA Support*

A meeting with the FERC will be held to review the design. Phase IIIC will also include review of the minor gate repair documentation. It is recommended that a meeting be held, either in person or remotely, between the FERC dam safety engineer, the City of Spokane, and members of the Hatch team to introduce and explain the rehabilitation design objectives and details.

Depending on the final design, a Construction Potential Failure Mode Analysis Workshop (CPFMA) may be required by FERC. It is assumed that a CPFMA would be part of a future phase of the work and is not included in this scope.

#### *Prepare 90% Drawings and Specifications*

Develop design drawings to 90% completion level along with specifications and submit for internal review and City review.

#### *Prepare Contract Documents*

Submit contract documents, drawings and technical specifications for final internal and City review. This task will include incorporation of final review comments into the bid drawings and specifications by working closely with the City. In addition to the technical specifications, the specifications will include summary of work, measurement and payment, schedule of values, contractor's project management, construction progress documentation, submittals and submittal control, health and safety, quality assurance, mobilization, demobilization, temporary facilities and controls, and specifications related to environmental/pollution control during construction.

#### *Phase IIIC Task 2 Deliverables*

- List of Drawings, 30% Selected Drawings, List of Specifications
- 60% Design Drawings and Specifications
- 90% Design Drawings and Specifications
- Contract Documents

### **5.3 Phase IIIC Task 3 – Permitting, Communications and Outreach**

#### *Permitting*

Permitting activities will be initiated as soon as possible in order to provide sufficient time to coordinate with stakeholders and local, state, and federal agencies. Project permitting will be guided by the conclusions provided in the Permitting Strategy and Schedule Memorandum, unless the development of project design substantively changes the project understanding. One of the key elements of the successful permitting strategy is to develop a comprehensive project understanding between the personnel responsible for permitting and personnel responsible for the design. We will coordinate internally so that all relevant personnel are aware of the proposed engineering changes as well as the permitting implications to proposed engineering changes.

It is assumed that the following permits will be required:

- State Environmental Policy Act (SEPA) Checklists;
- Joint Aquatic Resource Permit Applications (JARPA);
- Section 106 National Historic Preservation Act (for architectural features on the project);
- Washington Department of Fish and Wildlife Hydraulic Project Approval;
- Spokane County Shoreline Master Program (if applicable); and
- City of Spokane permits (if applicable).

Other applicable permits through local, state and federal agencies may be required. Verdis will lead the preparation of permit applications. Applications that may be submitted early on during Phase IIIC will be prioritized. Permitting strategy and schedule developed during Phase IIIB will be updated as engineering design progresses and the scope becomes fully defined. It is assumed that two comment/revision periods for SEPA and JARPA will be required and all other permits will require one comment period.

Section 106 consultation will also be required. It is also assumed that preparation of historic property inventory (HPI) forms will be required. Cardno will review project background information related to historical/cultural requirements. A plan will be developed to survey and document the relevant structures. Culturally/historically significant features that will be impacted by the project will be surveyed and documented by Cardno during the site visit.

The schedule and workplan for permit applications and issuance will ultimately be determined by construction variables such as phasing and duration. It is imperative to submit the applications as soon as possible and engage permitting counterparts throughout the process. It is assumed Upriver Dam Spillway Rehabilitation Phase II permits will be obtainable to reference pertinent information.

The City will review the permit applications and submit them. The estimated budget may change if design and construction approaches result in impacts that must be mitigated.

#### *Communications and Outreach*

Stakeholder engagement and public hearings that were initiated during the conceptual design phase (Phase IIIB) will continue during detailed design. Verdis will lead these activities. It is assumed that meetings with the City, meetings with the stakeholders, and public hearings will occur at approximately the 35%, 60%, and 95% design stages.

#### *Phase IIIC Task 3 Deliverables:*

- SEPA and JARPA Permit Applications

#### **5.4 Phase IIIC Task 4 – Constructability Review, Construction Cost Basis and Estimate**

A constructability review will be performed by Hatch working with Steve Goebel. Steve will draw on his significant experience with hard money bid pricing in Spokane. He will also review and contribute to the construction cost estimates for the team. Cost estimates will be performed at 60% and 90% levels of design. It is assumed that the “Engineer’s Estimate” will be prepared as part of the later phase during the bid process. The 60% and 90% estimates will provide feedback to the City as to the expected costs as the design develops. The majority of the estimated work will be based on a First Principles Estimate methodology. This estimate will be developed from the bottom up and will utilize construction crews and production rates. The development of these is based on Hatch’s experience of working and estimating on similar projects. Production rates and labor productivity are highly variable and depend on the contractor’s and management team’s experience, availability of trained craft labor, and weather conditions. We will use judgment to anticipate how a potential contractor would execute this job. Our estimate will attempt to simulate a bid from a contractor who is experienced and competent in working on a hydropower reservoir.

**Phase IIIC Task 4 Deliverables:**

- Constructability Review: Summarize findings from constructability review of DBM and 60% design submittal. Recommend design adjustments to address constructability issues and improve the economics of rehabilitation approach.
- Basis of Estimate and Construction Cost Estimate (60% and 90% Design)

**5.5 Phase IIIC Task 5 – Compilation of Technical Report**

Following completion of the detailed design phase, a technical report will be assembled and submitted to the City. The technical report will include an updated DBM and calculations performed as part of the design. The report will be prepared for submittal to FERC Portland Regional Office and to provide full documentation of the design development.

**Phase IIIC Task 5 Deliverables:**

- Technical Report (draft and final)

**6. Additional Services**

Additional services will be provided at the request of the City of Spokane. At the time of a request by City of Spokane for additional services, Hatch will provide a cost estimate to complete the requested services. Hatch will advise of schedule and cost impacts to the implementation of additional services requested by City of Spokane.

**7. Schedule**

Hatch’s proposed schedule is shown below and in the Gantt chart as included in Attachment B. The attached project schedule includes each of the technical work tasks that are included in the RFQ scope work. As described above, our approach and methodology is reflected in the project schedule. Numerous steps in the investigation and design process are included to ensure that there will be good communication and sharing of information between the Hatch project team and the City. The schedule includes key milestones for issuing notes documenting evaluation workshops during the design development process and the issuance of technical memorandums for each of the technical tasks. The schedule is based on a written notice to proceed by July 15, 2020.

**Table 7-1: Milestones**

Description	Target Completion Dates
STID Updates	11/30/2020
Phase IIIA – Investigation Condition of Spillway and Gates	12/15/2020
Phase IIIB – Conceptual Design and Evaluation	10/07/2021
Phase IIIC - Technical Design Package and Report	12/02/2021



Our commitment to the proposed schedule is subject to on time and accurate inputs (e.g., drawings, documents), reviews and approvals. Any changes to an agreed philosophy during review cycle will require a schedule change and possible additional services. The schedule is based on scope of work as described in our proposal. Any additional requests may require additional costs; therefore, any change management process may delay the final deliverables.

In order to meet the schedule presented above, Hatch also requests that the City of Spokane:

1. Provide project information including condition reports, site drawings (CAD files), other technical documentation, etc. to Hatch in a timely manner (within 1 week of request) and that drawings received are representative of as-built conditions.
2. Purchase order for trunnion investigations: Provide the City support in developing the scope of service to provide support during the trunnion investigations. This will include providing safe access to the selected gate and trunnion location, providing temporary support gate radial arm and gate support and skilled labor with appropriate tools perform mechanical tasks necessary to remove a trunnion pin. It is envisioned that this would be a time and materials purchase order executed directly with the City and Upriver operations staff would assist with this assignment.

## **8. Project Team Structure**

The team has been assembled around the key scope of work items described in the scope of work. Individuals proposed for the key functions were selected based on their qualifications, experience, and specific skills required for this project. The project team will also include support staff and QA review personnel. Hatch conducts its operations from several offices across North America. Our Seattle office is located close to Spokane, in terms of travel and airline connections. Seattle has a staff of about 20 professionals including civil, hydraulic, structural, mechanical, electrical and regulatory expertise.

The Project Manager and Engineer will have full knowledge of the day-to-day analytical work, design status and overall understanding of the activities. The prime responsibility and final authority for this work will rest on the Project Manager. The proposed project team structure and the organizational chart is shown in Figure 8-1.

In addition, we would like to confirm that with almost 700 engineering staff in the hydroelectric field, we have significant staff depth to meet all of the project requirements. We will provide additional names of experts and support staff if so requested.

We are dedicated to maintaining the quality of our service by establishing and evaluating metrics for ongoing improvement to our deliverables and services. We encourage ideas and reward actions to achieve best-in-class performance. A requirement of ISO9001 Standard that Hatch has achieved specify several regular actions and one of these is management review. The review of the quality management system by the management of the organization is essential to its effectiveness and improvement. Hatch management consistently focuses on the quality system's performance and areas for improvement, which will determine the chances for overall success. The designated activities of management review provide this ongoing attention and action.

Several inputs to ensure improvement are included within the management team's agenda to review:

- Client feedback;

- Process performance and product conformity;
- Status of preventive and corrective actions;
- Follow-up actions from previous management reviews;
- Changes that could affect the quality management system; and
- Recommendations for improvement.

The Project Manager will take advantage of Hatch’s advanced management information systems that allow project managers to track accrued labor and expenses on tasks and subtasks established at the project’s inception. This will allow the project manager to periodically evaluate the budget and perform estimates to complete based on project experience and the slight change in the scope and project approach. The project manager’s goal is to meet project objectives and stay within project budget constraints while maintaining open and regular communications with the client.

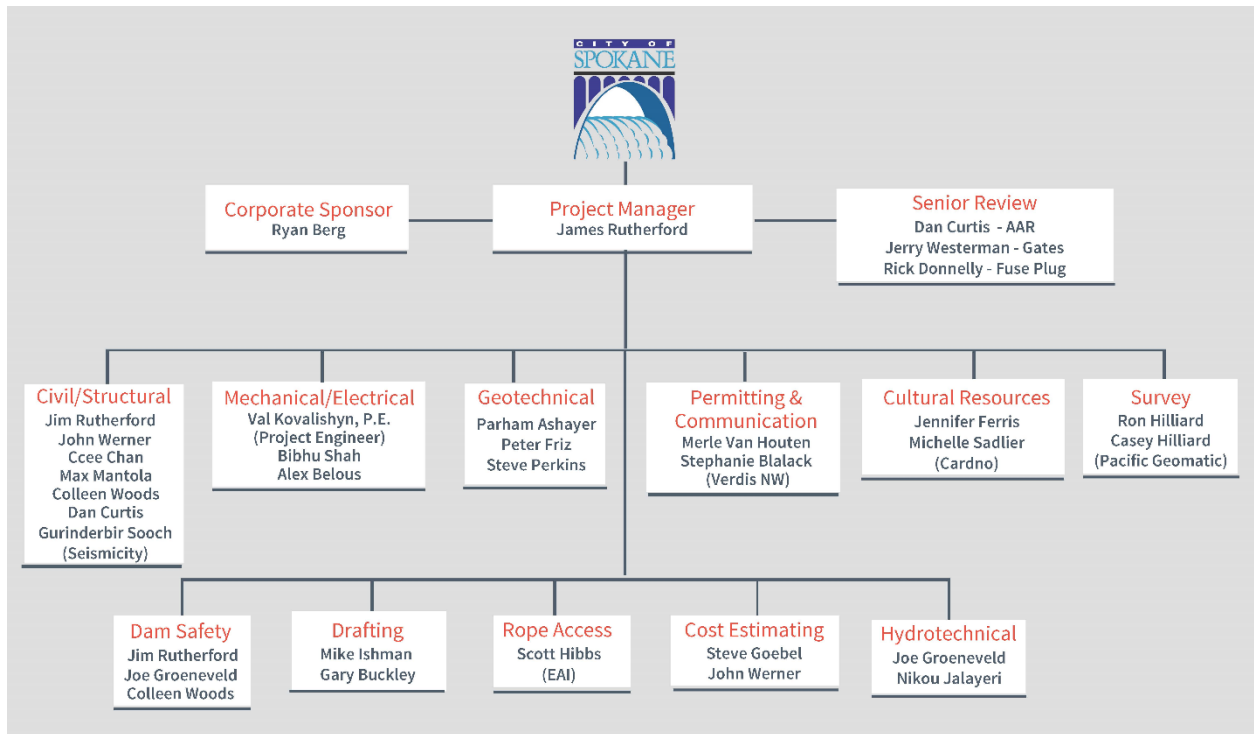


Figure 8-1: Organization Chart

## 8.1 Staff Qualifications / Experience



### **Jim Rutherford – Project Manager, Dam Safety, and Civil/Structural Lead**

#### **Qualification**

35 years of industry experience  
M.Eng. Civil / Structural Engineering  
P.E. Washington State and Alaska

#### **Experience**

Jim is a Registered Professional Civil Engineer in the United States (P.E.) and in Canada (P. Eng.) with over 30 years of experience in project planning and management, heavy structural and civil design, construction cost estimating, construction management, and FERC re-licensing. He has extensive experience as a project manager, project engineer and lead design engineer working on hydropower and water resource projects.

During the Upriver Dam Spillway Rehabilitation Phase II Jim started as Project Manager on the project during the investigation, analysis and planning phases, he then supported his Hatch colleague, Ray Trudgeon, during his first experience in a project management role through the design and construction phases.

Jim has diverse technical experience in project design and development that includes site planning, hydraulics and hydrology, and structures. He is a FERC approved Independent Consultant (IC) for Part 12D dam safety inspections and has been involved in many dam, gate and penstock inspections as well as rehabilitation planning and design. He has dam safety experience in North America, Asia and Central America. Most recently, Jim participated in a Dam Safety Review and facilitated a multiple day PFMA session on Brookfield's three Montreal River Dams in Ontario.

He has extensive experience with rehabilitation of hydraulic structures including penstocks, gates and concrete hydraulic structures including spillway piers. Jim was the engineer of record for the Terry Lock and Dam No. 6 spillway piers AAR rehabilitation. He has experience investigating AAR as well as designing strategies for monitoring and reinforcing degraded concrete structures.

He was the Project Manager for seismic analysis of Future Unit Intakes at Wanapum Dam using FLAC 2D computer program for time histories developed based on a Probabilistic Seismic Hazard Analysis (PSHA) for the dam site.

Jim was also the Project Engineer for Terry Lock and Dam AAR investigations, structural analysis, rehabilitation design and engineering support during construction.



## **Val Kovalishyn – Project Engineer- Mechanical/Electrical Lead**

### **Qualification**

20 years of industry experience  
M.Eng. Mechanical Engineering  
P.E. Washington State and Alaska

### **Experience**

Val is a senior mechanical engineer in Hatch’s Vancouver office with 20 years of experience in a variety of hydro projects, including detailed design of hydraulic gates, valves, energy dissipating devices, hoists, and penstocks. Val is the mechanical design lead for several of the BC Hydro’s spillway gates reliability improvement program. His recent project engineer experience was in the Tolt Ring gate system and Valve No. 15 rehabilitation projects.

His expertise includes selection of gate and valve types, structural analysis of new and existing mechanical equipment (including effects of corrosion), computation of operating forces and selection of materials for components.

Similar experience includes analyzing of existing tainter, vertical lift/slide, and drum gate for strength under normal, flood and seismic conditions to determine what structural modifications are required to bring the gate in compliance with modern standards. Missing dimensions and member sizes were obtained by wire rope access technicians and were compared against steel members produced during that time period. Usually, relatively minor required structural modifications were identified and recommended for implementation.

Val was also in charge of estimating in-service friction in the tainter gate trunnion bearings by comparing field deflection results with those back-calculated using FEA model of the gate with assumed trunnion friction of Upriver Dam spillway rehabilitation phase II. Trunnions with higher than expected friction were identified.

As a project engineer Val’s expertise in the area of hydraulic machinery, pressure vessels and pipelines, hydraulic gates, and energy dissipating systems makes him a valuable addition to a multi-disciplinary design team.



## **Dan Curtis – Senior Reviewer (AAR)**

### **Qualification**

40 years of industry experience  
MAsc. Civil Engineering

### **Experience**

Dan is a civil engineer with 40+ years’ experience in stress analysis of dams, powerhouses and numerous other structures. Dan has specialized in non-linear finite element stress analysis of concrete dams subjected to both static and dynamic loading. Using GROW3D, Dan has analyzed many concrete powerhouses, locks and dams that have been affected by alkali-aggregate reaction (AAR). The finite element program, (GROW3D) was originally written by Dan. He currently supervises very detailed stress and stability analyses of concrete dams including development of field investigation programs, interpretation of instrumentation and strength data, and QA of analysis results.

Dan has recently been involved in several projects supervising the non-linear seismic analysis of arch dams where proper modeling of dam-foundation interaction is important. The arch dams analyzed include the Cushman 1 and 2 arch dams and Mossyrock arch dam all owned by Tacoma Power. An analysis on Lower Baker arch dam is currently being completed where state-of-art dam-foundation interaction techniques were used. The program LS-DYNA was used for the seismic analyses. In addition, the program was also used to compute the first 10 natural frequencies of the dam which compared very well to those determines from Performance Based Testing by (Z. Duron).



**Jerry Westermann – Senior Reviewer (Mechanical)**

**Qualification**

30 years of industry experience  
M.Eng. Mechanical Engineering

**Experience**

Jerry has over 30 years of continuous service working with Hatch on hydroelectric projects. He is a Senior Project Manager located in the Niagara Office. Jerry has managed numerous large and small hydro projects encompassing feasibility studies, detailed design of new developments, refurbishments and operations support. He has expertise in the assessment and design of gate equipment, penstocks and hydro turbines with a particular focus on innovation. Additionally, he has played the leading role in Hatch's turbine field testing projects and has executed more than 75 such tests.

Jerry has served on several external committees that include dam safety, penstock design and gate equipment. He served on the Task Committee on Steel Penstock Design for ASCE's Manual 79, Steel Penstocks, 2nd Edition. Jerry is chairman of the Hydromechanical Equipment Committee for ICOLD, which has approximately 12 members from as many countries all over the world.

Jerry also acts in a consulting role on other projects within Hatch that require his level of expertise in areas such as gate assessments, penstock investigations and turbine performance. On BC Hydro, BC Gates Reliability Improvement project Jerry serves as a Mechanical Consultant as a gate specialist for evaluation of reliability and refurbishment options at seven of BC Hydro's spillway structures. He has extensive experience and knowledge on assessment programs designed to monitor gate and hoist performance.

He has performed design, condition assessments and field testing of tainter gates and participated in the upgrade of the Cheakamus and Stave Falls spillway gates for BC Hydro. Published papers on innovative gate designs and tainter gate trunnion friction testing.



**Richard C. Donnelly – Senior Reviewer (Fuse Plug)**

**Qualification**

40 years of industry experience  
MAsc Geotechnical

**Experience**

Richard is Hatch's Principal Consultant for Dams and Waterpower. He has a post graduate degree in geotechnical/civil engineering and 40 years' experience in all aspects of the design and construction of hydroelectric facilities, dams, underground structures and rock/overburden excavations. Two of the embankment dam designs Richard was involved with, the Rehabilitation of the Shikwamkwa and Kenogami dams situated in Northern Ontario and Northern Quebec, respectively, were each awarded one of Canada's highest honors for consulting engineering.

Richard is a recognized leader in the field of dam safety. He has carried out more than 300 dam safety and due diligence assessments for individual dams and entire hydroelectric facilities and has assisted a number of international organizations in the development of dam safety guidelines and regulations. This includes serving on committees for the Canadian Dam Association for the 2007 update of the Canadian Dam Safety Guidelines, preparation of National Dam Safety Guidelines for Parks Canada, serving on the Ontario Government's Lakes and River Improvement Act advisory panel, leading dam safety training programs for engineers from Iran and China and the development of dam safety standards and regulations for the National Utilities of El Salvador and Costa Rica. In 2017 he led a World Bank mission to develop national dam safety standards for the Government of Nepal as part of the nation's reconstruction efforts. Richard has received three national consulting engineering awards for his work on dam safety. Richard is also a recognized leader in the field of Risk Informed Dam Safety Assessments having used these techniques on numerous projects. He led the development of a new Dam Safety Risk Screening tool in association with the Province of Ontario and Ontario Power Generation which received the inaugural Innovation Award from the Ontario Waterpower Association.

Richard has led several dam decommissioning assignments and was the project manager for the first dam decommissioned in Ontario by the Ministry of Natural Resources. This precedent setting project served to develop procedures that minimize the risks associated with decommissioning and for this achievement Acres (now Hatch) was awarded Ontario's highest honor for consulting engineering. Currently, he is assisting Nova Scotia Power with establishing decommissioning costs for all of their Assets situated in 16 different systems.

In 2013, Richard was awarded the Professional Engineers of Ontario's medal for excellence in engineering.

In 2018, he received the RR Dodokin Award from the Ontario Waterpower Association for his contributions to dam safety in Ontario.

Richard has published over 100 technical papers and has received several awards for these articles.



## **Steven Perkins – Geotechnical Lead**

### **Qualification**

30 years of industry experience

MSc Civil Engineering

### **Experience**

Steven is a Civil/Geotechnical Engineer with over 30 years' experience with Hatch (formerly Acres) in the design, investigation, evaluation, specification and construction of heavy civil structures including dams, power canals, powerhouses and landfills. Steven has over 25 years of experience as a project engineer coordinating technical staff on multidiscipline hydroelectric and heavy civil projects. His most recent engineering experience includes new hydroelectric projects in Guatemala (Xaclbal, Palo Viejo, Pojom & Oxec 1 & 2) and El Salvador (El Chaparral), the continental US (RG&E Stations 2 & 5), in Alaska (Blue Lake) and non-power dams in Ontario (Ramsey Lake, Kelso Dam, Millbrook Dam, Island Falls Dam, Hurdman Dam).

Much of his experience includes project engineer/ lead civil/geotechnical engineer for the repair and upgrading existing hydroelectric concrete dams and spillways to meet increasing code requirements. Characterization of the site conditions through investigations and developing the design parameters was critical to the success of these projects.

Steven also has experience with dam safety and risk assessment projects, including being the geotechnical lead engineer as part of Hatch's team for the development of the Dam Risk Assessment tools for the Ontario MNR. This suite of software is an expert system to evaluate the relative risk of failure of existing dams and is intended to be used to minimize the total societal risk of portfolio of dams by numerically quantifying the risk of each site using recognized risk criteria, evaluating the effectiveness of possible mitigation efforts and identifying the most effective means to reduce the total risk. This tool was developed to allow owners of dam portfolios to best allocate their limited resources in the most efficient means possible using technically sound criteria. This approach was developed in conjunction with OMNR and has also been applied by Hatch to other projects. He works with the piping and slope stability aspects of this effort and also provides cost estimates for the various civil engineering mitigation efforts.



## **Parham Ashayer – Geotechnical Lead**

### **Qualification**

25 years of industry experience

MSc and PhD Geotechnical/ Civil Engineering

### **Experience**

Parham is a senior geotechnical and civil engineer with 25 years of experience in engineering practice. He is experienced in the design of embankment dams, foundations, marine structures, and underground and retaining structures. Parham is also experienced in structural design and construction supervision. He has broad research experience, particularly in geotechnical numerical analysis and software development such as finite element, discrete element, and rigid body impact modeling. Parham's recent work includes design and safety assessment of earthfill dams and natural slopes; cofferdam design and construction; liquefaction assessment; earth instrumentation and assessment; design of

seepage control measures; design and construction of wind turbine and penstock foundations; coastal and marine geotechnical engineering and dry dock design; underground excavation and support; soil characterization, geotechnical investigation and laboratory testing.



### **Joe Groeneveld - Hydrotechnical Lead**

#### **Qualification**

34 years of industry experience  
MEng Civil/Water Resources Engineering

#### **Experience**

Joe is a hydrotechnical engineer with an extensive background in dam safety, hydraulics, and hydrology developed through his over 30 years of progressive experience. He is currently the Manager for the Renewable Power Business Unit in Hatch's Calgary office, and also provides expert hydrotechnical support to each of the other Hatch offices. Joe has accrued considerable experience in dam safety analysis, including PMF estimation, dam break analysis, inundation mapping preparation and emergency preparedness planning. Joe has been involved in all aspects of study and design for hydropower facilities and other types of water control projects. As such, he has considerable experience in hydraulic structure design, hydrological analysis, channel design, ice engineering, reservoir management and operational studies, flood proofing studies, and the economic optimization of water resource structures. He is a skilled numerical modeler with an excellent background in the area of Computational Fluid Dynamics (CFD) analysis. Joe is currently acting as river management area lead and senior hydrotechnical engineer for the design of all hydraulic structures, channels, and river management works associated with the 675 MW Keeyask project in northern Manitoba. Joe was also an advisor for the CFD modelling work previously undertaken by Hatch for the Upriver spillway.



### **Steve Goebel – Construction Cost Estimating Lead**

#### **Qualification**

Over 35 years of construction experience  
BS Civil Engineering  
P.E. Washington State

#### **Experience**

Steven Goebel is construction management expert with over 35 years in the heavy construction industry involving hydroelectric and dam facilities. While working as a contractor his primary duties included estimating, project management, purchasing, critical path scheduling, means and methods engineering, bridge falsework engineering, cofferdam design, underwater bulkhead design and engineering. His construction project experience includes installation of gates and valves, turbine-generator installation, intake and penstock reconstruction, draft tube modifications, powerhouse improvements, tunnel repairs and spillways and abutment repairs. Many of these sites included difficult site access and required detailed hoisting plan development and cofferdam and dewatering planning. In the years since his work as a general contractor, Steve has transitioned to working as an independent construction management consultant including providing consultation and design for hoisting systems, reinforced concrete formwork and cofferdam and dewatering systems,



constructability reviews and detailed construction cost estimating. He has extensive site construction experience at the Priest Rapids Project including work for the Wanapum Units 1-10 draft tube modifications and the Priest Rapids Fish Bypass as well as the recent Wanapum Dam Monolith Repairs.

He has extensive experience on marine concrete projects, such as installing reinforced underwater and mass concrete. He was engaged on the Nine Mile HED Spillway Improvements. He was also involved on the Hauser Dam Pier Repair Project for PPL Montana. He was the engineer engaged on the concrete placement for the Vercler Pump Stations for Spokane County.



**Merle VanHouten – Verdis NW – Permitting and Communications Lead**

**Qualification**

Over 15 years of construction experience  
BS General Engineering; Civil Specialty  
P.E. Washington State and Idaho

**Experience**

Starting in 2002, the entirety of Merle’s engineering career has been devoted to infrastructure design for both the government and private clients. His experience is built upon projects located all over the country in settings ranging from steep mountainous terrain to dense urban infill. Merle has successfully led multidiscipline design teams on projects with seven figure construction values.

The majority of Merle’s work has been across the Inland Northwest. This is the region where Merle has spent the last fifteen plus years fostering business relationships, engaging communities and building his reputation on dependability, determination and open communication. Government agencies for which Merle has successfully delivered projects include the United States Airforce, the National Park Service and the United States Department of Agriculture. The list of projects performed for private clients has become quite extensive and varied over this time and includes three hotels, office/retail developments with up to 90,000 SF of floor space, RV parks, assisted living facilities, Schweitzer Mountain’s wastewater land application system and residential developments ranging from large luxury ski communities to 100+ unit subdivisions on the Rathdrum Prairie.

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## Jennifer Ferris (Cardno) – Cultural Resources & Historical Structures Lead



### Qualification

Over 15 years of construction experience  
MA, Anthropology  
Professional Archeologist

### Experience

Jennifer Ferris is a Senior Archaeologist and the Pacific Northwest Cultural Resources Practice Group Leader at Cardno, an infrastructure, environmental, and social development company. She has 17 years of professional and technical experience in archaeology and cultural resource management. Her background includes directing and conducting inventory, testing, salvage, data recovery, monitoring, and consultation in the Pacific Northwest, Great Basin, California, Baja California, and Western Australia. Jen specializes in the study of lithic technological organization, stone tool macro-analyses, and geochemical stone provenance assays. She earned her BA in Anthropology at the University of Washington in Seattle and her MA in Anthropology (Archaeology) at Washington State University in Pullman. As a Registered Professional Archaeologist (RPA), Jen promotes cultural resources protection and understanding.



## Scott Hibbs (EA) – Rope Access

Scott is a licensed PE with a degree in mechanical engineering. Scott has been working for Extreme Access since 2007. He has been responsible for nearly 1500 inspections since starting with the company. He has performed as **Certified Lead Bridge Inspector** for most of EAs truss inspections and acted as project manager on most of the 2008 - 2019 jobs. As a Professional Engineer, Scott has extensive experience with engineering analysis and design. In his prior capacity as Engineering & Production Manager, he supervised a team of 20 engineers and fabricators, with responsibility for design review, determining priorities and deadlines required to achieve target deliveries and equipment quality. Scott was also responsible for design, build, and installation support of large steel structures. **Scott and his team will be responsible for inspections requiring rope access for the Upriver Dam Project including the spillway gates. Scott has nine years of climbing experience and five years of industrial rope access and rope rescue experience.**



**Ron Hilliard (Pacific Geomatic Services) – Survey Lead**

Ron Hilliard is a licensed Professional Land Surveyor with more than 40 years of survey background, providing PLS review and support. He has over 20 years of hydrographic experience and is Hypack Certified. He has specifically specialized his hydrographic mapping to the Pacific Northwest river basin environment. Ron has extensive experience providing project base maps utilizing many different standards, including Pierce County as well as several City, State, and Federal agencies. Ron is considered an expert in high accuracy control networks and is highly regarded for his ability to find creative solutions for completing difficult projects. His experience and knowledge combined with creativity allows him to recognize and take advantage of opportunities for money saving processes while still meeting the scope and goals of each project. His ability to effectively manage multiple concurrent task assignments is exemplified by the successful completion of projects on time and on budget for clients in the past several years as described below. He has worked on many dams including performing a control survey, high definition terrestrial LiDAR, and sUAV imagery of the spillway tunnel at the Spada Reservoir and additional scans at the top of Morning Glory. He has been doing the deformation monitoring surveys for six dams for Seattle City Light since 2013

## 9. Commercial Offer

The following are the commercial terms for the Hatch services for the execution of the scope of work defined in this proposal. This offer is in accordance with the basis of compensation and payment terms as defined herein.

Hatch’s commercial proposal is broken down into the following tasks as follows:

- Updating Supporting Technical Information Documents (STID) to meet FERC requirements (Cost Reimbursable);
- Phase IIIA – Investigate Condition of Spillway Dam and Gates (Cost Reimbursable);
- Phase IIIB – Conceptual Design and Evaluations (Cost Reimbursable); and
- Phase IIIC – Final Design Development (Indicative only).

Costs for the Phase IIIC – Final Design Development are indicated “below the line” in the form of an indicative range only. Hatch would expect to confirm separately the scope parameters and pricing for the indicative task if selected by City of Spokane.

Costs herein are quoted in United States Dollars (USD).

### 9.1 Cost Reimbursable and Indicative Only

The total cost for the defined work is estimated to be USD \$535,000, excluding the indicative cost estimate in section 9.1.4. The breakdown of the individual estimated costs is provided in the following sections of 9.1.1, 9.1.2 and 9.1.3.

The number of man-hours and cost shown is an estimate only and may increase or decrease in accordance with the requirements of the project.

### 9.1.1 Updating Supporting Technical Information Documents

The estimated total cost is provided in Table 9-1 for USD \$65,000.

**Table 9-1: Summary of Updating Supporting Technical Information Documents (STID) to Meet FERC Requirements Reimbursable Cost**

Task Description	Hatch Level of Effort (hrs)	Sub-contractor (\$)	Hatch Expenses (\$)	Estimated Budget (\$)
Task 1 – Review Background Information and Develop STID Update Plan	50	-	700	8,400
Task 2 – As-Built Drawings	30	-	-	3,900
Task 3 – Update STID Sections 1-3, 5-9, and 11	300	-	-	46,200
Task 4 – Submit STID to the City and FERC	45	-	-	6,500
<b>ESTIMATED TOTAL LEVEL OF EFFORT:</b>	<b>425</b>	<b>-</b>	<b>700</b>	<b>65,000</b>

### 9.1.2 Phase IIIA – Investigate Condition of Spillway Dam and Gates

The estimated total cost is provided in Table 9-2 for USD \$187,900.

**Table 9-2: Summary of Phase IIIA – Investigate Condition of Spillway Dam and Gates Reimbursable Cost**

Task Description	Hatch Level of Effort (hrs)	Sub-contractor (\$)	Hatch Expenses (\$)	Estimated Budget (\$)
Task 1 – Project Management	60	-	-	10,600
Task 2 – Site Inspection and Testing	490	48,500*** 20,000 ^	4,000	161,000
Task 3 – Permitting, Communication and Outreach	30	6,800 * 3,400**	-	16,300
<b>ESTIMATED TOTAL LEVEL OF EFFORT</b>	<b>580</b>	<b>78,700</b>	<b>4,000</b>	<b>187,900</b>

\* Cardno

\*\* Verdis

\*\*\* Pacific Geomatics Services, Inc.

^ Extreme Access, Inc.

### 9.1.3 Phase IIIB – Conceptual Design and Evaluations

The estimated total cost is provided in Table 9-3 for USD \$282,100.

**Table 9-3: Summary of Phase IIIB – Conceptual Design and Evaluations Reimbursable Cost**

Task Description	Hatch Level of Effort (hrs)	Sub-contractor (\$)	Hatch Expenses (\$)	Estimated Budget (\$)
Task 1 – Project Management	135	-	-	23,300
Task 2 – Stoplog, Follower Beam and Hooks Detailed Design	175	-	800	28,000
Task 3 – Tainter Gate Trunnion Analysis, Investigation and Assessment	425	-	4,000	71,700
Task 4 – Piezometers and Left Abutment Drains Replacement/Reconditioning and Stilling Well Installation	315	-	-	55,000
Task 5 – Concrete Rehabilitation, Modification & Monitoring	200	-	-	31,600
Task 6 – River Management and Fuseplug Downstream Face Design	280	-	-	50,600
Task 7 – Permitting, Communications and Outreach	30	8,400 * 7,300**	-	21,900
<b>ESTIMATED TOTAL LEVEL OF EFFORT</b>	<b>1,560</b>	<b>15,700</b>	<b>4,800</b>	<b>282,100</b>

\* Cardno

\*\* Verdis

**9.1.4 Summary of Phase IIIC Final Design Development (Indicative only)**

The services will be provided on a Cost Reimbursable basis of USD \$278,900. The cost breakdown as shown in Table 9-4 below is provided for indicative purposes only. Depending on the actual findings or specific requirements from City of Spokane during the assignment, fees may vary.

**Table 9-4: Summary of Phase IIIC Final Design Development Indicative Reimbursable Cost**

Task Description	Level of Effort (hrs)	Sub-contractor (\$)	Hatch Expenses (\$)	Estimated Budget (\$)
Task 1 – Project Management	295	-	-	47,400
Task 2 – Rehabilitation Design and Contract Documents Development	950	-	-	131,600
Task 3 – Permitting, Communications and Outreach	30	16,700* 39,200**	-	63,600
Task 4 – Constructability Review, Construction Cost Basis and Estimate	100	3,000^^	-	18,400
Task 5 – Complete Technical Design Package and Report	115	-	-	17,900
<b>ESTIMATED TOTAL LEVEL OF EFFORT</b>	<b>1,490</b>	<b>58,900</b>	<b>-</b>	<b>278,900</b>

\* Cardno

\*\* Verdis

^^ Steve Goebel

## 9.2 Basis of Compensation

As full compensation for the services, Hatch will be paid the sum of labor billings and reimbursable expenses incurred.

## 9.3 Schedule of Rates

Compensation to Hatch will be on the basis of hourly charge-out rates provided in Attachment A.

## 9.4 Travel and Related

Compensation to Hatch for chargeable expenses incurred by Hatch in the interests of the project and not provided for within the charge-out rates, such as travel and related costs including out-of-pocket disbursements, will be charged at Hatch's cost, plus 5%.

## 9.5 Subconsultants

Hatch has included the estimated cost for proposed services of Subconsultants into Tables 9.1, 9.2, 9.3 and Table 9.4. These Subconsultants will be charged to City of Spokane at cost, plus an additional 10%.

## 9.6 Invoicing and Payment

Invoices for reimbursable services and expenses will be issued monthly based on the hours using the hourly charge-out rates provided in Attachment A. Invoices are due for payment net 30 calendar days from the date of issue.

## 9.7 Contract Terms and Conditions

No agreement was provided by the city for this scope request. Hatch has enjoyed an excellent working relationship with the City of Spokane and agreed to mutually-acceptable terms under Consultant Agreement # OPR 2014-0559 dated June 8, 2014. Should Hatch be the preferred respondent, we would propose using this as the basis to conclude a new contract for this assignment. In any event, we do not envisage any obstacle achieving a form of contract with the City of Spokane within a very short time frame upon selection.

## 9.8 Validity

This proposal is valid for a period of 60 days from the date of issue and is subject to negotiation of a mutually-agreeable contract being signed and effective prior to the start.

## **Appendix A: Schedule of Rates**

**Schedule of Standard Country Rates  
United States**

	<u>Per Hour</u>
Senior Consultants	270.00
Engineering, Project, and Construction Managers	233.00
Consultants	208.00
Specialists and Supervisors	197.00
Senior Engineers and Technologists	175.00
Engineers	145.00
Intermediate Engineers	129.00
Junior Engineers	117.00
Technologists	147.00
Senior Designers and Technicians	134.00
Designers and Technicians	119.00
Intermediate Designers and Technicians	104.00
Junior Designers and Technicians	79.00
Purchasing Agents and Senior Expeditors	110.00
Technical Assistants	96.00
Buyers and Expeditors	87.00
Administrative Specialists	86.00
Project Support Coordinators	76.00
Project Support Technicians	67.00
Students	56.00

**Currency: United States Dollars**

**Time Charges:**

All time expended on the assignment, whether in our office, at the client's premises, in transit, or elsewhere, is chargeable, including the time of staff engaged in the preparation of documents such as reports and specifications.

**Expenses and Disbursements:**

Travel, living expenses, personal protective equipment, site office costs for resident staff and project expenses will be charged at cost plus 5%. Project expenses include capital procured equipment, project delivery software (at individual daily rates) and other items not otherwise listed.

Long distance telephone, fax, reproductions, printing office supplies and courier charges are included in the above rates.

**Invoicing and Payment:**

Fees and expenses are invoiced monthly, payable within 30 days. Taxes will be added when applicable. Interest is charged on overdue accounts at the rate of 12% per annum.

**Process and Technology Experts:**

Process and Technology experts are charged at specific individual rates.

**Overtime:**

The above rates do not allow for overtime which will be billed in accordance with the contract terms.

**Terms and Conditions:**

The above rates are based on Hatch standard terms and conditions.

**Scheduled Revision:**

The next revision of this Schedule of Rates will be effective January 1, 2021.



## Appendix B: Gantt Chart









Hatch is an employee-owned, multidisciplinary professional services firm that delivers a comprehensive array of technical and strategic services, including consulting, information technology, engineering, process development, and project and construction management to the Mining, Metallurgical, Energy, and Infrastructure sectors.

Hatch has served clients for over six decades with corporate roots extending over 100 years and has project experience in more than 150 countries around the world.

Address:

192 Nickerson St., Suite 305

Seattle, WA, USA 98109

Tel: +1 206 479 1012

[www.hatch.com](http://www.hatch.com)

**HATCH**

## Briefing Paper

### Public Infrastructure, Environment & Sustainability Committee

<b>Division &amp; Department:</b>	Street Department
<b>Subject:</b>	Approval of a 1-year Value Blanket Order for Traffic Paint, using Washington State Contract (#02817), Spokane County Contract (P10162), or Pierce County contract (SC-104806), not to exceed \$95,000.00 annually.
<b>Date:</b>	
<b>Contact (email &amp; phone):</b>	Clint Harris ( <a href="mailto:ceharris@spokanecity.org">ceharris@spokanecity.org</a> X7744)
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	Strategic Plan
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Current Value Blanket expires August 1 <sup>st</sup> , 2020..
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Maintain infrastructure.
<p><u>Background/History:</u> Due to supply issues in 2010-2011, the City is sourcing paint from multiple vendors.</p> <p>Working with the Purchasing Department, the Street Department will use the approved Washington State contract (#02817) or Pierce County contract (SC-104806) via Interlocal Agreement OPR #1995-0065, for purchasing traffic paint.</p> <p>The Washington State contract was awarded to Ennis-Flint, Sherwin Williams and Ozark Materials. The current contract ends February 29<sup>th</sup>, 2024.</p> <p>The Pierce County contract was awarded to Alpine Products Inc., Auburn, WA (manufactured by Ennis-Flint). The original contract expired March 13, 2018, with up to four one-year extensions. This would be the third extension.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>The Signs and Markers Section maintains over 3.2 million linear feet of lane striping, 807 crosswalks, 751 stop bars and 708 roadway stencils, in paint, each year. The installation and maintenance of lane lines, marked crossings and other pavement markings is part of Street Department's annual tasks. Roadway markings provide important information to all roadway users, increasing safety and the efficient movement of the traveling public.</li> </ul>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

## 2020-2024 Consolidated Plan Briefing Paper

### Public Infrastructure, Environment, & Sustainability

<b>Division &amp; Department:</b>	Neighborhood and Business Services: Community, Housing, and Human Services
<b>Subject:</b>	2020 – 2024 Consolidated Plan
<b>Date:</b>	7/15/2020
<b>Author (email &amp; phone):</b>	<a href="mailto:gdahl@spokanecity.org">gdahl@spokanecity.org</a>
<b>City Council Sponsor:</b>	Betsy Wilkerson
<b>Executive Sponsor:</b>	Tim Sigler
<b>Committee(s) Impacted:</b>	Public Safety & Community Health
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	2015-2019 Consolidated Plan 2020-2024 Consolidated Plan 2020-2025 Strategic Plan to End Homelessness
<b>Strategic Initiative:</b>	Safe & Healthy
<b>Deadline:</b>	CHHS must submit final draft to HUD no later than August 16, 2020
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Review and approve 2020 – 2024 Consolidated Plan for submission to the Department of Housing and Urban Development (HUD). Total anticipated revenue (grants) \$10,551,953. <ul style="list-style-type: none"> <li>• \$7,474,790 (CDBG)</li> <li>• \$2,789,669 (HOME)</li> <li>• \$287,494 (ESG)</li> </ul>

Background/History:

The Department of Housing and Urban Development requires grantees (City of Spokane) to submit a Consolidated Plan every 5-years to receive CDBG, HOME and ESG funds. The Consolidated Plan includes sections that address the following areas:

- Needs Assessment
- Market Analysis
- Strategic Plan
- Annual Action Plan

For more information, please visit the CHHS webpage for a copy of the Draft 2020-2024 Consolidated Plan and Public Hearing Presentation (<https://my.spokanecity.org/chhs/documents/>).

Executive Summary:

The 2020-2024 Consolidated Plan has identified the following community needs that will be the focus of CDBG, HOME, and ESG funding sources over the next 5-years.

**1. Improve affordable housing access & availability**

- a. Expand the number of affordable housing options for low and moderate income individuals and households. The City will fund proposals that address the needs of target populations including, but not limited to homeownership, rental housing, communal living, etc. Additionally the City will prioritize proposals that integrate service that help stabilize permeant housing for high barrier populations. The goal of housing stability is to prevent and divert individuals and families from entering into the homeless response system.*

**2. Urgent public health & safety response**



a. Adaptive response to changing community needs related to sheltering homeless populations, natural disasters, and public health pandemics.

**3. Community based social service programming**

a. Community based services that address the following areas:

- i. Food Security
- ii. Workforce Development
- iii. Housing Stability
- iv. Childcare
- v. Transportation
- vi. Behavior and victim services

Budget Impact:

Approved in current year budget?  Yes  No

Annual/Reoccurring expenditure?  Yes  No

If new, specify funding source:

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

Operations Impact:

Consistent with current operations/policy?  Yes  No

Requires change in current operations/policy?  Yes  No

Specify changes required:

Known challenges/barriers:

Demo



# 2020-2024 Consolidated Plan

Community Development Block Grant Program (CDBG): 24 CFR Part 570

HOME Investment Partnerships Program (HOME): 24 CFR Part 92

Emergency Solutions Grant Program (ESG): 24 CFR Part 576

*July 1, 2020 – June 30, 2024*

**Community, Housing and Human Services Department**

<https://my.spokanecity.org/chhs/>

## Executive Summary

### ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

#### 2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

- Increase coordination and communication between food programs
- Increase capacity of providers to build infrastructure and collaborative ventures around food programs
- Reduce and remove access barriers to food programs
- Expand capacity and diversity of supported employment programs
- Expand paid work experiences/on-the-job training opportunities
- Formalize connections and referral pipelines between workforce programs and other services systems such as housing, mental health, and childcare)
- Expand affordable housing options
- Increase co-location of coordinated entry services, behavioral health services, and substance abuse/detox services at shelters
- Enhance and expand diversion and prevention programs, including outreach and education services
- Expand childcare services
- Offer evening and weekend supportive services
- Increase access to transportation services
- Integrate behavioral health and victim services

#### 3. Evaluation of past performance

#### 4. Summary of citizen participation process and consultation process

- Consultation with City of Spokane Planning Department
- Consultation with Spokane City Council and Administration
- Consultation with Service Providers
- Consultation with Financial Institutions and Housing Developers
- Consultation with Neighborhood Councils
- Community (partner agencies and citizens) Consultation RE: 5-Year NOFA Priorities
- Consultation with CHHS Board and Respective Committees
- Consultation with Northwest Fair Housing Alliance RE: Analysis of Impediments to Fair Housing Choice
- Alignment with City of Spokane Comprehensive Plan
- Alignment with Spokane CoC Plan to Prevent and End Homelessness

5. **Summary of public comments**
6. **Summary of comments or views not accepted and the reasons for not accepting them**
7. **Summary**

**DRAFT**

## The Process

### PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

**1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	SPOKANE	
CDBG Administrator	SPOKANE	Community, Housing and Human Services Department
HOPWA Administrator		NA
HOME Administrator	SPOKANE	Community, Housing and Human Services Department
ESG Administrator	SPOKANE	Community, Housing and Human Services Department
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

### Narrative

The City of Spokane’s Community, Housing and Human Services Department is the lead entity for consulting with and assembling the 2020 – 2024 Consolidated Plan.

### Consolidated Plan Public Contact Information

City of Spokane  
 Community, Housing and Human Services Department  
 808 W. Spokane Falls Blvd.  
 Spokane, WA 99201  
 (509) 625-6325  
[spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org)  
<https://my.spokanecity.org/chhs/>

**PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)**

**1. Introduction**

**Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

**DRAFT**

**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?

**Table 3 – Other local / regional / federal planning efforts**

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))**

**Narrative (optional):**

**DRAFT**

**PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

The Community, Housing and Human Services Department will provide the Spokane community with a 30-day public review and comment period of the 2020 – 2024 Consolidated Plan. Citizens are encouraged to review each section of the plan and make comment in the following ways:

- During Public Hearings
- During City Council Meetings
- During CHHS Board Meetings
- Email to CHHS at [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org)
- In person at 808 W Spokane Falls Blvd. (Spokane City Hall)
- Phone at (509) 625-6325

A copy of the current Citizen Participation Plan is available on the CHHS website: <https://static.spokanecity.org/documents/chhs/plans-reports/planning/2018-citizen-participation-plan.pdf>

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)

**Table 4 – Citizen Participation Outreach**



DRAFT

## Needs Assessment

### NA-05 Overview

#### Needs Assessment Overview

The data provided in this needs assessment section is auto populated by the Department of Housing and Human Services (HUD) via the Integrated Disbursement and Information System (IDIS). The data is a combination of sources from the American Community Survey (ACS) and Comprehensive Housing Affordability Strategy (CHAS). The sources are dated, but provided a good overview of community needs to assist the City of Spokane in establishing needs and goals.

In addition to the data provided by HUD, the City of Spokane regularly consults with partner agencies to address changing needs within the community. The Community, Housing and Human Services Department works in collaboration with the regional Continuum of Care, Affordable Housing Steering Committee, Planning Department, Spokane County, and Neighborhood Councils to set priority needs and goals.

DRAFT

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

The City of Spokane has experienced significant population and employment growth since the 2015 Consolidated Plan was written. Access to safe affordable housing choices remains a challenge for low and moderate income households. Historically low vacancy rates and rising rent cost burdens have made it increasingly difficult for renters throughout Spokane. The U.S. Census Bureau reported a decrease in Spokane’s overall vacancy rate from 4.7% in 2015 to 2.1% in 2018. Low vacancy rates drive up rent costs and make it increasingly difficult for low and moderate income households to afford rental housing.

#### Where are we?

During 2018 the total number of **renters** with 30% or more of their household income going towards housing costs in:

- The City of Spokane was 18,522, increasing from 14,658 or by 21% since 2006.

During 2018, the share of **renters** who were paying 30% or more of their household income for rent in:

- The City of Spokane was 45.9%, increasing from 41.1% in 2006.

During 2018, the total number of **homeowners** paying 30% or more of their household income on housing costs in:

- The City of Spokane was 13,666, decreasing by 2.3%, or from 13,981 since 2006.

During 2018, the share of **homeowners** paying 30% or more of their household income for housing costs in:

- The City of Spokane was 26.2%, decreasing from 27.9% in 2006.

For more information, please visit the Spokane Trends website:

<http://www.spokanetrends.org/index.cfm>

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	208,916	210,695	1%
Households	85,345	87,625	3%
Median Income	\$39,306.00	\$42,386.00	8%

Table 5 - Housing Needs Assessment Demographics

Demo

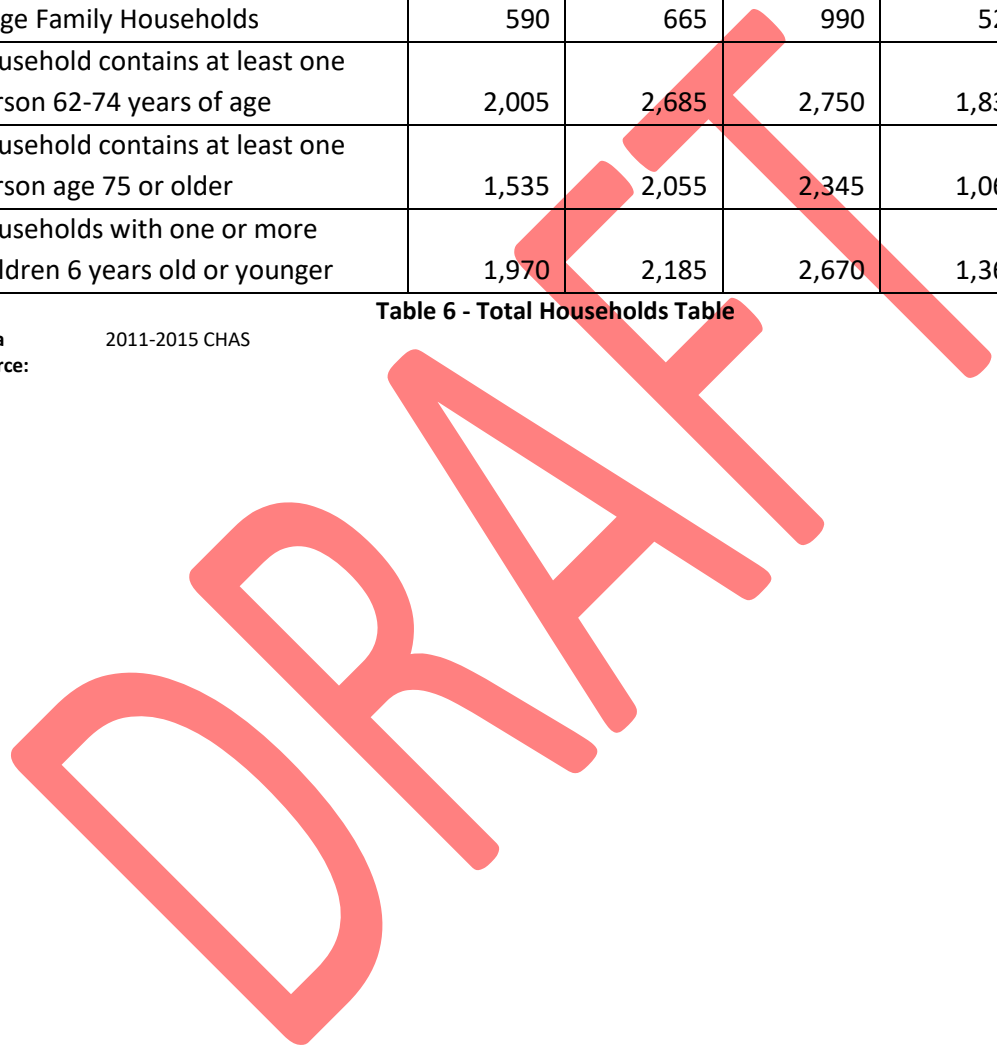
Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

**Number of Households Table**

	<b>0-30% HAMFI</b>	<b>&gt;30-50% HAMFI</b>	<b>&gt;50-80% HAMFI</b>	<b>&gt;80-100% HAMFI</b>	<b>&gt;100% HAMFI</b>
Total Households	13,815	12,595	15,370	8,925	36,920
Small Family Households	3,445	3,615	5,410	3,240	17,765
Large Family Households	590	665	990	525	2,320
Household contains at least one person 62-74 years of age	2,005	2,685	2,750	1,835	7,675
Household contains at least one person age 75 or older	1,535	2,055	2,345	1,060	2,725
Households with one or more children 6 years old or younger	1,970	2,185	2,670	1,360	4,415

**Table 6 - Total Households Table**

Data 2011-2015 CHAS  
Source:



**Housing Needs Summary Tables**

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Substandard Housing - Lacking complete plumbing or kitchen facilities	335	245	225	80	885	25	40	15	0	80
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	105	105	80	15	305	0	20	4	20	44
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	75	180	160	20	435	4	80	110	40	234
Housing cost burden greater than 50% of income (and none of the above problems)	7,190	2,195	355	25	9,765	1,825	1,485	885	130	4,325

Demo

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	1,065	3,840	2,890	375	8,170	330	1,330	2,605	1,325	5,590
Zero/negative Income (and none of the above problems)	705	0	0	0	705	290	0	0	0	290

**Table 7 – Housing Problems Table**

Data 2011-2015 CHAS  
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
<b>NUMBER OF HOUSEHOLDS</b>										
Having 1 or more of four housing problems	7,705	2,725	820	135	11,385	1,860	1,630	1,020	190	4,700
Having none of four housing problems	2,640	5,450	7,290	3,330	18,710	615	2,790	6,240	5,265	14,910
Household has negative income, but none of the other housing problems	705	0	0	0	705	290	0	0	0	290

**Table 8 – Housing Problems 2**

Data 2011-2015 CHAS  
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	2,545	2,280	1,205	6,030	445	785	1,500	2,730
Large Related	360	300	275	935	170	285	320	775
Elderly	1,375	1,355	840	3,570	840	1,200	1,000	3,040
Other	4,350	2,545	1,150	8,045	725	635	760	2,120
Total need by income	8,630	6,480	3,470	18,580	2,180	2,905	3,580	8,665

Table 9 – Cost Burden > 30%

Data 2011-2015 CHAS  
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	2,260	800	40	3,100	410	360	370	1,140
Large Related	325	140	10	475	155	105	50	310
Elderly	1,030	595	195	1,820	615	570	260	1,445
Other	3,855	770	175	4,800	670	465	210	1,345
Total need by income	7,470	2,305	420	10,195	1,850	1,500	890	4,240

Table 10 – Cost Burden > 50%

Data 2011-2015 CHAS  
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	160	230	210	20	620	4	90	59	45	198
Multiple, unrelated family households	4	20	30	0	54	0	15	55	15	85

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Other, non-family households	15	35	25	15	90	0	0	0	0	0
Total need by income	179	285	265	35	764	4	105	114	60	283

Table 11 – Crowding Information – 1/2

Data Source: 2011-2015 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source  
Comments:

**Describe the number and type of single person households in need of housing assistance.**

Over one-third of households in Spokane consisted of people living alone, according to 2008-2012 American Community Survey estimates. This will likely increase because of a number of factors – young people starting out on their own, an increasing share of seniors looking for a change in living, and people opting to live independently for other reasons. Not all will be able to achieve this on their own. Certainly low income in relation to housing costs will be a primary contributor to this inability. Economic needs are not the only concern that must be considered going forward, needs also extend to accessibility. Safe housing for seniors on their own and persons with disabilities includes sufficient units on a single level, with safe transportation, near amenities and services.

The Washington Center for Real Estate Research housing market condition report (Spring 2020) for Spokane indicated a demand for smaller rental units. There was a lower vacancy rate for 1-bedroom units and studios (2.1%) than for overall multifamily units (4.3%). A 2016 SLIHC survey limited to publicly-assisted rental housing units in the area revealed a strong demand for housing for singles, particularly studios. The study found that the vacancy rate for studios stood at .2%.

A further view of the need for affordable housing for singles is found in the Spokane Continuum of Care data estimate that in 2020, 1,115 persons in households with only adults experienced homelessness during the annual PIT Count. The vast majority of these households were single persons and 462 were chronically homeless individuals, a particularly vulnerable population.



**Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

Victims served by YWCA of Spokane is one way to estimate a need for housing support – in 2014 the agency provided counseling to 1,797 victims and shelter to 465 victims. The Spokane 2020 Point-in-Time Count found 152 of those counted had experienced domestic violence. Certainly domestic violence is a significant contributor to family disruption and homelessness, particularly for those without resources to escape violence on their own. Safe housing for people with disabilities and victims of domestic violence means affordable, secure housing for some and services for most.

Disability-related medical coverage rates and housing assistance needs are linked. In a SFY 2011 report of housing assistance recipients in Washington State indicate that 79% of all HMIS-DSHS clients covered by primarily the Medicaid program (DSHS 2011 - Number 11.166). Results reflect a strong link between participants in DSHS provided medical coverage programming and homeless housing assistance programs with a total of 80% of homeless prevention and Rapid Re-housing participants receiving DSHS medical coverage, 76% of those receiving Emergency Shelter Services, 88% of those receiving Transitional Housing services, and 88% of those receiving Permanent and Permanent Supportive Housing (PSH) Services. Many households living with a disability experience limitations to earning enough income and/or maintaining employment which can lead to episodes of homelessness and significant financial hardship.

**What are the most common housing problems?**

Housing problems include cost in excess of 30% of household income, lack of complete plumbing/kitchen facilities, and crowding defined as between 1.0 and 1.5 persons per room. Severe housing problems are defined as cost greater than 50% of household income, lack of complete plumbing/kitchen facilities, and crowding defined as greater than 1.5 persons per room. By far the most prevalent problem was cost in relation to income. However, that was not the only problem. An estimated 11,250 renter households and 4,510 owners were living in substandard housing, defined as lacking complete plumbing or kitchen facilities. Another 740 renters and 283 owners were living in severely overcrowded conditions, defined as more than 1.5 persons per room.

According to CHAS data, there were 41,780 households in Spokane with incomes below Area Median (AMI). It is clear from the figures that:

- There were many more renter households than owners with incomes at or below 30% of AMI and with incomes between 30% and 50% of AMI.
- 67% of both renter and owner households with incomes at or below 30% of AMI had one or more severe housing problems. By far the greatest need or condition was cost in relation to income.
- The majority of both renter and owner households with incomes between 30% and 50% of AMI had housing problems.

### **Are any populations/household types more affected than others by these problems?**

It is not possible to draw conclusions from CHAS data regarding needs by household type. The 2015 *State of Washington Housing Needs Assessment* expresses concerns about several populations. By age and composition, elderly households are and will be looking for different types of housing to meet changing needs – possibly smaller rental units. This demand may compete with other renters. Younger householders are also likely to be challenged, particularly by cost. The *Needs Assessment* (page 42) points out that in Washington close to 60% of younger householders (under 24) were burdened by high costs of housing. The report further points out that single person-households (including the elderly) are most cost-burdened – 61% are – compared to other sizes of households. Finally, people with disabilities have as a rule far less to spend on housing and, therefore, most likely to have housing problems.

HOME funds may be allocated to affordable housing projects providing preference to a particular segment of the population. Such preference is permitted for priority need populations identified in the Consolidated Plan housing priority need population (see SP-25 table 53). Such preference is not discriminatory because it promotes HUD-required Affirmative marketing whereby the HOME unit preference provides housing for those least likely to apply.

### **Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

The most common issues facing households at risk of homelessness are lack of income and unaffordable housing. Vulnerable populations need living wage jobs to pay for the adequate housing. Lacking income, housing subsidies to maintain affordable rents are necessary. For many of those at risk, the availability of affordable rental housing with community supports can prevent their homelessness. Rapid Rehousing resources using the Housing First model of placement is a promising method of preventing homelessness as well as returning persons who have fallen into homelessness, back to stability. For

other at-risk persons with major difficulties such as addictions, mental illness or physical illness, the availability of stabilizing housing with supportive services is key. Permanent supportive housing is the primary form of housing that can prevent these subpopulations from falling into homelessness or returning to homelessness. Spokane's subsidized rental housing inventory has the variety of housing types needed to help prevent homelessness. However, it lacks sufficient numbers (housing units) to meet all the needs of its at-risk residents, let alone those who are cost-burdened.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:**

There are no reliable data at the community level to make a valid estimate of the number of households at risk of homelessness. Persons with extreme cost burdens and, in general, populations with very low incomes (30% or less of AMI) are among the most vulnerable to homelessness. While the CHAS data can be a beginning point for estimates in terms of numbers of very low income households, a combination of factors contribute to risk, such as domestic violence, illness, addiction, high health and housing costs, and unemployment.

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

Among the housing issues facing persons at risk of homelessness are doubling up or overcrowding (often aggravating family dysfunction or domestic violence), substandard housing, high maintenance costs (for homeowners), unaffordable rental costs, and the high cost of utilities. Homeless providers in the City, via Coordinated Entry Assessments, consider these conditions and seek successful housing placements to prevent returns to homelessness.

**Discussion**

## NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

### Introduction

#### 0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	10,960	1,865	995
White	8,805	1,515	790
Black / African American	300	4	4
Asian	250	45	60
American Indian, Alaska Native	275	139	4
Pacific Islander	165	35	0
Hispanic	675	110	10

**Table 13 - Disproportionally Greater Need 0 - 30% AMI**

Data 2011-2015 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

#### 30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	9,525	3,070	0
White	7,895	2,570	0
Black / African American	460	179	0
Asian	345	70	0
American Indian, Alaska Native	160	80	0
Pacific Islander	50	4	0
Hispanic	305	120	0

**Table 14 - Disproportionally Greater Need 30 - 50% AMI**

Data 2011-2015 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**50%-80% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	7,335	8,035	0
White	6,620	6,870	0
Black / African American	135	190	0
Asian	125	310	0
American Indian, Alaska Native	80	100	0
Pacific Islander	10	0	0
Hispanic	175	315	0

**Table 15 - Disproportionally Greater Need 50 - 80% AMI**

Data 2011-2015 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**80%-100% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,030	6,895	0
White	1,905	6,150	0
Black / African American	4	125	0
Asian	60	145	0
American Indian, Alaska Native	30	155	0
Pacific Islander	0	0	0
Hispanic	20	165	0

**Table 16 - Disproportionally Greater Need 80 - 100% AMI**

Data 2011-2015 CHAS  
Source:

\*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

**Discussion**

DRAFT

**NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205  
(b)(2)**

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

**Introduction**

**0%-30% of Area Median Income**

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	9,565	3,255	995
White	7,705	2,615	790
Black / African American	245	65	4
Asian	180	115	60
American Indian, Alaska Native	255	159	4
Pacific Islander	165	35	0
Hispanic	595	190	10

**Table 17 – Severe Housing Problems 0 - 30% AMI**

Data Source: 2011-2015 CHAS

\*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

**30%-50% of Area Median Income**

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	4,355	8,240	0
White	3,725	6,735	0
Black / African American	175	455	0
Asian	155	260	0
American Indian, Alaska Native	45	190	0
Pacific Islander	50	4	0
Hispanic	130	290	0

**Table 18 – Severe Housing Problems 30 - 50% AMI**

Demo

Data 2011-2015 CHAS  
Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**50%-80% of Area Median Income**

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,840	13,530	0
White	1,620	11,865	0
Black / African American	50	270	0
Asian	45	395	0
American Indian, Alaska Native	45	130	0
Pacific Islander	0	10	0
Hispanic	20	465	0

**Table 19 – Severe Housing Problems 50 - 80% AMI**

Data 2011-2015 CHAS  
Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

**80%-100% of Area Median Income**

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	325	8,595	0
White	310	7,750	0
Black / African American	0	130	0
Asian	20	180	0
American Indian, Alaska Native	0	185	0
Pacific Islander	0	0	0
Hispanic	0	180	0

**Table 20 – Severe Housing Problems 80 - 100% AMI**



## Demo

Data 2011-2015 CHAS  
Source:

\*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

## Discussion

DRAFT

**NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)**

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

**Introduction:**

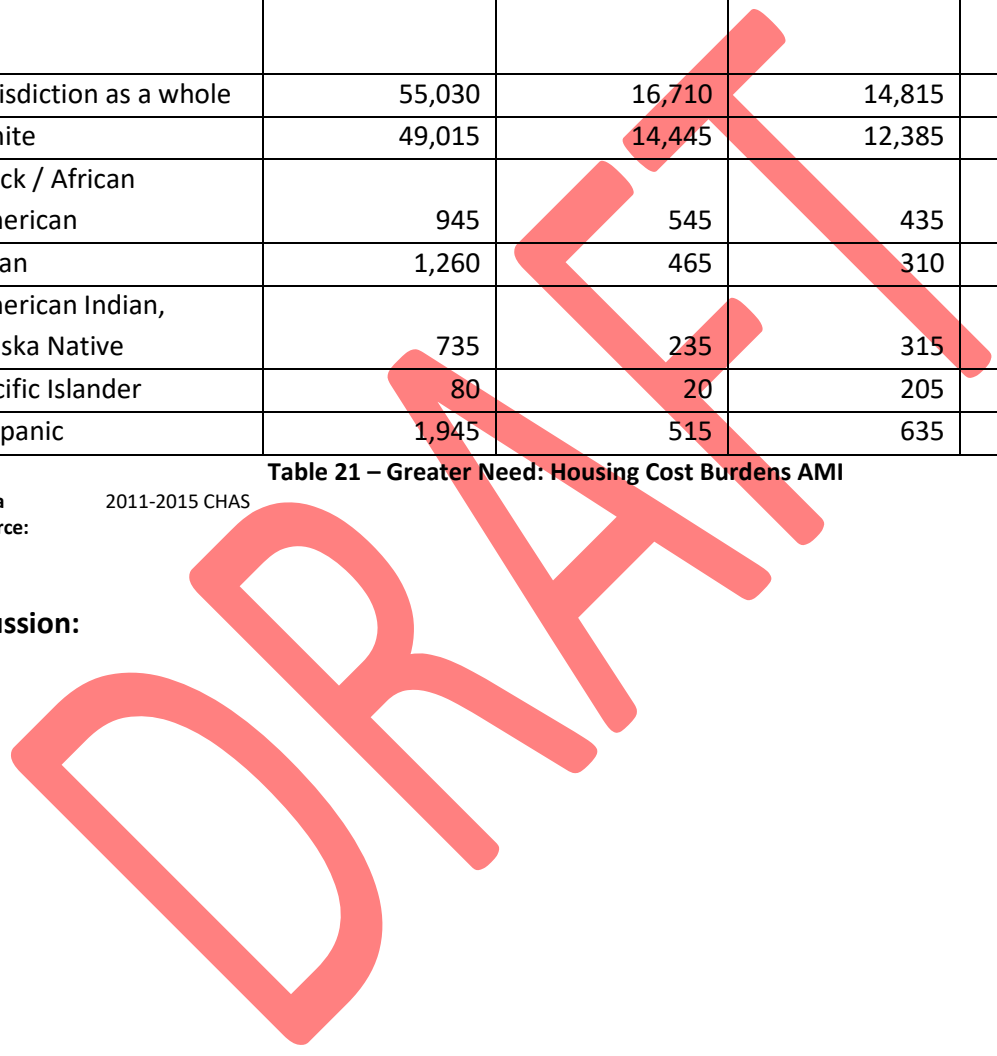
**Housing Cost Burden**

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	55,030	16,710	14,815	1,070
White	49,015	14,445	12,385	865
Black / African American	945	545	435	4
Asian	1,260	465	310	60
American Indian, Alaska Native	735	235	315	4
Pacific Islander	80	20	205	0
Hispanic	1,945	515	635	10

**Table 21 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2011-2015 CHAS

**Discussion:**



**NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**

**Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

**If they have needs not identified above, what are those needs?**

**Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

**DRAFT**

## **NA-35 Public Housing – 91.205(b)**

### **Introduction**

A number of nonprofit organizations and governmental agencies provide publicly assisted housing within the City of Spokane. On the federal level HUD and, to a lesser extent, the Veterans Administration, provide housing resources, allowing for deep subsidies to support some of the lowest income populations. Section 8 Vouchers, public housing operating subsidies, HOME funds, Community Development Block Grant and McKinney-Vento Homeless funds are provided by HUD while the VA allocates Housing Vouchers specifically for veterans and their families under the VASH Program.

At the State level, the Department of Commerce’s Housing Trust Fund provides localities with funds for housing development, acquisition, rehabilitation, operations and tenant-based rental assistance (TBRA). In addition, the Washington State Housing Finance Commission assists organizations with homeownership and multifamily rental housing assistance, largely through its programs for low-income housing tax credits.

Locally, the City of Spokane CHHS Department utilizes resources provided by HUD and the State (primarily through the HOME, CDBG, and State pass-through 2160 and 2163 funds generated by local real estate fees). The Spokane Housing Authority (SHA) operates deep subsidy multifamily programs with HUD program resources and also administers other housing resources with funding from State and local governments to provide, principally, rental housing. The SHA administers rental assistance programs and owns and operates 846 public housing units, including 125 HUD-subsidized apartment units and properties with a rental subsidy linked to the unit.

Other local organizations also play key roles in the planning and delivery of publicly assisted housing in Spokane. The Spokane Continuum of Care plans for and allocates Continuum of Care Program funds, and the Spokane Low Income Housing Consortium (SLIHC) provides a platform for developing partnerships among developers and operators of publicly assisted housing as well serving as an advocate for low income, affordable housing. Finally, a number of nonprofit housing development and housing operations entities, most of which are members of SLIHC, develop, operate and/or own subsidized housing for residents of Spokane.

**Totals in Use**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	120	4,665	63	4,294	70	73	139

**Table 22 - Public Housing by Program Type**

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

**Characteristics of Residents**

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	0	12,298	10,710	6,356	10,807	8,598	10,750	
Average length of stay	0	0	5	5	0	5	0	3	
Average Household size	0	0	2	2	1	2	1	3	
# Homeless at admission	0	0	4	125	33	80	4	1	
# of Elderly Program Participants (>62)	0	0	7	712	0	695	9	1	
# of Disabled Families	0	0	57	2,109	51	1,841	60	11	

Demo

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
# of Families requesting accessibility features	0	0	120	4,665	63	4,294	70	73
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	92	3,954	54	3,627	60	65	125
Black/African American	0	0	7	315	3	292	10	2	6
Asian	0	0	6	96	0	96	0	0	0
American Indian/Alaska Native	0	0	14	280	6	259	0	6	8
Pacific Islander	0	0	1	20	0	20	0	0	0
Other	0	0	0	0	0	0	0	0	0

**\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

**Table 24 – Race of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

**Ethnicity of Residents**

Ethnicity	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	4	184	3	172	3	3	2
Not Hispanic	0	0	116	4,481	60	4,122	67	70	137

**\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

**Table 25 – Ethnicity of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

**Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:**

Public housing residents can request a reasonable accommodation or modification at any time. Requests are processed and responded to within a few days. The SHA application form includes a section that provides the applicant with an opportunity to list any specific features or accommodations they may need to accommodate their disability. If a current tenant or applicant needs a specially designed accessible unit and there is an occupant living in the unit not needing the accessibility features, SHA transfers the current resident to a non-accessible unit to make the unit available to the tenant or applicant that does need the features of the unit.

For the Public Housing Program, most accommodation or modification requests received by SHA are for service animals or minor modifications such as grab bars.

**Most immediate needs of residents of Public Housing and Housing Choice voucher holders**

**How do these needs compare to the housing needs of the population at large**

**Discussion**

DRAFT



**NA-40 Homeless Needs Assessment – 91.205(c)**

**Introduction:**

**Homeless Needs Assessment**

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	0	0	0	0	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	0	0	0	0	0	0
Chronically Homeless Individuals	0	0	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	0	0	0	0	0	0
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	0	0	0	0	0	0

**Table 26 - Homeless Needs Assessment**

Data Source Comments:

Indicate if the homeless population is:  Has No Rural Homeless

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

**DRAFT**

**Nature and Extent of Homelessness: (Optional)**

<b>Race:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
White	0	0
Black or African American	0	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
<b>Ethnicity:</b>	<b>Sheltered:</b>	<b>Unsheltered (optional)</b>
Hispanic	0	0
Not Hispanic	0	0

Data Source  
Comments:

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

**Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

**Discussion:**

## NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

### Introduction:

#### Describe the characteristics of special needs populations in your community:

Seniors: As of 2018, 15.8% of the Spokane population is 65+. At the same time that care needs of an aging population increase, the share of working age individuals will decline relative to the population dependent upon them. The elderly are vulnerable on many fronts. During 2018 in Spokane, the estimated number of seniors ages 65+ living at or below the Federal Poverty Level (FPL) was 6,706, increasing from 4,279, or by 56.7%, since 2005 (Spokane Community Indicators). According to the National Council on Aging, 21% of married Social Security recipients and 43% of single recipients aged 65+ depend on Social Security for 90% or more of their income as of 2016. One-third of senior households in the United States have no money left after meeting essential expenses.

Persons with Disabilities: The 2019 ACS estimates indicate that 10.9% of Spokane's population under age 64 had a disability. People 65+ represent the largest cohort with disabilities at 28.7% (2019 BLS). Workers under 65 with disabilities are overrepresented in entry-level positions with lower earnings, physically demanding, and low-skilled jobs. Statewide, the employment rate of working age people with disabilities was 41.7%, compared with 80.2% for persons without disabilities in WA State (2019 Cornell University). The 2017 ACS indicates that 17.6% were receiving SSI & 23.4% were living in poverty compared to 8.5% of working-age adults without a disability. DSHS served 4,144 clients with developmental disabilities and 18,734 with mental health services in Spokane between July 2016 and June 2017.

Veterans: The majority of homeless veterans suffer from mental illness and/or alcohol or substance abuse. Veterans who have experienced combat may suffer from PTSD and/or have suffered from brain injuries or trauma. These injuries leave them vulnerable to family disruption. Lack of education or training outside of the military adds to the stress of transferring military skills to civilian life. The 2020 Spokane PIT Count identified 143 of homeless persons counted were veterans with 48 being unsheltered.

Substance Abuse: DSHS served 7,045 clients with alcohol and substance abuse-related services in Spokane between July 2016 and June 2017. Most of the services were outpatient treatment and assessments. Substance abuse disorders may accompany mental illness and are often co-occurring disorders. Both mental illness and substance abuse disorders are risk factors of homelessness.

Domestic Violence: DV in the home and in relationships cuts across societal measures – income, occupation, race, and ethnicity. The National Network to End Domestic Violence reports on violence

from the perspective of those seeking help from agencies. This is more a snapshot of the more vulnerable – those who experience barriers in escaping violence such as lack of income, lack of personal esteem, immigrant status, absence of family or peer support. The 2019 Domestic Violence Counts statistics for the 24-hour count in Washington State, the Network reported that 2,915 victims were served in one day. A total of 485 unmet requests for services on the one day in September occurred and 73% were for housing and emergency shelter.

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

The aging population will need additional supportive services in the years ahead which are mirrored in other populations with special needs. For all, the overriding understanding is that self-sufficiency and independence are primary goals, while being connected to the community and family. Supportive services and case management are necessary during crisis intervention and stabilization and, for some, on an ongoing basis. For victims of domestic violence and persons with disabilities, the needs go beyond crisis and short-term intervention. A flexible system of support is required to assist the individual or family to achieve self-sufficiency. There is an increased burden on the system of services, on family and on friends for caregiving.

Consistent with Aging and Long Term Care of Eastern Washington spending priorities, discretionary funds in Spokane County are awarded to agencies providing a number of services, top among them are case management, information and referral, home delivered meals, and limited in-home care. Sharing results of recent focus groups in contributing to this Consolidated Plan, ALTCEW identified the need to address high costs of living, the need for “aging friendly” communities (housing on one level, access to amenities), walkable communities (sidewalks clear of snow), and safe and accessible transportation, to name some of the early concerns.

An array of services is available in Spokane for persons with developmental disabilities of all ages, although not enough to meet needs. While needs of persons with intellectual or developmental disabilities (I/DD) depend on the nature and extent of the disability, needs tend to be ongoing, met largely within the family and usually with inadequate additional public support. Family caregivers need support as well, including respite. That many caregivers are aging raises new concerns for the future. The needs are often misunderstood leading to unnecessary social isolation and missed opportunities for fulfilling employment, healthy relationships, and maximum independence.

Providing appropriate and timely assessment, treatment and support services for persons with mental illness is a challenge made more difficult by lack of adequate funding. Contributors to the development of this Consolidated Plan consistently mentioned the need for crisis intervention, housing and supportive services for persons with mental illness. Mental illness is a primary factor in homelessness, including homeless veterans.

In addition to those actually homeless, another estimated 1.4 million veterans nationally are considered to be at risk of homelessness due to poverty and lack of support networks. Housing and services are major needs, particularly affordable housing, medical care, and mental health care. The Veterans Administration has introduced a major national initiative to end homelessness for veterans and to provide an array of services and housing supports to those at risk of homelessness. While still insufficient, the Spokane area has taken advantage of health care for homeless veterans and significant resources for housing vouchers.

**Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

According to Washington State HIV Surveillance Report (2019), there were 17 new cases of HIV diagnosed in Spokane County, for a total cumulative diagnosis from 2014-2018 of 1922 cases. As of the end of December 2018, 652 persons in Spokane County were known to be living with HIV (not AIDS). The local incidence of HIV/AIDS is relatively small; however, the disease is becoming more prevalent in suburban and rural areas. In addition 24% of new cases in Spokane County were late HIV diagnoses (diagnosed with AIDS within 12 months of being diagnosed with HIV).

**Discussion:**

**NA-50 Non-Housing Community Development Needs – 91.215 (f)**

**Describe the jurisdiction’s need for Public Facilities:**

**How were these needs determined?**

**Describe the jurisdiction’s need for Public Improvements:**

**How were these needs determined?**

**Describe the jurisdiction’s need for Public Services:**

**How were these needs determined?**

# Housing Market Analysis

## MA-05 Overview

### Housing Market Analysis Overview:



## MA-10 Number of Housing Units – 91.210(a)&(b)(2)

### Introduction

The City of Spokane is creating the Housing Action Plan to help increase housing options that are affordable and accessible for people and families of all incomes. As Spokane grows, we are facing a gap in housing supply. The plan will provide a strategic approach to address current and future housing needs of the Spokane community. When completed, it will provide a coordinated vision that supports more people being able to find a home that meets their needs with access to opportunities, services and amenities. This process builds upon previous community discussions and initiatives around infill development, housing quality, and affordable housing funding.

The supply of available housing has been very limited throughout Spokane County over the past several years. The result has been increased housing costs and limited market mobility for renters and homeowners. The Housing Action Plan and other planning efforts are designed to address provide relieve to our tight real estate market.

The following bullet points come from the Spokane Trends website. By comparison to Washington State as a whole, Spokane County has a significantly lower monthly supply of housing in all home value categories.

### Where are we?

During the fourth quarter of 2019 (19Q4) in Spokane County, the number of month's supply of housing was:

- 0.4 months for homes valued at less than \$80,000, decreasing from 3.3 in 15Q4.
- 0.4 months for homes valued at \$80,000-\$159,999, decreasing from 4 in 15Q4.
- 0.4 months for homes valued at \$160,000-\$249,999, decreasing from 3.3 in 15Q4.
- 0.8 months for homes valued at \$250,000-\$500,000, decreasing from 4.5 in 15Q4.

By comparison during the fourth quarter of 2019 (19Q4) in Washington State, the month's supply of housing with a value of:

- 1.8 months for homes valued at less than \$80,000, decreasing from 3 in 15Q4.
- 1.5 months for homes valued at \$80,000-\$159,999, decreasing from 3.3 in 15Q4.
- 1 months for homes valued at \$160,000-\$249,999, decreasing from 2.2 in 15Q4.
- 0.9 months for homes valued at \$250,000-500,000, decreasing from 2.3 in 15Q4.

Data Sources: University of Washington: Runstad Department of Real Estate - Archived Reports

### All residential properties by number of units

Property Type	Number	%
1-unit detached structure	63,055	66%
1-unit, attached structure	2,615	3%
2-4 units	6,915	7%
5-19 units	10,330	11%
20 or more units	11,480	12%
Mobile Home, boat, RV, van, etc	1,489	2%
<b>Total</b>	<b>95,884</b>	<b>100%</b>

Table 27 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

### Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	100	0%	2,475	6%
1 bedroom	1,080	2%	10,940	28%
2 bedrooms	11,770	24%	15,450	40%
3 or more bedrooms	35,660	73%	10,145	26%
<b>Total</b>	<b>48,610</b>	<b>99%</b>	<b>39,010</b>	<b>100%</b>

Table 28 – Unit Size by Tenure

Data Source: 2011-2015 ACS

**Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.**

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

The City of Spokane does not expect to lose units of affordable housing. Efforts are underway to improve/update and expand the current portfolio of affordable housing in the City of Spokane. The City of Spokane has partnered with several local affordable housing providers to build new affordable housing units.

**Does the availability of housing units meet the needs of the population?**

Not at this time. The City of Spokane and surrounding region have a shortage of available housing for all income types. This shortage has driven up pricing for rentals and single family homes. In 2018 the rental vacancy in Spokane County was 3.7%. In 2005 the rental vacancy rate was 5.1%

The rate of vacancies is due to several forces: changes in the supply of rental properties, changes in the number of people seeking rentals, as well as a "frictional" level of empty properties due to a timing gap between move-outs and move-ins. The rental market is, in turn, affected by the strength of the owner-occupied housing market. Key determinants of owner-occupied housing in the County are population growth and income growth.

Homeownership has struggled to keep up with the changing market conditions. During calendar year 2018, the share of households who own their home in the City of Spokane was 56.4%, decreasing from 59.1% in 2007. During the fourth quarter of 2019 (19Q4), the median resale value of homes in Spokane County was \$276,900, increasing from \$170,200 or by 62.7% since 09Q4.

### **Describe the need for specific types of housing:**

The City of Spokane is in need of available housing (rental & ownership) for all income levels. Affordability remains a concern for the community as prices in all housing types continues to rise. The Community, Housing and Human Services Department of the City of Spokane continues working with partner agencies and local government to address the growing need for permanent supportive housing. A growing homeless population has placed additional pressure on shelters and affordable housing options that transition individuals and families into permanent housing.

Elderly populations are in need of affordable housing options within our community. Aging and Long Term Care of Eastern Washington has identified Affordable and accessible housing as a primary need for aging populations.

### **Discussion**

The City of Spokane has developed several housing specific programs to address the needs of all populations. The Single-family Rehab program provides homeowners with limited incomes an opportunity to make important improvements to their home to maintain safe, stable, and affordable housing. The Essential Home Repair program assists homeowners in need of small repairs to maintain housing stability. The Rental Repair Program assists property owners to make necessary improvements to affordable rental units within the City of Spokane. The Derelict Housing Program helps qualified low and moderate income individuals purchase homes that have been rehabilitated.

The HOME Multifamily Housing Program provides additional funding to leverage the construction of new affordable housing units within the City. Needs and populations change over time as market conditions fluctuate from year to year. The City of Spokane will continue collaboration with local

housing providers to address the needs of renters and homeowners. Completion of the Housing Action Plan will further assist our efforts to address targeted areas of need within our community.

## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction

Housing affordability remains a primary concern within the Spokane community. Homeownership and rental housing has become more of a financial burden for Spokane residents over the past 10 years. The increasing costs of housing make it more difficult for individuals and families to afford other basic needs. The result is greater housing instability and greater probability of homelessness for individuals and households with annual income less than 80% area median income.

### Where are we?

During the fourth quarter of 2019 (19Q4), the **median resale value** of homes in:

Spokane County was \$276,900, *increasing* from \$170,200 or by 62.7% since 09Q4.

### Where are we?

During 2018, the annual income needed to afford fair market rent for a **one-bedroom** living space in:

- Spokane County was \$26,080, *increasing* from \$20,480, or by 27.3% since 2008.

During 2018, the annual income needed to afford fair market rent for a **two-bedroom** living space in:

- Spokane County was \$34,680, *increasing* from \$26,960, or by 28.6% since 2008.

### Where are we?

During 2018 the total number of renters with **30% or more** of their household income going towards housing costs in:

- The City of Spokane was 18,522, *increasing* from 14,658 or by 21% since 2006.

During 2018, the share of renters who were paying **30% or more** of their household income for rent in:

- The City of Spokane was 45.9%, *increasing* from 41.1% in 2006.

### Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	155,100	159,400	3%
Median Contract Rent	547	639	17%

Table 29 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	10,280	26.4%
\$500-999	24,390	62.5%
\$1,000-1,499	3,185	8.2%
\$1,500-1,999	725	1.9%
\$2,000 or more	430	1.1%
<b>Total</b>	<b>39,010</b>	<b>100.0%</b>

Table 30 - Rent Paid

Data Source: 2011-2015 ACS

### Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	2,895	No Data
50% HAMFI	11,625	3,115
80% HAMFI	26,920	11,555
100% HAMFI	No Data	18,335
<b>Total</b>	<b>41,440</b>	<b>33,005</b>

Table 31 – Housing Affordability

Data Source: 2011-2015 CHAS

### Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	553	652	867	1,240	1,431
High HOME Rent	553	652	867	1,121	1,231
Low HOME Rent	553	616	740	854	953

Table 32 – Monthly Rent

Data Source: HUD FMR and HOME Rents

### Is there sufficient housing for households at all income levels?

Spokane needs more permanent affordable housing at all income levels. The shortage of available affordable housing is pressuring other support services within our community. Homelessness remains a top priority within the City of Spokane. There is a growing need for housing interventions that assist very low income individuals and households. Affordable/subsidized one and two bedroom units are needed throughout the City to address the growing needs.

**How is affordability of housing likely to change considering changes to home values and/or rents?**

**How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?**

**Discussion**

# MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

## Introduction

The City of Spokane has over 87,000 housing units which is mostly comprised of older (pre-1979 construction) housing. The result is a large quantity of housing units although most units require increased maintenance and/or substantial repair due to advanced age and building component lifespan.

The City has over 31,000 housing units built prior to 1950 which is a housing category with increased incidence of lead-based paint. Deteriorated lead-based paint can present an in-home health hazard to occupants, particularly children under 6 years. The City also has over 32,000 homes built between 1950 – 1979 when residential sewer connections were commonly made with Orangeburg sewer pipe. This compressed tar paper has a 40 to 50-year intended lifespan. Pipe failure can cause sewage backup into a home and require costly replacement.

Alternately, “naturally occurring” affordable housing is more prevalent where older homes cost less to lease or purchase but maintenance and utility costs are higher than newer construction. Consequently, Spokane homeowners and renters may find Spokane real estate prices affordable when compared to state averages. However, monthly family budgets must accommodate higher costs for utilities and maintenance.

## Definitions

For purposes of this Consolidated Plan, units are in substandard condition if they cannot meet HUD Housing Quality Standards (HQS) per 24 CFR 982. These units do not meet one or more of HUD’s HQS physical inspection criteria.

For the purposes of this Consolidated Plan, units are substandard and not suitable for rehabilitation if repair costs exceed the lesser of property replacement value or value of surrounding properties. This condition can result from excessive deferred maintenance, significant structural deficiency, or health/safety condition(s).

## Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	12,370	25%	18,775	48%
With two selected Conditions	255	1%	1,220	3%
With three selected Conditions	55	0%	50	0%



Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With four selected Conditions	0	0%	0	0%
No selected Conditions	35,940	74%	18,965	49%
<b>Total</b>	<b>48,620</b>	<b>100%</b>	<b>39,010</b>	<b>100%</b>

**Table 33 - Condition of Units**

Data Source: 2011-2015 ACS

### Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	4,605	9%	4,295	11%
1980-1999	8,085	17%	6,845	18%
1950-1979	17,550	36%	14,595	37%
Before 1950	18,375	38%	13,265	34%
<b>Total</b>	<b>48,615</b>	<b>100%</b>	<b>39,000</b>	<b>100%</b>

**Table 34 – Year Unit Built**

Data Source: 2011-2015 CHAS

### Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	35,925	74%	27,860	71%
Housing Units build before 1980 with children present	3,850	8%	2,090	5%

**Table 35 – Risk of Lead-Based Paint**

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

### Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

**Table 36 - Vacant Units**

Data Source: 2005-2009 CHAS

### Need for Owner and Rental Rehabilitation

Most of the housing in Spokane was built more than 30 years ago. These older homes frequently require substantial reinvestment to repair/replace aged building systems. Deferred maintenance can result in significant housing quality deficiencies or failures, significant repair costs, and potentially housing loss due to substandard housing.

A key strategy to preserving affordable housing is maintaining the existing housing stock. Benefits of home maintenance include safe and sanitary housing as well as preserving home values and desirability of neighborhood housing. To that end, the City of Spokane allocates funds to these home repair programs:

- **Essential Repair:** many homes require only periodic assistance with relatively minor but critical building systems. These repairs help keep a home safe and livable. These repairs include handicap accessibility, plumbing leaks, sewer line clearing, electrical problems, roof leaks, heating system failures, and water heater replacement. The City offers this program assistance as grants to low-income homeowners with a limit on maximum funding assistance.
- **Single Family Rehabilitation:** some homes require more extensive rehabilitation due to more substantial deferred maintenance. Rehabilitation items often include roof replacement, furnace replacement, new electrical service, bedroom egress window installation, sewer line replacement, flooring replacement, and structural repair. Many of these projects occur in housing built before 1978 and will include lead-based paint testing and remediation. The City offers the Single Family Rehabilitation program that provides grants and low-interest loans to complete these more substantial repairs to restore safe and healthy homes while preserving housing affordability.
- **Rental Repair:** some small rental properties require rehabilitation where owners lack funds or financing. Rehabilitation items vary by project but frequently include roof replacement. Improvements for marketability and exterior appeal are also allowed. The City offers the Rental Repair program that provides low-interest loans to owners of 7-unit and smaller rental properties to improve rental housing quality while preserving affordable rents.
- **Multifamily Housing Program:** there is a need to preserve and increase the supply of rental housing leasing at below Fair Market Rent. The City offers the Multifamily Housing Program providing grants and loans to affordable housing developers who will purchase, rehabilitate, and/or construct rental housing having caps on renter income and unit rent.

### **Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards**

Lead in paint was banned in 1978. Consequently, homes built prior to 1978 may contain leaded paint. City of Spokane experience gained during the Lead Safe Spokane program (2004-2012) found that most homes built before 1940 will contain some degree of leaded paint. The American Community Survey estimates that 74% of owner-occupied and 71% of renter-occupied housing units were built

before 1979 and may contain leaded paint. Further, 38% of owner-occupied and 34% of renter-occupied housing units were built before 1950 and likely have a higher incidence of leaded paint. American Community Survey data also estimates that 8% of owner-occupied and 5% of renter-occupied housing units (a total of over 5,900 housing units) have children present in the home. Lead-based paint risks are present in a Spokane housing. Consequently, lead-based paint testing and remediation is a component of all CHHS housing rehabilitation projects in pre-1978 housing.

## **Discussion**

# MA-25 Public and Assisted Housing – 91.210(b)

## Introduction

### Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	0	125	4,724	102	4,622	571	842	1,569
# of accessible units									

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 37 – Total Number of Units by Program Type**

Data Source: PIC (PIH Information Center)

**Describe the supply of public housing developments:**

**Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:**

**Public Housing Condition**

Public Housing Development	Average Inspection Score

**Table 38 - Public Housing Condition**

**Describe the restoration and revitalization needs of public housing units in the jurisdiction:**

**Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:**

**Discussion:**

## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

#### Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	187	70	185	205	0
Households with Only Adults	511	221	91	634	0
Chronically Homeless Households	0	0	0	408	0
Veterans	0	0	26	272	0
Unaccompanied Youth	33	0	9	0	0

**Table 39 - Facilities and Housing Targeted to Homeless Households**

**Data Source Comments:** Data provided by City of Spokane Homeless Management Information System

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons**

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

## MA-35 Special Needs Facilities and Services – 91.210(d)

### Introduction

Over the course of July 2016 - June 2017, the Washington State Department of Social and Health Services (DSHS) served 47% of the Spokane County population via one of their programs. This figure is indicative of the varied needs of Spokane residents which include social support programming for increased independent living and support for seniors; substance use disorder treatment programming; a myriad of services to youth to support their safety and well-being; family support services; developmental disability services including care facilities; Economic Services such as Aged, Blind or Disabled (ABD) Assistance, child support services, emergency Assistance, Housing and Essential Needs (HEN) referrals, SSI-State, TANF and State Family Assistance, and child care services; Medical and mental Health Services; and Vocation Rehabilitation Services.

More than one third of households across the nation live in rental housing. Some households have chosen rental housing due to convenience, cost, or other reasons. Others, particularly lower income families, live in rental housing because homeownership is out of reach. Affordable rental housing for this population is very important not only for the families themselves, but for our communities as a whole.

According to Spokane Community Indicators, during 2018 in **Spokane County**, the estimated:

- Renter median household income was \$36,104, increasing from \$21,818, or by 65.5% since 2005.
- Income needed to afford median rent was \$36,840, increasing from \$24,360, or by 51.2% since 2005.

During 2018, the estimated difference between the median household income of renters and the income needed to afford median gross rent, the housing wage gap, in:

- **Spokane County** was -\$736, compared to -\$2,542 in 2005.
- **Washington State** was -\$1,669, compared to -\$96 in 2005.
- **The U.S.** was -\$1,789, compared to -\$869 in 2005.

As the gap between wages and income continues to increase, residents in Spokane will continue to struggle to meet their basic needs. Social programs and economic assistance needs will continue to increase and require additional support from other funding programs to continue to provide the support these households need to remain independent both physically and financially to avoid crises such as unemployment, episodes of homelessness, domestic violence, and food insecurity.

**Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families,**



**public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

The frail elderly and persons with mental illness, substance abuse, HIV/AIDs developmental disabilities or physical disabilities require long-term housing and services. Housing provided through a range of nonprofit organizations can stabilize these populations and are available throughout the City. Housing facilities available include Inland Empire Residential Resources, ARC of Spokane, Pioneer Human Resources, Frontier Behavioral Health, Catholic Housing Communities, and Volunteers of America. In addition, there are a number of residential communities for seniors that provide supportive housing for the elderly and disabled. Vacancies at many of the facilities are infrequent, indicating a need for more housing resources.

Persons with severe disabilities require permanent supportive housing in which supportive services are provided in a trauma-informed manner to address barriers to maintaining housing and aid in connection to mainstream benefits. People experiencing trimobidity can face barriers to accessing and working through systems of care in which navigators and clinicians can work together with the client to address their needs. The 2020 Point-In-Time Count conducted by the Spokane City/County Continuum of Care indicated that 462 chronically homeless persons were seeking services on this one night in January. People experiencing long-term homelessness have increased medical, mental health, and/or substance use treatment/counseling need that continue once housing is obtained.

Aging and Long Term Care of Eastern Washington (ALTCEW) is the designated Area Agency on Aging. In the 2020-2023 Proposed Plan, the agency set a number of priority issue areas including: healthy aging; mental health & aging; community based supports; Medicaid supported services; and planning with Native American Tribes and Tribal Organizations. ALTCEW continues to work to increase access to and utilization of community resources available to the againing population. The cost for long-care care (in-home) dramatically increases the amount of income a senior, or person with disabilities, needs to be secure. The Elder Economic Security Index (2019) indicates that a single person household renter with poor health would need to maintain \$24,300 per year or \$2,025 per month in income in Spokane County. The greater the assisted living care that the aging population needs significantly increases the income required to sustain independent living. High medical costs, especially amongst the aging population, is a contributing risk factor in potentially experiencing homelessness.

According to data compiled by the Washington State Coalition Against Domestic Violence, having limited options for economic stability can keep victims in relationships with violent abusers. Lack of affordable housing options and income are significant barriers to escaping abuse. Washington State tracks domestic violence-related deaths. While no person in imminent danger is turned away from shelter, making the transition to safety is met with multiple barriers – lack of affordable housing, lack of legal representation, finding suitable employment, and recovering from abuse. While victims of domestic violence are protected from discrimination, the presence of protective orders alone can persuade landlords against renting.

**Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing**

An agreement between the Regional Support Network (RSN) and Eastern State Hospital facilitates continuity of service supports for persons exiting to the community from the mental health hospital. In addition, the RSN, which provides community-based mental health services for outpatients, works closely with Frontier Behavioral Health Outreach, the Spokane County Supportive Living Program and Behavioral Health Options to create supportive housing placements. The Spokane Continuum of Care, through the the outreach network and funding support, provides outreach and housing for chronically homeless persons with medical needs. In addition, a medial respite program (in collaboration with Providence Health Care, Catholic Community Services and Volunteers of America) provides interim housing while longer-term supportive housing is being identified. The Roads to Community Living Program coordinates with group homes, private landlords and assisted living programs to place Medicare-eligible persons discharging from hospitals, nursing homes and mental health facilities in appropriate housing, including supportive housing.

**Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)**

The Consolidated Plan and the 2020-2025 Spokane Regional Plan to Prevent and End Homelessness both lay out strategies to be employed in increasing supportive housing and services for persons with special needs. The Consolidated Plan goals of preventing homelessness and creating stable, expanding affordable housing and improving the quality of life are being accomplished through nonprofit and governmental partnerships to create new affordable housing for the most vulnerable populations, including those with disabilities. Additionally, specific actions include funding new affordable multifamily housing, supporting tenant-based rental assistance, improvements to transitional and permanent supportive housing programs, housing counseling programs, senior food programs, Emergency Solutions Grant support to prevention and homeless programs, and youth development programs.

**For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))**

**MA-40 Barriers to Affordable Housing – 91.210(e)**

**Negative Effects of Public Policies on Affordable Housing and Residential Investment**

## MA-45 Non-Housing Community Development Assets – 91.215 (f)

### Introduction

### Economic Development Market Analysis

### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	800	277	1	0	-1
Arts, Entertainment, Accommodations	10,009	12,307	14	13	-1
Construction	3,857	4,585	5	5	0
Education and Health Care Services	19,782	31,575	27	33	6
Finance, Insurance, and Real Estate	5,447	8,160	7	8	1
Information	1,390	2,122	2	2	0
Manufacturing	5,935	4,469	8	5	-3
Other Services	2,769	3,380	4	3	-1
Professional, Scientific, Management Services	5,951	9,610	8	10	2
Public Administration	16	0	0	0	0
Retail Trade	11,123	13,632	15	14	-1
Transportation and Warehousing	2,219	1,947	3	2	-1
Wholesale Trade	4,202	4,925	6	5	-1
Total	73,500	96,989	--	--	--

**Table 40 - Business Activity**

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

## Labor Force

Total Population in the Civilian Labor Force	102,023
Civilian Employed Population 16 years and over	92,895
Unemployment Rate	8.95
Unemployment Rate for Ages 16-24	24.09
Unemployment Rate for Ages 25-65	5.89

**Table 41 - Labor Force**

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	21,205
Farming, fisheries and forestry occupations	4,230
Service	12,445
Sales and office	22,860
Construction, extraction, maintenance and repair	6,095
Production, transportation and material moving	4,135

**Table 42 – Occupations by Sector**

Data Source: 2011-2015 ACS

## Travel Time

Travel Time	Number	Percentage
< 30 Minutes	69,700	80%
30-59 Minutes	14,900	17%
60 or More Minutes	2,605	3%
<b>Total</b>	<b>87,205</b>	<b>100%</b>

**Table 43 - Travel Time**

Data Source: 2011-2015 ACS

## Education:

### Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	3,420	520	4,215

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	16,785	2,025	8,500
Some college or Associate's degree	28,485	3,055	11,240
Bachelor's degree or higher	25,900	910	5,140

**Table 44 - Educational Attainment by Employment Status**

Data Source: 2011-2015 ACS

### Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	130	535	565	1,160	1,410
9th to 12th grade, no diploma	2,400	2,070	1,115	2,710	2,245
High school graduate, GED, or alternative	7,460	8,770	5,688	12,900	8,670
Some college, no degree	10,633	8,950	6,693	13,660	7,265
Associate's degree	1,250	4,070	2,945	6,670	2,005
Bachelor's degree	2,423	6,380	4,910	8,615	4,770
Graduate or professional degree	80	2,790	3,375	6,055	3,515

**Table 45 - Educational Attainment by Age**

Data Source: 2011-2015 ACS

### Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	17,986
High school graduate (includes equivalency)	60,334
Some college or Associate's degree	66,754
Bachelor's degree	110,742
Graduate or professional degree	137,837

**Table 46 – Median Earnings in the Past 12 Months**

Data Source: 2011-2015 ACS

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

**Describe the workforce and infrastructure needs of the business community:**

**Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.**

**How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?**

**Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.**

**Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?**

**If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.**

**Discussion**

## **MA-50 Needs and Market Analysis Discussion**

**Are there areas where households with multiple housing problems are concentrated?  
(include a definition of "concentration")**

**Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")**

**What are the characteristics of the market in these areas/neighborhoods?**

**Are there any community assets in these areas/neighborhoods?**

**Are there other strategic opportunities in any of these areas?**



## **MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)**

**Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.**

### **Total and Share of Households with Internet Connection**

As internet access and computer use have grown in importance to American household, corporate and government users, Census officials have begun to track data related to Internet use and computer ownership. The internet has transformed the lives of most who have access to it. Essentially, much of the information and the tools offered on the internet used to take hours or days to procure, if it was available at all. Yet, not all Americans have access to the internet.

According to information from the American Community Survey, Census workers have questioned Americans about their computer use (since 1984) and Internet use (since 1997) for decades. Mobile devices have recently become an increasingly popular way to access the Internet as well, changing the way people search, shop, access information and view entertainment. The internet is also significantly reshaping the education industry and healthcare.

Information from this indicator is useful to business owners and public officials interested in consumer habits. As people change the way they shop, pay bills and search for information, businesses and government entities will need to adapt to keep up. The annual snapshots might also guide policy that aims at providing internet connection to all parts of the country (“bridging the digital divide.”)

This indicator measures the number of households in Spokane County, with an internet connection of any kind. Washington State and the U.S. are offered as benchmarks.

### **Where are we?**

During 2018, the total number of households with an internet connection in Spokane County was 184,842, increasing from 147,821, or by 20.4% since 2013.

By comparison during 2018, the estimated share of homes with an internet connection of any type in:

- Spokane County was 89.6%, increasing from 79.3% in 2013
- Washington State was 90.2%, increasing from 78.9% in 2013
- The U.S. was 85.3%, increasing from 74.4% in 2013

### **Share of Internet Connection by Type**

This indicator measures the share of homes in Spokane County both individually and combined, that have internet access, distributed by type (dial-up alone; cellular data plan; cable, fiber-optic, or DSL; satellite and other). Washington State and the U.S. are offered as benchmarks.

### **Where are we?**

During 2018 in **Spokane County**, the share of households with an internet connections that were:

- Broadband was 82.4%
- Cellular Alone was 8.9%
- Dial-up Alone was 0.97%
- Other was 7.7%

During 2018, the share of households in **Washington State** with internet connections that were:

- Broadband was 85.6%
- Cellular Alone was 10.2%
- Dial-up Alone was 0.28%
- Other was 3.9%

During 2018, the share of households in the **U.S.** with internet connections that were:

- Broadband was 81.6%
- Cellular Alone was 13.6%
- Dial-up Alone was 0.31%
- Other was 4.5%

### **Data Sources:**

[http://www.spokanetrends.org/graph.cfm?cat\\_id=0&sub\\_cat\\_id=3&ind\\_id=5](http://www.spokanetrends.org/graph.cfm?cat_id=0&sub_cat_id=3&ind_id=5)

[http://www.spokanetrends.org/graph.cfm?cat\\_id=0&sub\\_cat\\_id=3&ind\\_id=6](http://www.spokanetrends.org/graph.cfm?cat_id=0&sub_cat_id=3&ind_id=6)

U.S. Census Bureau: American Community Survey (ACS) - Explore Census Data

- Table B28002

### **Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.**

The City of Spokane is fortunate to have multiple broadband internet service providers. According to HighSpeedInternet.com (<https://www.highspeedinternet.com/wa/spokane>), Spokane residents have access to 11 separate internet service providers. Connection types range from DSL, fiber, cable, fixed

wireless, and satellite. City-wide coverage ranges from 100% (fixed wireless and satellite) to a low of 15% (cable).

In February 2020, the Spokane City Council recently passed an ordinance allowing a new cable internet (TV & phone) provider to offer services to Spokane residents. This resolution will provide additional service opportunities for residents and increase market competition.

## **MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)**

### **Describe the jurisdiction's increased natural hazard risks associated with climate change.**

On December 17th, 2018, the Spokane City Council passed Resolution 2018-0110 forming the Sustainability Action Subcommittee (SAS) of the City Council's Public Infrastructure, Environment, and Sustainability (PIES) Committee. The Sustainability Action Subcommittee is focused on issues surrounding climate change and its effects on Spokane and the region. SAS is tasked to research solutions the City and its residents can take to both mitigate our contribution to climate change and help make our community more resilient in the face of these changes.

A trend of warming and a change in Spokane winter precipitation patterns is bringing more rain and less snow. Members of the Sustainability Action Subcommittee, or SAS are noting a winter sports season that has shortened, impacts to agriculture, more intense wildfires, and changing water flows in the Spokane River. Rising temperatures and smoke have already affected cherished community events like Bloomsday, Spokefest, and Hoopfest.

According to a survey of Spokane residents conducted by the SAS; wild fires pose the most significant natural hazard risk to our region. Like much of the western U.S., our region has seen an increase in the number of unhealthy air quality days caused by wildfire smoke. During four of the last five years, smoke from wildfires resulted in 44 days of unhealthy air in the Spokane County metro area.

Wildfire smoke contains harmful compounds and fine particles. When inhaled, microscopic smoke particles bypass the body's natural defense system and travel deep into the lungs.

### **Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.**

#### **Health Equity Review**

Social inequities across our community play a significant role in the health outcomes of our citizens. Because of this, the effects of climate change are expected to more significantly impact our most vulnerable residents. Also referred to as social determinants of health, these disparities are influenced by education, income, race, access to healthcare, and even by the neighborhoods in which we live. For more information on health equity and climate change, visit the World Health Organization's website or the Washington State Department of Health's website.

#### **Each policy recommendation is to follow this review process prior to being implemented by Council:**

1. Submit the recommendation to the Health Equity team for review a minimum of one week prior to presentation at the monthly SAS meeting
2. Health Equity team will meet and review the recommendation prior to the SAS meeting

3. At the SAS meeting Health Equity team provides brief oral feedback; alternatively written feedback is provided directly to the workgroup sponsoring the initiative
4. Written feedback will be saved to the workgroup's shared drive for reference

**Notes on Health Equity process:**

- This process allows for recommendations to be vetted through a health equity lens before they go before the entire SAS – this will more carefully vet and improve ideas by identifying unintended health consequences before the entire committee weighs in.
- Refer to the May 2019 Public Health Presentation for a review on health equity
- The concept can be difficult to grasp due to the high number of various environmental factors that can impact public health and equity

For more information, please visit:

<https://my.spokanecity.org/bcc/committees/public-infrastructure-environment-and-sustainability/sustainability-action-subcommittee/#:~:text=Communication,the%20issue%20of%20climate%20change>.

# Strategic Plan

## SP-05 Overview

### Strategic Plan Overview

Spokane has developed a set of priorities and strategies to guide the community's efforts to meet the needs of low and moderate income households over the next five years. The following identifies priority needs, describes potential resources available to meet those needs, and sets goals and outcomes.

## **SP-10 Geographic Priorities – 91.215 (a)(1)**

### **Geographic Area**

#### **Table 47 - Geographic Priority Areas**

### **General Allocation Priorities**

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

The City of Spokane has identified several areas for targeted community investment. These areas will be supported where applicable with funding sources identified in this Consolidated Plan. Primary investments will seek to support the creation, or expansion of affordable housing, urgent public health and safety response, and community based social service programming for the benefit of primarily low and moderate income individuals and families.

## SP-25 Priority Needs - 91.215(a)(2)

### Priority Needs

Table 48 – Priority Needs Summary

1	<b>Priority Need Name</b>	Improve affordable housing access & availability
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low Low Moderate Middle Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill veterans Persons with HIV/AIDS Victims of Domestic Violence Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	<b>Geographic Areas Affected</b>	
	<b>Associated Goals</b>	Housing Stability
	<b>Description</b>	Fund projects and activities that acquire, rehabilitate, or build additional affordable housing within the Spokane community.
	<b>Basis for Relative Priority</b>	
2	<b>Priority Need Name</b>	Urgent public health & safety Response



	<b>Priority Level</b>	Low
	<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	<b>Geographic Areas Affected</b>	
	<b>Associated Goals</b>	Public Health and Safety
	<b>Description</b>	Adaptive response to changing community needs related to sheltering homeless populations, natural disasters, and public health pandemics.
	<b>Basis for Relative Priority</b>	
<b>3</b>	<b>Priority Need Name</b>	Community based social service programming
	<b>Priority Level</b>	Low

<b>Population</b>	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
<b>Geographic Areas Affected</b>	
<b>Associated Goals</b>	Community Based Social Services
<b>Description</b>	Community based services that address the following areas: Food Security, Workforce Development, Housing Stability, Childcare, Transportation, behavior and victim services.
<b>Basis for Relative Priority</b>	

## **Narrative (Optional)**

The City of Spokane has prioritized basic community needs that support a diverse range of individuals and families in need of basic assistance. Access to safe and affordable housing choice remains a priority need within our community. The City will remain adaptive to changing needs within our community throughout the duration of this Consolidated Plan. One such need identified in this planning process is the need for a flexible community response to urgent health and safety concerns such as COVID-19.

## SP-30 Influence of Market Conditions – 91.215 (b)

### Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	
TBRA for Non-Homeless Special Needs	
New Unit Production	
Rehabilitation	
Acquisition, including preservation	

Table 49 – Influence of Market Conditions

**SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)**

**Introduction**

Over the five-year period of the Consolidated Plan, the City estimates that the following funds will be available to carry out Plan objectives. The allocation of funds to these programs is appropriated annually, so the exact amounts that will be available are unknown.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	3,384,101	1,600,000	500,000	5,484,101	23,000,000	Exact annual allocations will be published in each Annual Action Plan. The figures provided in this section are estimates based on prior year funding awards and program income generated by the Single-family Rehab Program. Please direct questions to the Community, Housing and Human Services Department at <a href="mailto:spokanechs@spokanecity.org">spokanechs@spokanecity.org</a> . Please include public comment in your subject line.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,336,999	200,000	0	1,536,999	6,000,000	Exact annual allocations will be published in each Annual Action Plan. The figures provided in this section are estimates based on prior year funding awards and program income generated by the Single-family Rehab Program. Please direct questions to the Community, Housing and Human Services Department at <a href="mailto:spokanechs@spokanecity.org">spokanechs@spokanecity.org</a> . Please include public comment in your subject line.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	287,494	0	0	287,494	1,400,000	Exact annual allocations will be published in each Annual Action Plan. The figures provided in this section are estimates based on prior year funding awards and program income generated by the Single-family Rehab Program. Please direct questions to the Community, Housing and Human Services Department at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> . Please include public comment in your subject line.

Table 50 - Anticipated Resources

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City of Spokane will fund projects that have a minimum match contribution of 10% the total amount of funds being requested for all Community Development Block Grant (CDBG) awards. The HOME Program will meet basic match requirements at a program level for tenant-

based rental assistance, single family rehabilitation and down payment assistance, and development of affordable rental units. Match is generated when affordable rental unit development is financed with permanent investments of non-federal, non-owner funds.

The City of Spokane intends to partner with local housing and service providers to pursue HUD's Section 108 Loan Guarantee Program. A section 108 Loan Guarantee would allow the City to access/leverage future CDBG allocation to address current community needs such as affordable housing.

The City of Spokane will also partner with the Washington State Department of Commerce for funding to address homelessness. These funding sources will be used to leverage goals outlined in the Strategic Plan to Prevent and End Homelessness.

Additional clarity regarding sources of leverage will be provided to the Spokane community through the Annual Action Plan.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City of Spokane supports multiple partner agencies operating in publicly owned facilities. Support for these facilities will remain throughout the duration of this Consolidated Plan. Moreover, the City will seek partnerships with affordable housing developers to acquire, or rehabilitate properties that expand affordable housing within our community.

**Discussion**

All funding allocations will meet basic eligibility requirements as noted in the Code of Federal Regulations. An emphasis will be placed on activities that support the needs of low and moderate income individuals and families. For more information regarding the eligible use of these funds, please contact the Community, Housing and Human Services Department at [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org).



## SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Spokane CHHS Dept	Government	Economic Development Homelessness Non-homeless special needs Ownership Planning Rental neighborhood improvements public facilities public services	Jurisdiction

**Table 51 - Institutional Delivery Structure**

### Assess of Strengths and Gaps in the Institutional Delivery System

The institutional delivery system has a strong capacity for planning and implementing housing, community/economic development and essential services activities through the CDBG, ESG and HOME Programs. In particular, the City has had a long and successful history in planning and managing housing assistance including housing development and housing rehabilitation. The City’s nonprofit partners and the Spokane Housing Authority have offered a ready source of capable organizations, many specializing in affordable housing for particular subpopulations of low income households.

The Spokane Community, Housing and Human Services (CHHS) Board and its subcommittees provide an added strength to the system through the extensive experience of its members and their role as advisory to the City. The City Department of CHHS and its predecessor have had a long history in assisting and supporting the Spokane Continuum of Care and its partner agencies, utilizing ESG funds and state and federal resources. The Continuum has been successful in building a broad range of housing and services for homeless and vulnerable special needs populations with strong outcome results.

The lack of adequate financial resources to support priorities of the City is a primary weakness in the institutional delivery system. While there has been some success over the years, the development of major funding sources has been limited, exacerbated by the economic recession and reductions in federal and state resources in recent years. The City has reorganized its departments to increase capacity to undertake coordinated approaches to solving multi-faceted housing, community/economic

development and services needs in the community. A major focus is increasing resources for projects meeting the needs of its low and moderate income households.

**Availability of services targeted to homeless persons and persons with HIV and mainstream services**

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	X
Mortgage Assistance	X		
Rental Assistance	X	X	X
Utilities Assistance	X	X	X
<b>Street Outreach Services</b>			
Law Enforcement	X	X	X
Mobile Clinics	X	X	X
Other Street Outreach Services	X	X	X
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	X
Child Care	X	X	X
Education	X	X	X
Employment and Employment Training	X	X	X
Healthcare	X	X	X
HIV/AIDS	X	X	X
Life Skills	X	X	X
Mental Health Counseling	X	X	X
Transportation	X	X	X
<b>Other</b>			

**Table 52 - Homeless Prevention Services Summary**

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

Spokane has a large number of high-capacity agencies delivering services. These include agencies which provide homeless services and those which provide services to special needs populations, including homelessness prevention services. A strength of the delivery system is the Homeless Families Coordinated Assessment (HFCA) system managed by Catholic Charities of Spokane and the Singles Homeless Coordinated Assessment (SHCA) program operated by SNAP in collaboration of several nonprofit organizations and the City. Implementation of the CE system has resulted in increased

coordination of available housing units, shorter waits for housing, elimination of barriers to housing placement and maximized use of limited services resources. In addition, the Homeless Management Information System (HMIS) is generating performance reports to help the Continuum of Care evaluate program outcomes of housing and services. While improvements are still ongoing, the health care system has been strengthening its capacity to coordinate among partnering agencies including the CoC Board and committees. Finally, the CoC, along with agencies providing services to non-homeless persons, has been increasingly able to successfully connect clients to the mainstream resources for which they are eligible through increased access and sustainability of the SOAR program to assist with successful SSI/SSDI applications. Providers are required, under the CoC Program, to facilitate connection to mainstream benefits such as TANF, food stamps, substance abuse programs, and other relevant programs such as HIV/AIDS programming to increase housing stability and social support networks. Other services such as senior food nutrition, mental health counseling, life skills, affordable day care, job readiness, case management and refugee/immigrant language skills are provided via local nonprofits within the community and collaborate with the CoC Board and its multiple subcommittees.

There are several areas where services capacity does not match the need. Among the notable gaps include lack of enough low-barrier housing facilities such as a low-barrier, targeted-capacity emergency shelter, transitional housing, and permanent supportive housing facilities that allows persons actively using substances to remain in housing while barriers to maintaining housing are addressed. Outreach services and shelter of unaccompanied youth is currently not adequate to meet the needs of homeless youth living on the streets. Additionally, housing programs that can provide assistance to households considered "doubled-up" is a significant need.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above**

Spokane has a large number of high-capacity agencies that provide housing and support services to special needs groups including those experiencing homelessness. Homeless housing and service providers funded via the CHHS department programs (CDBG, CoC, local funds) are required to participate in HMIS and our local Coordinated Entry System (CES - HFCA & SHCA) to create a centralized process for access the Diversion program and CES that includes housing programs targeted to households experiencing homelessness and/or interested in programming for those living with HIV/AIDS. Households that are eligible to access tailored programming such as veterans and households fleeing DV can also be connected to providers via the CES portals. The goals of the Spokane CoC's 2020-2025 Five-Year Strategic Plan to Prevent and End Homelessness is to streamline resources and the CES accessibility (including marketing) to create a "one-stop shop" in which households can connect, get assessed (when appropriate), and ultimately be placed on the prioritization lists. We continue to work towards increasing coordination and workflow across service providers for each client to reduce barriers to accessing and retaining permanent housing for people experiencing homelessness as well as streamlining street outreach and program collaboration to assist clients obtain necessary

documentation to access programs.

Spokane continues to have a very low housing vacancy rate with a lack of sufficient affordable housing stock which limits the community's ability to provide services that are needed. While we continue to collaborate with housing developers and affordable housing providers, the high costs of new construction of PSH buildings, and operational costs of service provision, even while leveraging HTF/LIHTC and Foundational Community Supports (FCS), has limited sufficient housing stock & supportive programs needed.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs**

In order to address the very low housing vacancy rate and lack of sufficient affordable housing stock, the Spokane CoC Board, comprised of 23 different sector leaders that have the ability to leverage resources to address the needs of people at-risk of homelessness, literally homeless, and special populations experiencing housing crises are working toward developing partnerships to raise financial resources and service-delivery capacity across the continuum. The Spokane CoC's Five-Year (2020-2025) Strategic Plan to Prevent and End Homelessness has five (5) primary goals: (1) Quick identification of people experiencing homelessness, (2) Prioritization of homeless housing for households with the greatest needs, (3) Effective & efficient crisis response system that swiftly moves people in stable permanent housing, (4) Clear projection of current and future needs of homeless housing & services needs, and (5) Address racial and cultural disparities among people experiencing homelessness. Each goal in the plan identifies specific strategies to meet each goal which include: data-driven decision making through frequent monitoring of system inputs and outputs (resources) and performance outcomes (e.g. successful outreach service contacts, successful CES referrals, increased income and connection to mainstream benefits, exits to/retention of permanent housing).

The CoC is taking many steps to increase the lack of affordable housing stock and housing to serve high acuity homeless households. The Landlord Liaison subcommittee of the CoC is responsible for ensuring existing landlords are supported by case managers of clients being housed in their units. This also includes increasing education among private landlords about the rental subsidy programs and the benefits of the supportive services provided that can also benefit landlord needs to maintain quality housing and avoid costly evictions.

## SP-45 Goals Summary – 91.215(a)(4)

### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Stability	2020	2024	Affordable Housing		Improve affordable housing access & availability		Rental units constructed: 50 Household Housing Unit  Rental units rehabilitated: 50 Household Housing Unit  Homeowner Housing Added: 20 Household Housing Unit  Homeowner Housing Rehabilitated: 100 Household Housing Unit

2	Public Health and Safety	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development		Urgent public health & safety Response	<p>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted</p> <p>Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted</p> <p>Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted</p> <p>Public service activities for Low/Moderate Income Housing Benefit: 250 Households Assisted</p> <p>Facade treatment/business building rehabilitation: 0 Business</p> <p>Brownfield acres remediated: 0 Acre</p> <p>Rental units constructed: 0 Household Housing Unit</p>
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								Rental units rehabilitated: 0 Household Housing Unit  Homeowner Housing Added: 0 Household Housing Unit  Homeowner Housing Rehabilitated: 0 Household Housing Unit  Direct Financial Assistance to Homebuyers: 0 Households Assisted  Tenant-based rental assistance / Rapid Rehousing: 50 Households Assisted  Homeless Person Overnight Shelter: 0 Persons Assisted  Overnight/Emergency Shelter/Transitional Housing Beds added: 50 Beds  Homelessness Prevention: 0 Persons Assisted  Jobs created/retained: 10 Jobs
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
								Businesses assisted: 0 Businesses Assisted  Housing for Homeless added: 0 Household Housing Unit  Housing for People with HIV/AIDS added: 0 Household Housing Unit  HIV/AIDS Housing Operations: 0 Household Housing Unit  Buildings Demolished: 0 Buildings  Housing Code Enforcement/Foreclosed Property Care: 0 Household Housing Unit  Other: 0 Other



3	Community Based Social Services	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development		Community based social service programming		<p>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted</p> <p>Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted</p> <p>Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted</p> <p>Public service activities for Low/Moderate Income Housing Benefit: 250 Households Assisted</p> <p>Facade treatment/business building rehabilitation: 0 Business</p> <p>Brownfield acres remediated: 0 Acre</p> <p>Rental units constructed: 0 Household Housing Unit</p>
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								Rental units rehabilitated: 0 Household Housing Unit  Homeowner Housing Added: 0 Household Housing Unit  Homeowner Housing Rehabilitated: 0 Household Housing Unit  Direct Financial Assistance to Homebuyers: 0 Households Assisted  Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted  Homeless Person Overnight Shelter: 250 Persons Assisted  Overnight/Emergency Shelter/Transitional Housing Beds added: 0 Beds  Homelessness Prevention: 250 Persons Assisted  Jobs created/retained: 50 Jobs
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
								Businesses assisted: 0 Businesses Assisted  Housing for Homeless added: 0 Household Housing Unit  Housing for People with HIV/AIDS added: 0 Household Housing Unit  HIV/AIDS Housing Operations: 0 Household Housing Unit  Buildings Demolished: 0 Buildings  Housing Code Enforcement/Foreclosed Property Care: 0 Household Housing Unit  Other: 0 Other

Table 53 – Goals Summary

**Goal Descriptions**

1	<b>Goal Name</b>	Housing Stability
	<b>Goal Description</b>	Expand the number of affordable housing options for low and moderate income individuals and households. The City will fund proposals that address the needs of target populations including, but not limited to homeownership, rental housing, communal living, etc. Additionally the City will prioritize proposals that integrate service that help stabilize permanent housing for high barrier populations. The goal of housing stability is to prevent and divert individuals and families from entering into the homeless response system.
2	<b>Goal Name</b>	Public Health and Safety
	<b>Goal Description</b>	Adaptive response to changing community needs related to sheltering homeless populations, natural disasters, and public health pandemics.
3	<b>Goal Name</b>	Community Based Social Services
	<b>Goal Description</b>	Community based services that address the following areas: Food Security, Workforce Development, Housing Stability, Childcare, Transportation, behavior and victim services.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)**

The City of Spokane will primarily focus on low and moderate income individuals and households throughout this Consolidate Plan. Particular focus is on the creation and rehabilitation of affordable housing to assist low and moderate income residents. The City intends to develop and/or retain affordable housing units through partnerships with local government and housing developers. The City will update the actual numbers of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing in each Annual Action Plan, Substantial Amendment (where applicable), and Consolidated Annual Performance Evaluation Report (CAPER). Our estimated goal will be to assist 50 households per year with access to housing stability.

## **SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

### **Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

Since 2016 The Spokane Housing Authority has increased the number of 504 units in our entire portfolio by the following:

1. 2016 – Converted 11 units at Valley 206 to meet 504 standards
2. 2018 - Converted 3 units in Hifumi-en Apartments to meet 504 standards.
3. 2020 – We will convert an additional four (4) units at Cedarwest to meet 504 standards.

While none of these upgrades are in public housing (as we no longer own/operate a public housing portfolio), Number 3 above was required as a result of the RAD conversion of our remaining 74 units of public housing which occurred in November 2019. 40 units of RAD subsidy were placed on Cedarwest, and as a result we needed to bring the property up to 504 standards.

### **Activities to Increase Resident Involvements**

As we no longer own or maintain public housing units, this is not answered.

### **Is the public housing agency designated as troubled under 24 CFR part 902?**

No

### **Plan to remove the ‘troubled’ designation**

Not applicable

## **SP-55 Barriers to affordable housing – 91.215(h)**

### **Barriers to Affordable Housing**

#### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

The City of Spokane has sought to remedy the affordable housing issue by engaging with community partners. The City of Spokane created a Mayor’s Housing Quality Task Force in 2016 to review barriers to housing quality and affordability. The report focused on the following housing related categories:

##### Substandard Properties

- Abandoned Homes
- Vacant Residential Lots
- Chronic Nuisance Properties
- Homes in Foreclosure and,
- Housing Affordability

A complete copy of this report is available on the City of Spokane website:

<https://static.spokanecity.org/documents/projects/mayors-housing-quality-task-force/housing-quality-task-force-final-report.pdf>

The City has also sought to support infill housing strategies, passed a multi-family tax exception, and is currently engaged in a Strategic Housing Action Plan.

Spokane's Housing Action Plan will:

- Encourage construction of additional affordable and market rate housing that are accessible to a variety of income levels. This includes options accessible to people and families with low and moderate incomes and cost-burdened households.
- Examine population, workforce and housing trends.
- Assess housing policies, development regulations, and other city programs that influence the development of housing.
- Consider strategies to minimize displacement, particularly in neighborhoods with communities at high risk of displacement.

The City received a grant from the Washington Department of Commerce to complete the plan, which is expected to be adopted by City Council in April 2021.

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Spokane's strategic plan goals are to increase housing stability, public health & safety, and community-based social services which align with the goals of the Spokane CoC's Five-Year Plan to Prevent and End Homelessness which seeks to improve service provision connection and identification of the needs of households experiencing homelessness. Currently, the CoC employs two Coordinated Entry (CE) systems to meet the differing needs of households without minor children and families. Homeless Families Coordinated Assessment (HFCA) operates a centralized model at a safe location with flexible hours of operation and a variety of services available for families, including childcare. Singles Homeless Coordinated Assessment (SHCA) operates a hub model with a main office where individuals can be assessed, as well as, trained satellite assessors at a variety of locations, such as shelters, day centers, meal sites, workforce programs and the Spokane Resource Center (A HUD Envision Center) across the CoC's geographic area.

Additionally, Spokane County operates 211 services and an online portal to assist in the triage and referral to CE and emergency services. The CoC employs a street outreach (SO) team as a component of CE to identify individuals and households experiencing unsheltered homelessness who are not currently connected with services. This team has expertise in behavioral health counseling and coordinates its outreach efforts with other outreach teams in the jurisdiction, including PATH, SSVF, STR, and RHY-funded SO projects, as well as, locally funded workforce and physical health specialized SO teams. Both CE portals utilize the SPDAT series of assessments to prioritize households for services and to inform referrals to the appropriate intervention. All RRH services are collocated at both CE portals to ensure that households assessed for this intervention are immediately connected to a housing specialist. Households that assess for PSH are included in the CoC's chronically homeless master list which is case conferenced bi-weekly to expedite move-in.

### **Addressing the emergency and transitional housing needs of homeless persons**

In terms of preventing and reducing homelessness, it is essential that assessment services provided via the CES can accurately determine a household's immediate needs. Spokane seeks to provide adequate support and funding to programs that provide educational materials and services to the community on resources for households in need of emergency shelter and housing. One major way this is done is through the City's investment in street outreach capacity. The City of Spokane funds a street outreach program which is a collaboration between Singles Homeless Coordinated Assessment (SHCA) and Spokane's major provider of behavioral health services which is the local PATH recipient. This team's target population is homeless adults with the longest lengths of homelessness. Daily, the team patrols areas of regular encampment activity in both the urban center of the city and the outlying, more rural parts of the community. Local data indicates that individuals occupying encampments are the least likely to request assistance by accessing shelter or coordinated entry. Individuals encountered receive

food, water, and a first aid kit; are referred to emergency shelter; and provided with a resource guide and detailed service map. Once a relationship has been developed, households are assessed for permanent housing. This can be done in the field or at a scheduled appointment. A case management relationship is maintained until/unless a warm hand-off can be made to another provider or housing can be secured. Individuals with the highest levels of acuity are case conferenced bi-weekly at a meeting led by SHCA/street outreach and staffed by partner agencies including emergency shelters, emergency healthcare providers, community court, and other frontline staff from service providers who regularly interact with the chronically homeless. In order to ensure 100% coverage of the jurisdiction, the City of Spokane has doubled its investment in street outreach has facilitated increased collaboration between the PATH-, Opioid STR-, SSVF-, and RHY-funded street outreach teams as well as the locally funded workforce connections outreach team and the free clinic's health outreach team. Outreach is conducted on a daily basis and the new funding has allowed the outreach team to expand its evening and weekend hours.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

The national best practice Diversion focuses in helping people self-resolve their homelessness includes assistance with mitigation of landlord issues, opportunities for increasing income through mainstream benefits, job training programs, etc. Families are also assessed through coordinated entry to determine acuity and housing interventions they may qualify for. Once placed on the list, clients are encouraged to return via inperson or phone should their situation change for re-assessment. Households are prioritized based on level of acuity, length of time homeless, and disability factors. Client choice is incorporated into the referral process as well. As part of our strategy to rehouse families quickly, we are consistently working to build our housing stock through development and construction of additional units. To ensure families successfully maintain their housing once assistance ends, clients are encouraged to connect with their case managers, peer navigators, and their support network to address issues as they arise before they impact their housing, employment, and other aspects of their life. Providers conduct follow-ups, but households can also connect with case managers for additional assistance at any time.

Spokane has experienced economic growth and has seen similar increases in the cost of housing and a consistently low vacancy. Low-income and homeless households face many barriers to housing in a highly competitive rental market. To increase the rate of permanent housing (PH) placement from shelter, transitional housing (TH), and rapid rehousing (RRH) the City and the Spokane CoC has increased its investment in landlord incentive strategies, facilitated greater coordination between landlord liaisons (LLs), and supported legislative actions to decrease barriers for homeless households. The Spokane CoC reallocated some existing resources to provide rental assistance programs more opportunities to incentivize landlords to rent to homeless households



and mitigate perceived risk of renting to them. We have also reallocated existing resources and the CoC facilitated the acquisition of new resources to create new LLs positions with local rental assistance providers, including the public housing authority (PHA), to provide more intentional relationship management with landlords and develop relationships with new landlords. These experts are codifying the CoC's Five-Year Plan to Prevent and End Homelessness Objective 3 and related strategy around landlord engagement, creating a unified set of standards for the CoC's LLs, developing a comprehensive interested landlord list, and engaging the local landlord association more strategically. The City passed local legislation to prevent landlords from discriminating against potential tenants for their source of rental income. The legislation reinforces similar legislation at the state level which established a landlord mitigation fund to which all state rental assistance providers have access. The City also sits on the WA State Advisory Council on Homelessness that will release a joint recommendation to the governor and state legislature with State Re-Entry Council to "ban the box" on rental applications to prevent landlords from discriminating against tenants for certain kinds of criminal history.</p>

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs**

The CoC works with mainstream service providers, such as WA State Department of Social and Health Services (DSHS), and institutions/systems that discharge individuals including county jail, child welfare, juvenile justice, hospitals, and behavioral healthcare providers to refine local understanding of the primary risk factors for homeless. Additionally, vulnerability, as assessed by the SPDAT tool, is the primary tool used to assess households' likelihood of becoming homeless for the first time. The CoC's CE process is a diversion-first model whereby CE staff explore a household's strengths and resources and help them better utilize this support network before intake into the homeless system. Diversion services include mediation with landlords, education on tenants' rights, housing search assistance, connection to mainstream benefits/employment resources, as well as limited financial support. The City of Spokane is seeking to increase its investment in diversion to expand this highly successful model. Several at-risk household types have been identified locally as being especially vulnerable to experiencing homelessness for the first time without a higher level of intervention, including short-term rental assistance. At-risk veteran households are referred to the prevention component of SSVF, while at-risk individuals deemed disabled by DSHS are referred to the Housing and Essential Needs program.

Additionally, in 2019 the Spokane Resource Center, a HUD EnVision Center, opened its doors as a way to try to help with people's housing, cultural, financial, legal, pre-employment, health resources, as well as basic needs before they become homeless as a form of diversion. Over 15 area providers, gather together in one centralized location with the intent to provide a wide range of necessary resources to keep those already in housing housed by providing them with desired and needed wrap around services. We are continuously assessing ways to expand aftercare services for individuals and families to have

ongoing support for emerging needs and allow for immediate prevention services should they be needed. Increasing PSH stock to ensure housing stability for those who may need a permanent subsidy is also key.

## **SP-65 Lead based paint Hazards – 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards**

Use of lead in paint was banned in 1978, but used prior to that time with increased frequency in earlier decades. According to American Community Survey estimates (2008-2012), 40% of owner-occupied and 34% of renter-occupied units in Spokane were built before 1950; 35% of owner-occupied and 39% of renter-occupied units were built between 1950 and 1980.

Spokane’s housing program actively works repair LBP hazards in eligible owner and renter housing.

These programs will continue to coordinate with the Washington State Lead-Based Paint program for contractor certifications, lead-safe renovation, and regulation technical assistance. Typical lead hazard control begins with an inspection to guide the scope of work. Contractors certified as Abatement Supervisor and EPA Renovators can complete projects in compliance with HUD’s Title X regulation. These projects typically include wet scraping, painting, eliminating friction/impact surfaces, mulching bare soil, and cleaning to Clearance.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

The City’s Single-Family Rehabilitation and Multifamily Housing programs are targeted toward areas that pose lead hazards. This includes pre-1978 housing units and identified lead-based paint hazards in and around those units.

### **How are the actions listed above integrated into housing policies and procedures?**

Spokane has fully integrated HUD Title X and EPA Renovator (RRP) requirements into its Single-Family Rehabilitation and Multifamily Housing programs. These programs offer visual assessment trained HQS inspection; XRF Lead Inspection and Risk Assessment; copies of the “Renovate Right” pre-renovation pamphlet; copies of the “Protect Your Family” pre-housing-contract pamphlet; lead-safe renovation from RRP Renovator and Abatement Supervisor certified contractors; and Clearance testing of leaded surfaces disturbed during rehabilitation.

## **SP-70 Anti-Poverty Strategy – 91.215(j)**

### **Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families**

The City of Spokane’s Community, Housing and Human Services Board has addressed anti-poverty strategies by prioritizing activities that directly benefit low and moderate income individuals and households. Activities funded under this Consolidated Plan must address the following community goals:

#### **Food Security**

- Increase coordination and communication between food programs
- Increase capacity of providers to build infrastructure and collaborative ventures around food programs
- Reduce and remove access barriers to food programs

#### **Workforce Development**

- Expand capacity and diversity of supported employment programs
- Expand paid work experiences/on-the-job training opportunities
- Formalize connections and referral pipelines between workforce programs and other services systems such as housing, mental health, and childcare)

#### **Housing Stability (Improve affordable housing access & availability)**

- Expand affordable housing options
- Increase co-location of coordinated entry services, behavioral health services, and substance abuse/detox services at shelters
- Enhance and expand diversion and prevention programs, including outreach and education services

#### **Community Services**

- Expand childcare services
- Offer evening and weekend supportive services
- Increase access to transportation services
- Integrate behavioral health and victim services

### **How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan**

The City considers improvement of the affordable housing delivery system a high priority and has devoted significant staff resources to assure its effectiveness and success in increasing the supply and

accessibility of affordable housing. The City works in concert with for-profit and nonprofit housing developers in the area to develop partnerships and obtain financial resources for projects providing affordable housing to its residents. The affordable housing assistance managed by the City has consistently focused on projects which provide rental subsidies sufficient to support the ability of families in poverty to obtain housing stability and reach toward self-sufficiency.

In the process of soliciting HOME multifamily proposals, the City encourages the development of partnerships with both for-profit and nonprofit entities including CHDOs. The City encourages affordable housing developers to prepare HOME program proposals which include resources from other potential funding partners such as the Washington State Housing Trust Fund or the LIHTC program of the Washington Housing Finance Commission.

To assure the affordable housing stock remains viable, the City monitors its assisted rental housing projects to assure the physical condition of the structures is maintained. In cases where both the City's assisted affordable housing stock or other affordable housing stock in the community is in need of rehabilitation or upgrading, the City works with developers to find financing and/or supports the efforts with HOME resources.

## **SP-80 Monitoring – 91.230**

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City of Spokane has adopted and implemented a comprehensive Grants and Financial Assistance Guide containing policies, procedures, and specific staff responsibilities in order to establish, implement, and maintain meaningful oversight and coordination of grant awards throughout the entire award lifecycle and improve the efficiency and impact of programs and services funded. The policies and procedures are in compliance with funding requirements as defined by HUD and the Code of Federal Regulations, State of Washington and City of Spokane regulations.

Overall management of the CDBG, HOME and ESG awards is the responsibility of the City's Community, Housing and Human Services (CHHS) Department, in conjunction with the City's central Grants Management and Financial Assistance Department. Some of the projects under CDBG specifically related to community and economic development are carried out by other City department such as Parks or Engineering, in coordination with the City's CHHS and Grants Management Departments.

Many of the projects funded through CDBG, HOME and ESG are managed by community-based agencies under a sub-award from the City of Spokane. All contracts with subrecipient agencies contain the federal, state and local program requirements and are prepared using the recommended contract templates provided by the US Department of Housing and Urban Development.

The City's assigned program manager and grants/contracts administrator meet with subrecipient agencies to review contractual requirements prior to execution of the contract and provide technical assistance and monitoring after contract execution. Contractual requirements include monthly progress billings and performance reporting supported by backup documentation so City staff may verify that project expenses are allowable, can be allocated and are reasonable, as well as program performance and beneficiary information.

The City's Grants Management Department has developed and implemented a system of preventive and detective internal controls to assist in ensuring that subrecipient agencies are in compliance with Federal regulations and contract terms and are meeting performance standards. Included in the monitoring process is compliance with Section 3 requirements and affirmative action requirements. Contracts include the specific HUD requirements. Monitoring of subrecipients routinely involves reviewing documents and outreach plans to assure the requirements have been met.

Grants Management performs routine desk monitoring through the approval of subrecipient reimbursement requests and allocation plans, A-133 Single Audit report review and ongoing monitoring of performance reports. In addition, training and detailed technical assistance is provided based on

determination of administrative and financial risk. On-site monitoring is scheduled and completed in accordance with agency risk status and Federal requirements.

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

Over the five-year period of the Consolidated Plan, the City estimates that the following funds will be available to carry out Plan objectives. The allocation of funds to these programs is appropriated annually, so the exact amounts that will be available are unknown.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	3,384,101	1,600,000	500,000	5,484,101	23,000,000	Exact annual allocations will be published in each Annual Action Plan. The figures provided in this section are estimates based on prior year funding awards and program income generated by the Single-family Rehab Program. Please direct questions to the Community, Housing and Human Services Department at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> . Please include public comment in your subject line.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,336,999	200,000	0	1,536,999	6,000,000	Exact annual allocations will be published in each Annual Action Plan. The figures provided in this section are estimates based on prior year funding awards and program income generated by the Single-family Rehab Program. Please direct questions to the Community, Housing and Human Services Department at <a href="mailto:spokanechs@spokanecity.org">spokanechs@spokanecity.org</a> . Please include public comment in your subject line.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	287,494	0	0	287,494	1,400,000	Exact annual allocations will be published in each Annual Action Plan. The figures provided in this section are estimates based on prior year funding awards and program income generated by the Single-family Rehab Program. Please direct questions to the Community, Housing and Human Services Department at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> . Please include public comment in your subject line.

Table 54 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City of Spokane will fund projects that have a minimum match contribution of 10% the total amount of funds being requested for all Community Development Block Grant (CDBG) awards. The HOME Program will meet basic match requirements at a program level for tenant-based rental assistance, single family rehabilitation and down payment assistance, and development of affordable rental units. Match is generated when affordable rental unit development is financed with permanent investments of non-federal, non-owner funds.

The City of Spokane intends to partner with local housing and service providers to pursue HUD’s Section 108 Loan Guarantee Program. A section 108 Loan Guarantee would allow the City to access/leverage future CDBG allocation to address current community needs such as affordable housing.

The City of Spokane will also partner with the Washington State Department of Commerce for funding to address homelessness. These funding sources will be used to leverage goals outlined in the Strategic Plan to Prevent and End Homelessness.

Additional clarity regarding sources of leverage will be provided to the Spokane community through the Annual Action Plan.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City of Spokane supports multiple partner agencies operating in publicly owned facilities. Support for these facilities will remain throughout the duration of this Consolidated Plan. Moreover, the City will seek partnerships with affordable housing developers to acquire, or rehabilitate properties that expand affordable housing within our community.

**Discussion**

All funding allocations will meet basic eligibility requirements as noted in the Code of Federal Regulations. An emphasis will be placed on activities that support the needs of low and moderate income individuals and families. For more information regarding the eligible use of these funds, please contact the Community, Housing and Human Services Department at [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org).

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Stability	2020	2024	Affordable Housing		Improve affordable housing access & availability	CDBG: \$3,961,393 HOME: \$1,203,300 ESG: \$287,494	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 2 Households Assisted Rental units constructed: 10 Household Housing Unit Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 293 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 50 Households Assisted
2	Public Health and Safety	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development		Urgent public health & safety Response	CDBG: \$1,990,689 HOME: \$0 ESG: \$0	Overnight/Emergency Shelter/Transitional Housing Beds added: 50 Beds

3	Community Based Social Services	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development		Community based social service programming	CDBG: \$722,708 HOME: \$0 ESG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 19918 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 150 Households Assisted Facade treatment/business building rehabilitation: 0 Business Brownfield acres remediated: 0 Acre Rental units constructed: 0 Household Housing Unit Rental units rehabilitated: 0 Household Housing Unit Homeowner Housing Added: 0 Household Housing Unit Homeowner Housing Rehabilitated: 0 Household Housing Unit Direct Financial Assistance to Homebuyers: 0 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted Overnight/Emergency
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
								Shelter/Transitional Housing Beds added: 0 Beds Businesses assisted: 0 Businesses Assisted Housing for Homeless added: 0 Household Housing Unit Housing for People with HIV/AIDS added: 0 Household Housing Unit HIV/AIDS Housing Operations: 0 Household Housing Unit Buildings Demolished: 0 Buildings Housing Code Enforcement/Foreclosed Property Care: 0 Household Housing Unit Other: 0 Other

Table 55 – Goals Summary

**Goal Descriptions**

1	Goal Name	Housing Stability
	Goal Description	
2	Goal Name	Public Health and Safety
	Goal Description	

<b>3</b>	<b>Goal Name</b>	Community Based Social Services
	<b>Goal Description</b>	



## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

#### Projects

#	Project Name
1	2020 Public Services - Food Security Program
2	2020 Public Services - CHAS Dental Voucher Program
3	2020 Public Service - ECCC Operations
4	2020 Public Service - NECC Operations
5	2020 Public Services - Homeownership Program
6	2020 Public Service - Southwest Community Center Operations
7	2020 Public Services - Women's Hearth
8	2020 Public Service - West Central Youth Development
9	2020 Public Service - West Central Operations
10	2020 Public Services - Improving Food Security for Spokane's Hungry Women & Children
11	2020 Public Services - YWCA Women in the Workforce
12	2020 Housing - Single Family Rehab Program
13	2020 Housing - Rental Repair Program
14	2020 Housing - Essential Home Repair Program
15	2020 Perpetual Housing, Acquisition, and Capital Improvements Program
16	2020 Neighborhood Community Development Program - Activities TBD
17	2020 Administration - CDBG Program
18	2020 COVID-19 Response
19	2020 Multi-Family Projects - HOME
20	2020 Administration - HOME Program

**Table 56 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	2020 Public Services - Food Security Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	General operations and staffing expenses related to the delivery of protein rich foods through the Futures-Food Security Program.
	<b>Target Date</b>	6/30/2121
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Project will provide food security and protein rich food sources to qualified low and moderate income households.
	<b>Location Description</b>	Second Harvest Food Bank 1234 E. Front Ave, Spokane, WA 99202 <a href="https://2-harvest.org/">https://2-harvest.org/</a>
<b>Planned Activities</b>	Food distribution services	
<b>2</b>	<b>Project Name</b>	2020 Public Services - CHAS Dental Voucher Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Dental Voucher assistance/subsidies for qualifying low/moderate income individuals
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Subsidized dental care for approximately 250 low and moderate income individuals.

	<b>Location Description</b>	CHAS Health 203 N. Washington St, Suite 300, Spokane, WA 99201 <a href="https://chas.org/">https://chas.org/</a>
	<b>Planned Activities</b>	Dental vouchers for low and moderate income individuals
<b>3</b>	<b>Project Name</b>	2020 Public Service - ECCC Operations
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	General Operations and staffing support costs associated with maintenance and operations of East Central Community Center.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The East Central Community Center hosts numerous social services to assist low and moderate income persons residing in the East Central and lower south hill. During this period of performance the East Central Community Center will serve approximately 5,000 individuals.  <b>Services Include:</b> Food Bank, Police Athletic League, Summer Youth Academy, FAME, ECEAP, Early Head Start, SNAP, WIC, Senior & Citizen Program
	<b>Location Description</b>	500 S. Sone St. Spokane, WA 99202  Phone: (509) 868-0856 Email: <a href="mailto:info@mlkspokane.org">info@mlkspokane.org</a> Website: <a href="https://mlkspokane.org">https://mlkspokane.org</a>
<b>Planned Activities</b>	General Operations and staffing support costs associated with maintenance and operations of East Central Community Center.	
<b>4</b>	<b>Project Name</b>	2020 Public Service - NECC Operations
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$80,000
	<b>Description</b>	General operations and staffing support costs associated with maintenance and operations of Northeast Community Center.
	<b>Target Date</b>	6/30/2121

<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>The Northeast Community Center houses multiple organizations that assist those living in the Northeast Neighborhood of Spokane. The Northeast Community Center provides social services to approximately 5,000 low and moderate income individuals annually.</p> <ul style="list-style-type: none"> <li>• Children’s Home Society provides a comprehensive continuum of care in early learning, family support, out-of-home care, child and family counseling, adoption and advocacy. Intake line (509) 598-4131.</li> <li>• ECEAP and Head Start are programs that offer classroom learning for preschool-age children of low-income families. They can be reached by phone at (509) 279-6351.</li> <li>• The Hillyard Senior Center gives senior citizens an outlet for recreation, nutritional meals, health and social services. They can be reached by phone at (509) 482-0803.</li> <li>• SNAP offers budget counseling, energy assistance, weatherization, and minor home repair. They can be reached by phone at (509) 456-7627.</li> <li>• WIC is a nutrition education and breastfeeding support program for pregnant, breastfeeding and postpartum women and caregivers of infants and children under the age of five who qualify. They can be reached by phone at (509) 323-2828.</li> <li>• Unify Community Health, &amp; Dental Experienced family physicians provide a full spectrum of care, including prenatal care, delivery, and care for children. The medical office can be reached by phone at (509) 483-3427, and the dental office at (509) 326-4382.</li> </ul>										
<p><b>Location Description</b></p>	<p>4001 N. Cook St. Spokane, WA 99207 Phone: (509) 487-1603 Website: <a href="https://www.necommunitycenter.com/wp/">https://www.necommunitycenter.com/wp/</a></p>										
<p><b>Planned Activities</b></p>	<p>General operations and staffing support costs associated with maintenance and operations of Northeast Community Center.</p>										
<p><b>5</b></p>	<table border="1"> <tr> <td data-bbox="245 1604 495 1661"> <p><b>Project Name</b></p> </td> <td data-bbox="495 1604 1432 1661"> <p>2020 Public Services - Homeownership Program</p> </td> </tr> <tr> <td data-bbox="245 1661 495 1717"> <p><b>Target Area</b></p> </td> <td data-bbox="495 1661 1432 1717"></td> </tr> <tr> <td data-bbox="245 1717 495 1774"> <p><b>Goals Supported</b></p> </td> <td data-bbox="495 1717 1432 1774"> <p>Community Based Social Services</p> </td> </tr> <tr> <td data-bbox="245 1774 495 1831"> <p><b>Needs Addressed</b></p> </td> <td data-bbox="495 1774 1432 1831"> <p>Community based social service programming</p> </td> </tr> <tr> <td data-bbox="245 1831 495 1883"> <p><b>Funding</b></p> </td> <td data-bbox="495 1831 1432 1883"> <p>CDBG: \$184,172</p> </td> </tr> </table>	<p><b>Project Name</b></p>	<p>2020 Public Services - Homeownership Program</p>	<p><b>Target Area</b></p>		<p><b>Goals Supported</b></p>	<p>Community Based Social Services</p>	<p><b>Needs Addressed</b></p>	<p>Community based social service programming</p>	<p><b>Funding</b></p>	<p>CDBG: \$184,172</p>
<p><b>Project Name</b></p>	<p>2020 Public Services - Homeownership Program</p>										
<p><b>Target Area</b></p>											
<p><b>Goals Supported</b></p>	<p>Community Based Social Services</p>										
<p><b>Needs Addressed</b></p>	<p>Community based social service programming</p>										
<p><b>Funding</b></p>	<p>CDBG: \$184,172</p>										

	<b>Description</b>	General Operation and staffing costs associated with Homeownership program delivery. Loans will be made to qualifying low/moderate income individuals seeking first-time homebuyer assistance.
	<b>Target Date</b>	6/30/2121
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	SNAP's Homeownership Program provides assistance to low/moderate income individuals through multiple interventions. After assessing the unique needs of each client, SNAP will provide one (or more) of the following services: home buyer education, pre-purchase counseling, down payment assistance, foreclosure prevention, credit building, money management, and financial counseling. SNAP will assist approximately 150 unduplicated low/mod income individuals during the contracted period of performance.
	<b>Location Description</b>	SNAP's Financial Access Program is offered at: 500 S. Stone St. Spokane, WA 99202 (East Central Community Center)
	<b>Planned Activities</b>	General Operation and staffing costs associated with Homeownership program delivery. Loans will be made to qualifying low/moderate income individuals seeking first-time homebuyer assistance.
<b>6</b>	<b>Project Name</b>	2020 Public Service - Southwest Community Center Operations
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	General operations support for Southwest Community Center.
	<b>Target Date</b>	6/30/2121
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Southwest Community Center provides low-cost childcare and afterschool youth programming to assist low/moderate income households in southwest Spokane. Approximately 250 unduplicated low/moderate income individuals will be served during the contracted period of performance.
	<b>Location Description</b>	Southwest Community Center is located at: 310 S Spruce St. Spokane, WA 99201
	<b>Planned Activities</b>	General operations support for Southwest Community Center.

7	<b>Project Name</b>	2020 Public Services - Women's Hearth
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$38,323
	<b>Description</b>	General Operations and staffing expenses related to persons served at Women's Hearth.
	<b>Target Date</b>	6/30/2121
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Hearth is a safe, welcoming community that promotes growth and well-being in body, mind, and spirit for women of diverse backgrounds. It fosters nurturing relationships, encourages self-determination, and advocates for change in systems that oppress women. During this program year the Women's Hearth will serve approximately 250 individuals with social services targeted towards homeless and formerly homeless individuals.
	<b>Location Description</b>	920 W 2nd Ave. Spokane, WA 99201 Website: <a href="http://www.help4women.org/programs/womens-hearth">http://www.help4women.org/programs/womens-hearth</a>
<b>Planned Activities</b>	The Women's Hearth is a one-of-a-kind downtown day center for women providing community, activities, classes, social service referrals and housing-search case management in a compassionate and supportive environment 7 days a week. Participants also have access to phones, computers, internet, healthy food, hygiene supplies, free showers, and a respite room.	
8	<b>Project Name</b>	2020 Public Service - West Central Youth Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	General operational support for West Central Community Center Youth Development & Recreation Program.
	<b>Target Date</b>	6/30/2121

<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>This award will support approximately 150 youth with activities/services at the West Central Community Center. Activities include the following:</p> <ul style="list-style-type: none"> <li>• The Recreation &amp; Fitness program has a variety of programs and services for families and individuals. We offer before and after school, summer youth programs, teen programs and numerous clubs and classes.</li> <li>• The Youth Development programs offered at West Central provide children and teens numerous opportunities to participate in fun, active and educational activities in a safe and nurturing environment.</li> </ul>																
<p><b>Location Description</b></p>	<p>1603 N Belt St, Spokane, WA 99205 Website: <a href="https://www.westcentralcc.org/">https://www.westcentralcc.org/</a></p>																
<p><b>Planned Activities</b></p>	<p>The Recreation &amp; Fitness program has a variety of programs and services for families and individuals. We offer before and after school, summer youth programs, teen programs and numerous clubs and classes.</p> <p>The Youth Development programs offered at West Central provide children and teens numerous opportunities to participate in fun, active and educational activities in a safe and nurturing environment.</p> <p>For more information, please visit the following website: <a href="https://www.westcentralcc.org/recreation-fitness">https://www.westcentralcc.org/recreation-fitness</a></p>																
<p><b>9</b></p>	<table border="1"> <tr> <td data-bbox="496 1136 812 1192"><b>Project Name</b></td> <td data-bbox="812 1136 1432 1192">2020 Public Service - West Central Operations</td> </tr> <tr> <td data-bbox="496 1192 812 1249"><b>Target Area</b></td> <td data-bbox="812 1192 1432 1249"></td> </tr> <tr> <td data-bbox="496 1249 812 1306"><b>Goals Supported</b></td> <td data-bbox="812 1249 1432 1306">Community Based Social Services</td> </tr> <tr> <td data-bbox="496 1306 812 1362"><b>Needs Addressed</b></td> <td data-bbox="812 1306 1432 1362">Community based social service programming</td> </tr> <tr> <td data-bbox="496 1362 812 1419"><b>Funding</b></td> <td data-bbox="812 1362 1432 1419">CDBG: \$90,000</td> </tr> <tr> <td data-bbox="496 1419 812 1476"><b>Description</b></td> <td data-bbox="812 1419 1432 1476">General operations support for West Central Community Center.</td> </tr> <tr> <td data-bbox="496 1476 812 1533"><b>Target Date</b></td> <td data-bbox="812 1476 1432 1533">6/30/2121</td> </tr> <tr> <td data-bbox="496 1533 812 1785"> <p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p> </td> <td data-bbox="812 1533 1432 1785"> <p>The West Central Community Center provides multiple community programs (WIC, childcare, ECEAP, senior services, ADA services, etc.) to assist low/moderate income households in west central Spokane. Approximately 1,500 unduplicated low/moderate income individuals will be served during the contracted period of performance.</p> </td> </tr> </table>	<b>Project Name</b>	2020 Public Service - West Central Operations	<b>Target Area</b>		<b>Goals Supported</b>	Community Based Social Services	<b>Needs Addressed</b>	Community based social service programming	<b>Funding</b>	CDBG: \$90,000	<b>Description</b>	General operations support for West Central Community Center.	<b>Target Date</b>	6/30/2121	<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>The West Central Community Center provides multiple community programs (WIC, childcare, ECEAP, senior services, ADA services, etc.) to assist low/moderate income households in west central Spokane. Approximately 1,500 unduplicated low/moderate income individuals will be served during the contracted period of performance.</p>
<b>Project Name</b>	2020 Public Service - West Central Operations																
<b>Target Area</b>																	
<b>Goals Supported</b>	Community Based Social Services																
<b>Needs Addressed</b>	Community based social service programming																
<b>Funding</b>	CDBG: \$90,000																
<b>Description</b>	General operations support for West Central Community Center.																
<b>Target Date</b>	6/30/2121																
<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>The West Central Community Center provides multiple community programs (WIC, childcare, ECEAP, senior services, ADA services, etc.) to assist low/moderate income households in west central Spokane. Approximately 1,500 unduplicated low/moderate income individuals will be served during the contracted period of performance.</p>																



	<b>Location Description</b>	West Central Community Center is located at: 1603 N Belt St. Spokane, WA 99205
	<b>Planned Activities</b>	General operations support for West Central Community Center.
<b>10</b>	<b>Project Name</b>	2020 Public Services - Improving Food Security for Spokane's Hungry Women & Children
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$65,000
	<b>Description</b>	Meal service program for low/moderate income women and children.
	<b>Target Date</b>	6/30/2121
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Women and Children Free Restaurant provides prepared nutrient rich meals to low/mod income individuals. This program will assist approximately 2,500 unduplicated individuals during the contracted period of performance.
	<b>Location Description</b>	Women and Children Free Restaurant is located at: 1408 N Washington St. Spokane, WA 99201
	<b>Planned Activities</b>	Meal service program for low/moderate income women and children.
<b>11</b>	<b>Project Name</b>	2020 Public Services - YWCA Women in the Workforce
	<b>Target Area</b>	
	<b>Goals Supported</b>	Community Based Social Services
	<b>Needs Addressed</b>	Community based social service programming
	<b>Funding</b>	CDBG: \$70,213
	<b>Description</b>	General operation and staffing costs related to the delivery of Women in the Workforce Program
	<b>Target Date</b>	6/30/2121

<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>Funding to support this program will assist 18 individuals with job readiness programming. Approximately 11 individuals will graduate this program employed.</p>
<p><b>Location Description</b></p>	<p>930 N. Monroe St.          Spokane, WA 99201          Website: <a href="https://ywcaspokane.org/programs/heal-and-grow/women-to-work/">https://ywcaspokane.org/programs/heal-and-grow/women-to-work/</a></p>

<p><b>Planned Activities</b></p>	<p><b>A JOB READINESS EMPLOYMENT PROGRAM</b></p> <p>The Women to Work program is for women in Spokane who are actively looking for employment. With the support from BFET (Basic-Food, Employment and Training) funds, the Women to Work program can help remove or reduce barriers to employment, in-turn creating a more open pathway to securing and retaining employment.</p> <p><b>Who Is The Program For</b></p> <p>This program is supported by BFET funds which assists individuals who are experiencing barriers to employment and who are not currently receiving TANF services. Barriers might include homelessness, domestic violence, mental and physical disabilities, poverty, lack of childcare, and transportation issues.</p> <p><b>How to Qualify</b></p> <p>In addition to actively looking for work, qualifying participants must be receiving DSHS (Department of Social and Health Services) food benefits or EBT Card funds, and are not currently receiving TANF (Temporary Assistance for Needy Families).</p> <p>Call 789-9299 with any questions or to schedule an appointment to see if you qualify.</p> <p><b>Support Included</b></p> <p>Participants will receive full access to our computer lab, networking opportunities, skill-building classes, and one-on-one support from area professionals, staff and volunteers who can assist with creating a resume, cover letter and systems to successfully seek employment.</p> <p><b>Program Benefits</b></p> <p>Resources to overcome barriers to employment, such as transportation &amp; childcare.</p> <p>A professional job portfolio including a targeted resume, cover letter, references, &amp; application.</p> <p>Access to our staffed computer lab to build your computer skills, attend workshops &amp; apply for jobs.</p> <p>An ability to identify &amp; communicate strengths.</p> <p>Motivation from our weekly Action Group.</p> <p>A boost in confidence for employment success.</p> <p>Opportunities to network with employers.</p> <p>Professional interview and work clothing.</p> <p>Help preparing for the interview.</p>
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		<p>Financial Coach support. How to Enroll</p> <p>Call the Program Manager at 789-9299 or email <a href="mailto:women2work@ywcaspokane.org">women2work@ywcaspokane.org</a> to learn more about this program or to sign up for our next orientation.</p>
12	<b>Project Name</b>	2020 Housing - Single Family Rehab Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	CDBG: \$1,553,096
	<b>Description</b>	Provide low-cost loans for needed home repairs to assist low-income homeowners maintain a safe and efficient home. These home repairs address health and safety deficiencies and reduce operating costs (to the extent practicable).
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	33 home rehabilitation loans delivered per year to qualified low and moderate income homeowners.
<b>Location Description</b>	<p>Various locations throughout the City of Spokane.</p> <p><b>SNAP Armory</b> 212 W. Second Spokane, WA 99201 Phone: (509) 456-SNAP (7627) Fax: (509) 744-3374</p> <p>Hours of operation: M/T/W/F: 8:00-4:30 (closed between 12-1 pm) TH: 10:30-4:30 (closed between 12-1 pm)</p> <p>Housing Improvements, Weatherization, Home Repair, Conservation Education, Energy Assistance Appointments</p>	

	<b>Planned Activities</b>	<p>Provide low-cost loans for needed home repairs to assist low-income homeowners maintain a safe and efficient home. These home repairs address health and safety deficiencies and reduce operating costs (to the extent practicable).</p> <p>Many low-income homeowners do not have the means to repair or maintain their homes, yet affordable housing often has dangerous or unhealthy defects. SNAP has several types of Home Repair Programs that can make repairs, or provide access to loans, for items in your home that pose health or safety hazards such as roof leaks, sewer problems, no water, and accessibility modifications.</p> <p>For more information visit: <a href="https://www.snapwa.org/home-repair">https://www.snapwa.org/home-repair</a>, or call (509) 319-3083</p>
<b>13</b>	<b>Project Name</b>	2020 Housing - Rental Repair Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	CDBG: \$413,966
	<b>Description</b>	Provide low-cost loans for needed repairs to rental property owners that serve low-income renters. These repairs address health and safety deficiencies and reduce operating costs (to the extent practicable).
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Provide approximately ten (10) rental repair loans that improve housing quality, tenant safety, energy efficiency, and appearance to owners of small (1 to 7 unit) rental properties where at least 51% of renters in each property are below 80% of Area Median Income.

	<b>Location Description</b>	<p>Various locations throughout the City of Spokane.</p> <p><b>SNAP Armory</b>  212 W. Second  Spokane, WA 99201  Phone: (509) 456-SNAP (7627)  Fax: (509) 744-3374</p> <p>Hours of operation:  M/T/W/F: 8:00-4:30 (closed between 12-1 pm)  TH: 10:30-4:30 (closed between 12-1 pm)</p> <p>Housing Improvements, Weatherization, Home Repair, Conservation Education, Energy Assistance Appointments</p>
	<b>Planned Activities</b>	Provide approximately ten (10) rental repair loans that improve housing quality, tenant safety, energy efficiency, and appearance to owners of small (1 to 7 unit) rental properties where at least 51% of renters in each property are below 80% of Area Median Income.
<b>14</b>	<b>Project Name</b>	2020 Housing - Essential Home Repair Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	CDBG: \$585,600
	<b>Description</b>	Provide minor home repairs as grants to homeowners at/below 80% Area Median Income, as defined and annually updated by HUD. Minor home repairs should address health hazards, safety hazards, and/or accessibility issues that may make the homes unsafe or uninhabitable. This includes, but is not limited to, security, plumbing, heating, electrical, roof, weatherization, and sewer repairs and accessibility modifications. Not more than \$150,000 of the total Program budget shall have an eligibility requirement that the funds be granted for repairs up to \$10,000 per grant to homeowners also receiving a Single Family Rehabilitation program loan.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	SNAP will provide minor/essential home repair services to approximately 260 low and moderate income homeowners during the 12 month period of performance.

	<b>Location Description</b>	Various locations throughout the City of Spokane.  <b>SNAP Armory</b> 212 W. Second Spokane, WA 99201 Phone: (509) 456-SNAP (7627) Fax: (509) 744-3374 Hours of operation: M/T/W/F: 8:00-4:30 (closed between 12-1 pm) TH: 10:30-4:30 (closed between 12-1 pm) Housing Improvements, Weatherization, Home Repair, Conservation Education, Energy Assistance Appointments
	<b>Planned Activities</b>	Provide minor home repairs as grants to homeowners at/below 80% Area Median Income, as defined and annually updated by HUD. Minor home repairs should address health hazards, safety hazards, and/or accessibility issues that may make the homes unsafe or uninhabitable. This includes, but is not limited to, security, plumbing, heating, electrical, roof, weatherization, and sewer repairs and accessibility modifications. Not more than \$150,000 of the total Program budget shall have an eligibility requirement that the funds be granted for repairs up to \$10,000 per grant to homeowners also receiving a Single Family Rehabilitation program loan.
<b>15</b>	<b>Project Name</b>	2020 Perpetual Housing, Acquisition, and Capital Improvements Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	CDBG: \$1,008,731
	<b>Description</b>	The Community, Housing and Human Services Department (CHHS) has developed a simplified application process to address changing and urgent community needs. The Perpetual Housing, Acquisition, and Capital Improvements Program (PHACIP) allows partner agencies an opportunity to apply for CHHS funding sources on a monthly basis, or until funding is no longer available. Interested partner agencies are encouraged to submit an application packet to CHHS.
	<b>Target Date</b>	12/31/2021

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Reserve project for activities that provide funding to support qualifying Housing, Acquisition, and Capital Improvements. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities. For more information, please contact the Community, Housing and Human Services Department (CHHS) at spokanechhs@spokanecity.org.
	<b>Location Description</b>	Location to be determined. CHHS will identify the location(s) through substantial the substantial amendment process. For more information, please contact CHHS at spokanechhs@spokanecity.org.
	<b>Planned Activities</b>	Reserve project for activities that provide funding to support qualifying Housing, Acquisition, and Capital Improvements. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities. For more information, please contact the Community, Housing and Human Services Department (CHHS) at spokanechhs@spokanecity.org.
<b>16</b>	<b>Project Name</b>	2020 Neighborhood Community Development Program - Activities TBD
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	CDBG: \$400,000
	<b>Description</b>	The Community, Housing, and Human Services Department (CHHS) allocates approximately \$400,000 to support community development programming that directly benefit low and moderate individuals and households. Neighborhood Councils are encouraged to coordinate and identify priority community based projects. Program Website: <a href="https://my.spokanecity.org/chhs/funding-opportunities/neighborhood/">https://my.spokanecity.org/chhs/funding-opportunities/neighborhood/</a>
	<b>Target Date</b>	12/31/2021



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Reserve project for activities that provide funding to support qualifying Neighborhood Community Development Program activities. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities. For more information, please contact the Community, Housing and Human Services Department (CHHS) at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> .
	<b>Location Description</b>	Location to be determined. CHHS will identify the location(s) through substantial the substantial amendment process. For more information, please contact CHHS at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> .
	<b>Planned Activities</b>	Reserve project for activities that provide funding to support qualifying Neighborhood Community Development Program activities. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities. For more information, please contact the Community, Housing and Human Services Department (CHHS) at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> .  Program Website: <a href="https://my.spokanecity.org/chhs/funding-opportunities/neighborhood/">https://my.spokanecity.org/chhs/funding-opportunities/neighborhood/</a>
<b>17</b>	<b>Project Name</b>	2020 Administration - CDBG Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	CDBG: \$800,000
	<b>Description</b>	Administrative costs associated with the management of Community Development Block Grant Program (CDBG).
	<b>Target Date</b>	6/30/2121
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NA

	<b>Location Description</b>	808 W. Spokane Falls Blvd. Spokane, WA 99201 <a href="https://my.spokanecity.org/chhs/">https://my.spokanecity.org/chhs/</a>
	<b>Planned Activities</b>	Administrative costs associated with the management of Community Development Block Grant Program (CDBG).
18	<b>Project Name</b>	2020 COVID-19 Response
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Health and Safety
	<b>Needs Addressed</b>	Urgent public health & safety Response
	<b>Funding</b>	CDBG: \$1,990,689
	<b>Description</b>	Reserve project for activities that respond to the COVID-19 outbreak. Activities will be targeted toward the acquisition and rehabilitation of new homeless shelters, and other community needs addressing COVID-19. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities. For more information, please contact the Community, Housing and Human Services Department (CHHS) at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> .
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Reserve project for activities that respond to the COVID-19 outbreak. Activities will be targeted toward the acquisition and rehabilitation of new homeless shelters, and other community needs addressing COVID-19. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities. For more information, please contact the Community, Housing and Human Services Department (CHHS) at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> .
<b>Location Description</b>	Location to be determined. CHHS will identify the location(s) through substantial the substantial amendment process. For more information, please contact CHHS at <a href="mailto:spokanechhs@spokanecity.org">spokanechhs@spokanecity.org</a> .	

	<b>Planned Activities</b>	Reserve project for activities that respond to the COVID-19 outbreak. Activities will be targeted toward the acquisition and rehabilitation of new homeless shelters, and other community needs addressing COVID-19. CHHS will provide additional details through the substantial amendment process (open public hearings and public comment) as project(s) are identified. This set-aside is for capital/construction based programming and not available for public service qualifying activities. For more information, please contact the Community, Housing and Human Services Department (CHHS) at spokanechhs@spokanecity.org.
<b>19</b>	<b>Project Name</b>	2020 Multi-Family Projects - HOME
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	HOME: \$1,203,300
	<b>Description</b>	HOME multi-family funding will support the development and redevelopment of approximately 10 affordable housing units within the City of Spokane. All units will be reserved for low income households.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	HOME multi-family funding will support the development and redevelopment of approximately 10 affordable housing units within the City of Spokane. All units will be reserved for low income households.
<b>Location Description</b>	<p>Unknown at this time - CHHS will issue funding notices throughout the 2020 Program Year to support proposals that fall under this general activity. CHHS will provide a substantial amendment to this Action Plan with an opportunity to make public comment once funding decisions have been made. Citizens will have 30 days to review the amended plan and offer public comment.</p> <p>The HOME Program is administered by staff in the Community, Housing and Human Services Department (CHHS) located at:</p> <p>Spokane City Hall 808 W Spokane Falls Blvd. Spokane, WA 99201</p>	

	<b>Planned Activities</b>	HOME multi-family funding will support the development and redevelopment of approximately 10 affordable housing units within the City of Spokane. All units will be reserved for low income households.
20	<b>Project Name</b>	2020 Administration - HOME Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing Stability
	<b>Needs Addressed</b>	Improve affordable housing access & availability
	<b>Funding</b>	HOME: \$133,699
	<b>Description</b>	General administration of the HOME Program. Administrative activities include community engagement, planning, reporting to funder, making grant awards, technical assistance, environmental reviews, procurement, compliance monitoring, certified payroll review, etc.
	<b>Target Date</b>	6/30/2121
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	General administration of the HOME Program. Administrative activities include community engagement, planning, reporting to funder, making grant awards, technical assistance, environmental reviews, procurement, compliance monitoring, certified payroll review, etc.
	<b>Location Description</b>	The HOME Program is administered by staff in the Community, Housing and Human Services Department (CHHS) located at: Spokane City Hall: 808 W Spokane Falls Blvd. Spokane, WA 99201
	<b>Planned Activities</b>	General administration of the HOME Program. Administrative activities include community engagement, planning, reporting to funder, making grant awards, technical assistance, environmental reviews, procurement, compliance monitoring, certified payroll review, etc.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Spokane will not direct funding to any one targeted area of the City. Rather, funding will be allocated based on present needs within the community and quality of project application. The City will work in partnership with social service providers, local businesses, elected officials, and neighborhood councils to ensure changing community needs are being met.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 57 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

There will be no funding allocation to specific geographic areas within the City. This Consolidated Plan will make funding decisions based on the needs of low and moderate income individuals and families regardless of their location.

### **Discussion**

The City of Spokane will present all future funding awards and target populations at open public hearings, followed by a 30-day public comment period.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The City of Spokane is focused on providing safe affordable housing choices for low and moderate income residents. During program year 2020, the City will prioritize activities that move individuals into permanent affordable housing units through the construction, acquisition, and rehabilitation of new units. Several projects are underway and expected to complete on, or before 12/31/2021.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	350
Non-Homeless	19,830
Special-Needs	0
Total	20,180

**Table 58 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	50
The Production of New Units	10
Rehab of Existing Units	303
Acquisition of Existing Units	10
Total	373

**Table 59 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Spokane Housing Authority (SHA) began in 1972 as the Housing Authority of the City of Spokane is now a multi-jurisdictional agency serving many cities and six counties in Eastern Washington. The partnership between SHA and the City of Spokane continues to provide affordable housing for thousands of households. SHA is governed by a seven-member Board of Commissioners to include one “directly assisted Commissioner” and six commissioners appointed by the following: Two (2) individuals appointed by the Mayor of the city of Spokane, two (2) individuals appointed by the City Council of the City of Spokane Valley, and two (2) individuals appointed by the Spokane County Commissioners. Each member serves a five-year term of office, with terms rotating in such a manner that one appointment is made each year. The Board has full authority in the establishment of SHA policies, long-term direction, and oversight of programs that accomplish the Agency’s mission.

### **Actions planned during the next year to address the needs to public housing**

Spokane Housing Authority has always had an extremely small public housing program. Initially, just 125 total public housing units were in SHA’s inventory. In 2015, SHA was given permission to move forward with a Rental Assistance Demonstration (RAD) Program portfolio project to divest its public housing inventory.

As of November 1, 2019, the Spokane Housing Authority (SHA) no longer owns or operates Public Housing units. SHA has utilized HUD’s Rental Demonstration Program (RAD) to convert all Public Housing units to project based housing vouchers under the Housing Choice Voucher program. This process began in 2016 with the conversion of 50 public housing units at the Parsons Apartments, and was completed in November of 2019 with the conversion of 74 scattered site properties that represented the remaining public housing units operated by the Housing Authority. In 2016, one single family home (part of SHA’s scattered site public housing inventory), was sold to the Washington State Department of Transportation through eminent domain to facilitate the north/south freeway extension. In order to ensure that Public Housing participants were not adversely affected by this conversion, the Housing Authority created a Relocation Specialist position dedicated to relocating these families to affordable and comparable housing units in the community and offering continuing rental assistance through the Housing Choice Voucher program. In addition, all families who were on the Public Housing waiting list at the time of conversion, were given the opportunity to be placed on the HCV waiting list for the same time and date that they had originally applied to the Public Housing Program.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

SHA updated its Administrative Plan to provide an avenue for the 74-scattered site public housing residents to participate in the Housing Choice Voucher Homeownership program if they meet the qualifications. All 74 were given the first right of refusal to purchase the home in which they reside or

another available from the inventory. In 2019, the authority met with households to understand if homeownership is something they wish to pursue. As mentioned in previous years, the homeownership track is more involved and has more hurdles to overcome, not every household will be capable of or have the means to achieve this option. The remainder of 2020 and 2021 will be spent working with current households to begin implementing their future housing option, which includes this homeownership alternative. To date, we have successfully assisted three families previously on public housing with acquisition of their unit or another in the portfolio.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable. The Housing Authority is designated as a high performer.

**Discussion**



## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Spokane City/County Continuum of Care, in support of the 2015-2020 Strategic Plan to End Homelessness, will focus on action steps aimed at obtaining the following objectives: increase leadership, collaboration and civic engagement; increase access to stable and affordable housing; support effective pathways toward self-sufficiency and reduced financial vulnerability; transform homeless services to crisis response systems leading to improved health and safety; and advance health and housing stability for youth experiencing homelessness, including unaccompanied homeless youth and youth aging out of systems such as foster care.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In an effort to reach out to the unsheltered population, the community has implemented a number of street outreach initiatives. The City of Spokane's CHHS Department work with other City entities such as Code Enforcement and Police to support the Homeless Street Outreach Team, a collaboration between homeless housing providers, coordinated assessment, and mental health providers to identify and provide outreach to individuals occupying homeless encampments. This interagency collaboration includes both a City-funded street outreach team and a PATH-fund outreach team for homeless individuals with mental illness and provides a pipeline for housing and support services to the chronically homeless unsheltered population in our community. The City has identified the need for additional investment in street outreach in the next year and has targeted these funds to both expand the capacity of existing efforts and to facilitate better alignment of services between City-, PATH-, SSVF-, RHY-, and STR Opioid Crisis-funded street outreach teams. This new street outreach collaborative meets on a bi-weekly to case conference common clients and coordinate outreach services to ensure 100% geographic coverage of the jurisdiction and that clients are matched to the appropriate service provider. The goal for the next year is to complete assessment of the collaborative's geographic coverage with a particular emphasis on identifying gaps in rural coverage.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The CoC identifies the need to provide emergency response to families and individuals who are homeless and recognizes the continued need for shelter beds that are available when a person is unsheltered. Although the CoC is moving towards providing permanent, rather than temporary, housing options, there are some special populations, such as youth, households fleeing domestic violence, clients exiting institutions, and families with children involved with the child welfare system,

who continue to benefit from a supportive transitional housing program.

The jurisdiction's goal is to operate a comprehensive shelter system that meet the needs of all households regardless of composition and quickly transitions households from homelessness back into permanent housing. Currently the shelter system includes programs to serve the specific needs of homeless adult men, adult women, unaccompanied youth, and households with children, however youth who are in transition (18-24) do not have a dedicated shelter program. The City identified a partner agency at the end of 2017 through an RFI process to take the lead in the development of a shelter for young adults. In July of 2018, the City was selected by A Way Home Washington to participate in their Anchor Community Initiative around ending youth and young adult homelessness is currently working to utilize the financial resources available through the initiative to develop, with this partner agency, to develop a young adult shelter in the next year.

These efforts connect directly to the goals of transforming homeless services in to a crisis response system and the system goal of reducing the length of time households experience homelessness.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The jurisdiction's coordinated entry process includes access to diversion programs to prevent individuals and families with children from entering the crisis response system by assisting with their access to community resources. ESG is funding rapid re-housing and emergency shelter operations. An intentional shift to focus on permanent housing exits when households enter the homeless system has been transforming the City's homeless system over the past few years. As a result, much of the CoC efforts to serve homeless households are focused on rapid re-housing. Households who present as chronically homeless with very high barriers are placed directly into available PSH units or available bridge housing. These efforts shorten the time families are homeless and increase stability. The one year for these populations is complete for the CoC to complete its evaluation of the prioritization policies of singles and families coordinated assessment and implement any necessary changes to how households are matched with housing intervention.

The Supportive Services for Veteran Families (SSVF) program provides an essential resource for Veterans and their families who are homeless or at risk. SSVF provides intensive outreach, housing search and placement and continued case management for this population. For Veterans who need more intensive housing services, Spokane Housing Authority (SHA) has a successful partnership with the Veterans Administration to provide VASH vouchers to homeless veterans. All referrals are made through the VA, who also provides complete wrap-around supportive services. Veterans that are not eligible for these

programs are prioritized for placement in PSH dedicated to chronically homeless veterans.

The Young Adult Housing Program (YAHP) from the Washington State Department of Commerce's Office of Homeless Youth has provided the jurisdiction with an essential new resource for the provision of rent assistance, transitional housing, and case management for young adults ages 18 through 24. YAHP provides young adults with housing search assistance, temporary rental assistance, and case management as well as access to transitional or interim housing during the housing search process for youth with the highest barriers. The one-year goal for this population is to complete the evaluation of the joint transitional housing-rapid rehousing pilot program for YAHP to determine if this an effective model for transition vulnerable young people to permanent housing.

HOME Tenant-Based Rental Assistance, granted to Spokane Housing Authority, continues to be a critical tool in achieving permanent housing for families and individuals experiencing homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The jurisdiction works with the following housing and health care partners on the implementation of an integrated care program: Empire Health Foundation, Providence Health Care, Community Health Association of Spokane, and Volunteers of America. The program strives to ensure eligible homeless clients are not discharged from in-patient hospital care or emergency room visit into homelessness. The Roads to Community Living Program coordinates with group homes, assisted living program and private landlords to ensure that long term Medicare eligible clients discharging from hospitals, nursing homes and mental health facilities are not being discharged into homelessness.

The Spokane County Regional Behavioral Health Division (SCRBH) is responsible for all community-based mental health services for inpatient and outpatient care services. Eastern State Hospital works in conjunction with Frontier Behavioral Health Outreach Team, Spokane County Supportive Living Program, and Behavioral Health Options. These programs work with the clients and the outpatient mental health provider to create a plan for housing and continued services.

The CoC has ensured that its members have written procedures to address discharge planning of youth exiting foster care. The Department of Children, Youth, and Families procedures provide for Independent Living Services and require an Independent Living Plan to assist the youth toward a successful transition to adulthood. Local DCYF Social Workers and other community stakeholders work with youth as they near 18 to establish an ILP to guide the services and housing assistance until they are

21.

Spokane County has taken the lead in housing individuals as they exit from correctional institutions through the Re-Entry Initiative (REI) Program, a community re-entry program dedicated to transitioning formerly homeless exiting institutional settings into adjusted citizens, engaging, working and living in stable housing with limited to no subsidy. Through their partnership with Goodwill Industries of the Inland Northwest, they provide permanent housing through a short term rental assistance program to persons exiting correctional institutions. Airway Heights Corrections facility and the local jail works with Pioneer Human Services who operates a 55-bed work release facility for women and an 80-bed work release facility for men. A formalized discharge plan, in which housing is a requirement, is created for each client as they discharge from these facilities.

### **Discussion**

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

The City of Spokane is working to address barriers to affordable housing by developing a plan that addresses all aspects of housing choice. The City is working with the Washington State Department of Commerce, Spokane County, and the City of Spokane Valley to increase access to housing within the region.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City of Spokane is creating the Housing Action Plan to help increase housing options that are affordable and accessible for people and families of all incomes. As Spokane grows, we are facing a gap in housing supply. The plan will provide a strategic approach to address current and future housing needs of the Spokane community. When completed, it will provide a coordinated vision that supports more people being able to find a home that meets their needs with access to opportunities, services and amenities. This process builds upon previous community discussions and initiatives around infill development, housing quality, and affordable housing funding.

Spokane's Housing Action Plan will:

- Encourage construction of additional affordable and market rate housing that are accessible to a variety of income levels. This includes options accessible to people and families with low and moderate incomes and cost-burdened households.
- Examine population, workforce and housing trends.
- Assess housing policies, development regulations, and other city programs that influence the development of housing.
- Consider strategies to minimize displacement, particularly in neighborhoods with communities at high risk of displacement.

The City received a grant from the Washington Department of Commerce to complete the plan, which is expected to be adopted by City Council in April 2021.

### **Discussion:**

Citizens are encouraged to participate in the planning efforts as the City of Spokane develops the Housing Action Plan. These planning efforts will benefit all citizens by developing goals and policies that create more affordable housing options within the City.

For more information about the Housing Action Plan, please visit:

<https://my.spokanecity.org/housing/spokane-housing-action-plan/>

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The following actions are intended to align with the needs and goals identified in the 2020 – 2024 Consolidated Plan. The Community, Housing and Human Services Department will remain adaptive and ready to serve as needs arise and the response system must be tailored to meet community needs.

### **Actions planned to address obstacles to meeting underserved needs**

#### **Actions planned to foster and maintain affordable housing**

Given the high demand for affordable housing, the City recognizes the importance of fostering affordable housing development and maintaining existing affordable housing stock. The City also provides Tenant Based Rental Assistance to extremely low-income/homeless families to create affordable housing options at market rate rental housing located across the City. The City fosters relationships with both for-profit and nonprofit (including CHDO) housing developers when soliciting HOME Multifamily Housing Program funding proposals. The City offers developers the opportunity to leverage limited City HOME funding with Low-Income Housing Tax Credits, housing bonds, Washington State Housing Trust Fund dollars, and Federal Home Loan Bank grants. Typically, City HOME funds account for only a fraction of the total cost but deliver large projects providing a large number of long-term affordable rental housing units.

The City maintains its HOME investment in affordable housing by monitoring rental housing occupancy and physical condition over HUD's minimum compliance periods required by 24 CFR 92.254. The City imposes an additional 10-year local compliance period to retain these rental units as affordable housing available to low-income households. The City also grants and loans CDBG funds to repair low-income owner-occupied homes enabling existing homeowners to enjoy a safe and healthy home that they can afford to operate and maintain. The City plans to address foreclosed, abandoned and derelict properties by acquisition and/or renovation to create affordable homeownership opportunities.

#### **Actions planned to reduce lead-based paint hazards**

Spokane's Single Family Rehabilitation and Multifamily Housing programs are active in identifying and repairing lead-based paint hazards in eligible owner and renter housing. HUD Title X and EPA Renovator (RRP) requirements are integrated into CDBG and HOME funded programs that rehabilitate housing units constructed prior to 1978. Typical lead hazard control begins with an XRF lead inspection to guide the scope of work. Certified workers complete lead hazard control work in compliance with HUD's Title X and EPA RRP regulations. These projects typically include wet scraping, painting, eliminating friction/impact surfaces, mulching bare soil, and cleaning to Clearance. Each rehabilitated

housing unit will achieve Clearance as part of project completion, as proscribed by HUD's Title X regulation.

### **Actions planned to reduce the number of poverty-level families**

The City's anti-poverty strategies are implemented through the following established goals of the Consolidated Plan: preserving and expanding quality, safe, affordable housing choices; providing opportunities to improve the quality of life; and, expanding economic opportunities. The CDBG and HOME program are the principle funding sources targeted at reducing the number of poverty-level families but the ESG program also seeks to stabilize families and individuals so they are able to return to self-sufficiency, which Homeless Housing Assistance Act fund provide prevention assistance. Importantly, the resource management responsibilities of these programs provide staff of the Department of Community, Housing and Human Services an opportunity to facilitate coordination among a range of social and housing programs, operated by other City departments, governmental agencies and the nonprofit community, that together enhance the opportunities to reduce poverty for families.

CDBG program resources are targeted to meet the community development, infrastructure and economic opportunities needs in the community. The City allocates CDBG funding for several economic development activities providing opportunities for both low and moderate income family members to receive living wage employment and low and moderate income business owners to improve and expand their businesses, increasing their profitability and income. Public services activities also include programs for stabilizing families, while the housing rehabilitation program reduces and stabilizes low and moderate income homeowner's housing expenses. CDBG public services activities, such as the housing counseling program and the rental assistance case management program, assist low and moderate income families on the edge of poverty to help them to economic security.

HOME program resources are allocated to address the needs for safe, affordable housing. Program activities that are designed to reduce housing expenses and offer the opportunity to help move families out of poverty are tenant-based-rental assistance and the multifamily development program, which maintains and expands affordable housing. These rental support programs help provide economic stability to the households assisted and are key to the goal of reducing the number of families facing poverty.

### **Actions planned to develop institutional structure**

The City of Spokane works closely with partner agencies and community stakeholders to develop social response programs based on community need. Examples include the Homeless Coordinated Assessment, Emergency Shelters, Homeless Warming Shelter Response, Affordable Housing Committee, Continuum of Care Committee and Neighborhood Community Development Programs. Each program provides a response by the City to respond to the institutional needs of community partners and the



individuals they serve.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City has established a number of cooperative partnerships and collaborations with public and supportive housing providers, private and government health, local government, mental health and social service agencies to address its priority needs and will continue to do so.

Examples include:

- **Multi-family Housing:** the City works closely with Spokane County, the WA State Department of Commerce, and the WA State Housing Finance Commission to coordinate the funding, development and monitoring of multi-family housing units funded through the HOME program.
- **Tenant-Based Rental Assistance:** the City partners with the local housing authority to manage the HOME tenant-based rental assistance program. The TBRA program has been prioritized for high needs households and individuals. Referrals to the TBRA program via the community Coordinated Assessment program. Support Services are provided for all TBRA households through CoC Program and local Homeless Housing Assistance Act funded programs.
- **Fair Housing:** the City partners with HUD, Spokane County and the NW Fair Housing Alliance to fund, plan and host a regional Fair Housing Conference during the month of April (fair housing month).
- **Strong Families Initiative:** a City-led partnership between the City, the Spokane Housing Authority, Child Protective Services and non-profit housing and services providers to improve the lives and housing stability of families engaged with child welfare.

The City is the convener and the Collaborative Applicant for the City/County Continuum of Care. The City coordinates a number of homelessness reduction system-wide strategies involving both public and private agencies such as Coordinated Assessment, Housing First and Rapid Re-housing through the Continuum of Care.

### **Discussion:**

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

See narratives below for additional information about the Community Development Block Grant Program (CDBG), HOME Program, and Emergency Solutions Grant Program (ESG).

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

#### HOME Investment Partnership Program (HOME)

##### Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is

as follows:

Spokane does not plan to directly use other forms of investment beyond those listed in 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

HOME regulation 92.254 describes qualifications of homeownership activities as affordable housing. City of Spokane has not budgeted HOME funds for homeownership activities. The City retains written agreements used in a previous homeownership program. These agreements include a recapture provision triggered if a borrower sells, transfers, refinances, or changes the use of the property during the HOME period of affordability. This loan provision limits recaptured funds to net proceeds available from the sale rather than the entire HOME investment. The City's Single Family Rehabilitation program uses this same loan recapture provision which limits recaptured funds to net proceeds of a sale. Consequently, the City is not required to repay HUD should any sale, short sale, foreclosure, involuntary sale, etc. of a program-assisted home provide insufficient funds to fully repay the amount of loaned HUD funding.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

HOME regulation 92.254(a)(4) describes the minimum HOME period of affordability based upon the amount of HOME homeownership assistance. The City of Spokane has not budgeted HOME funds for homeownership activities. The City previously established maximum HOME assistance for each homebuyer transaction and that HOME assistance required a 10-year period of affordability. Earlier homeownership assistance loan documents provided some debt forgiveness over the 10-year HOME affordability period. All City homeownership assistance written agreements included a recapture provision that triggered repayment if a borrower sells, transfers, refinances, or changes the use of the property during the HOME period of affordability. This recapture provision limits recaptured funds to any net proceeds available from the sale rather than the entire HOME investment.

Similarly, HOME-funded affordable rental housing projects include acquisition, new construction, and/or renovation trigger minimum periods of affordability per 24 CFR 92.252(e). New construction projects are always subject to the regulation's 20-year affordability period but acquisition and/or rehab projects commonly trigger a 5, 10, or 15-year HOME affordability period. The City-imposed chooses to independently extend the periods of affordability is ten years longer than the minimum HOME affordability period and initially runs concurrently with the HOME affordability period. . These City-imposed affordability periods are described further in the HOME Multifamily Housing Program Description and agreements.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debt secured by housing that is being rehabilitated with HOME funds under 24 CFR 92.206(b). However, HOME funds may be used to pay off principal and interest of a construction loan, bridge financing loan, or guaranteed loan as provided under 24 CFR 92.206(g).

### **Emergency Solutions Grant (ESG) Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

The Emergency Solutions Grant funds, in conjunction with additional funding sources, are currently funding Coordinated Assessment Initiatives through rapid re-housing, and shelter activities. The following program standards have been developed with community feedback, based on the feedback from CoC programs administering these funded activities. The standards continue to take into account the smaller resources and even greater targeting needed for ESG. These standards are included in program specific guidelines for all ESG funded programs.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Households seeking homeless assistance can access services through the Spokane Continuum of Care's Coordinated Assessment (CA) system. The local CA system operates two portals to better meet the disparate needs of different household types. Households with minor children are served through Homeless Families Coordinated Assessment (HFCA) system, which coordinates all family homeless service programs to provide prevention and rapid re-housing assistance in addition to placement in interim, transitional, and permanent supportive housing, if applicable. The program utilizes the Family Service Prioritization Decision Assistance Tool (F-SPDAT) and Family Vulnerability Index Service Prioritization Decision Assistance Tool (F-VI-SPDAT) to assess families for appropriate housing and service interventions based on vulnerability rather than a first come first serve model. The F-VI-SPDAT and F-SPDAT provide a consistent way of assessing households across the Continuum of Care and assists HFCA in connecting families with an appropriate housing intervention based on their level of need.

Households without children can access services through the Singles Homeless Coordinated Assessment (SHCA) System. SHCA operates as a decentralized assessment system with a lead agency to facilitate the training and coordination of assessment sites. SHCA uses the singles versions of the VI-SDPAT and SPDAT tools to provide common outcome data and measurable results. Household where every member is between the age of 18 and 24 that present at SHCA are assessed using the

Transition Age Youth Vulnerability Index Service Prioritization Decision Assistance Tool (TAY-VI-SPDAT) and the Youth Service Prioritization Decision Assistance Tool (Y-SPDAT). Once the appropriate assessment is completed in HMIS, a housing referral can be made to the appropriate housing track based on the household's vulnerability and desired housing intervention.

Households may access the program through one of two entry points:

1. By walking into either the HFCA or SHCA program offices for an assessment; or
2. Through targeted outreach and screening with a partnering service provider such as an emergency shelter or street outreach program.

The CA system has been developed in accordance with the HUD Continuum of Care Regulations. Participation in this system is mandatory for ESG and CoC grantees.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Locally, the City of Spokane receives and administers ESG funds. As the CoC lead the City of Spokane works, through the Continuum of Care Governance Board and Community Housing and Human Services Board (CHHS), to determine priorities for homeless funding. Spokane County staff sits on both the Continuum of Care Governance Board and CHHS Board and is an integral part in determining how all homeless funds, including ESG funds, are allocated in the community. During the application process for homeless funding, the RFP and Evaluation Committee of CoC reviews applications and makes funding recommendations to CoC Governance Board.

Applicants eligible to apply for ESG funds include:

- City or County governments
  - Public and private nonprofit organizations (501(c)(3))
  - Private for profit organizations or individuals may implement certain economic development, low income housing rehabilitation and microenterprise activities.
  - Faith based organizations
4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City currently meets the homeless participation requirement detailed in 24 CFR 576.405(1) through formerly homeless individuals' membership on the Community, Housing and Human Services Board subcommittees, Continuum of Care Governance Board, and the CoC RFP and Evaluation Committee. These committees are responsible for recommending policies and making funding decisions.

## 5. Describe performance standards for evaluating ESG.

All programs funded through ESG are evaluated for performance quarterly. Data for these evaluations is pulled from the Homeless Management Information System. In addition, all ESG funded programs are required to ensure HMIS data quality by the 5th of each month. Programs funded for rapid re-housing are measured by the percentage of households exiting to permanent housing, the percentage of households with increased income at exit, and the average length of time from identified eligibility to being housed. Programs funded for emergency shelter operations are required to enter universal data into the HMIS system and record entry and exit dates. In addition, these programs are measured by the percentage of households who exit from the emergency shelter into permanent housing, the average length of time individuals are homeless in emergency shelter, average length of time between enrollment and clients' date of engagement.

Citizens with additional questions regarding the CDBG, HOME and ESG Programs are encouraged to contact the Community, Housing and Human Services Department (CHHS) for additional information.

CHHS Contact Information:

- Email to CHHS at [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org)
- Phone CHHS at 625-6325
- Attend a Public Hearing and make comment directly to the CHHS Board
- Visit CHHS at Spokane City Hall
- 808 W. Spokane Falls Blvd, Spokane, WA 99201

## **Appendix - Alternate/Local Data Sources**

## Briefing Paper

### Public Infrastructure, Environment & Sustainability Committee

<b>Division &amp; Department:</b>	Finance – Asset Management
<b>Subject:</b>	Contract amendment with Spokane Roofing LLC for required roofing insulation
<b>Date:</b>	07/8/2020
<b>Author (email &amp; phone):</b>	<a href="mailto:dsteELE@spokanecity.org">dsteELE@spokanecity.org</a> 625-6064
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Tonya Wallace
<b>Committee(s) Impacted:</b>	N/A
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Six Year Citywide Capital Improvement Program.
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	8/3/2020
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Contract amendment accommodating the inclusion of code required new insulation in a roofing contract. Total contract increase of \$18,186
<u>Background/History:</u> This roofing project was bid without the inclusion of additional insulation, which code requires. The additional dollars cover the cost of this addition in the form of a change order.	
<u>Executive Summary:</u>	
<ul style="list-style-type: none"> <li>• This roofing project was bid without the inclusion of additional insulation, which code requires.</li> <li>• The requirement was not called out in the bids documents</li> <li>• The additional dollars cover the cost of this addition in the form of a change order.</li> </ul>	
<u>Budget Impact:</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.) <i>Match requirements will be determined at the time of award.</i>	
<u>Operations Impact:</u>	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A Specify changes required: Known challenges/barriers:	

## Briefing Paper

### PIES

<b>Division &amp; Department:</b>	Development Services Center
<b>Subject:</b>	MFTE Conditional Contract
<b>Date:</b>	July 27, 2020
<b>Contact (email &amp; phone):</b>	Ali Brast ( <a href="mailto:abrast@spokanecity.org">abrast@spokanecity.org</a> , 625-6638)
<b>City Council Sponsor:</b>	TBD
<b>Executive Sponsor:</b>	Wes Crago
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	SMC 08.15 Multi- Family Housing Property Tax Exemption
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee meeting
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption contract
<p><u>Background/History:</u> Chapter 84.14 RCW authorizes the City to create a multiple family housing property tax exemption program and to certify qualified property owners for that property tax exemption. The City Council enacted Ordinance No. C-32575, which provides for the property tax exemption program for multiple housing in residential targeted areas. Pursuant to Ordinance No. C-33079, the City Council expanded the residential targeted areas. Pursuant to Ordinance No. C-35524, the regulations were revised, allowing for rental rates of up to 115% AMI. The State statute and the City ordinance require the City to approve the application regarding the tax exemption and the necessary construction requirements. This contract authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>Applicant applying for a conditional contract for the construction of a several buildings with 300 units along the MLK Jr Way extension under the Hamilton overpass, near Brown Building Materials, at and around 115 N Erie St.</li> </ul>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	



**Tax Abatement Information:**

<b>2019 Multi-Family Tax Exemption MFTE Property Tax Forgone &amp; Savings Calculator</b>	
Project Name: The District on the River	
Number of units in the project	300
<b>*Average Property Value Exempt per unit</b>	<b>\$121,094</b>
<b>Estimated City Property Tax forgone annually per unit</b>	<b>\$15,621</b>
Estimated Property Tax saved per project annually	\$494,064
Enter the number of years of MFTE (8 or 12)	8
Estimated Property Tax saved during the term of exemption	\$3,952,516
<b>Estimated City Tax forgone during the term of exemption per unit</b>	<b>\$124,969</b>
<b>Estimated City Tax forgone during the term of exemption all units</b>	<b>\$999,754</b>
<i>Once a project has met programmatic criteria the owner can expect to save approximately \$1,600 on their tax bill for every \$120,000 of Exempt Assessed Value on the housing portions of the property.</i>	
<i>*Average Property Value Exempt per unit is based upon the average of all properties currently in the MFTE Program and 2017 Property value assessments</i>	

**Site Map:**



## Briefing Paper

### PIES

<b>Division &amp; Department:</b>	Development Services Center
<b>Subject:</b>	MFTE Conditional Contract
<b>Date:</b>	July 27, 2020
<b>Contact (email &amp; phone):</b>	Ali Brast ( <a href="mailto:abrast@spokanecity.org">abrast@spokanecity.org</a> , 625-6638)
<b>City Council Sponsor:</b>	TBD
<b>Executive Sponsor:</b>	Wes Crago
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	SMC 08.15 Multi- Family Housing Property Tax Exemption
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Will file for Council consideration following committee meeting
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption contract
<p><u>Background/History:</u> Chapter 84.14 RCW authorizes the City to create a multiple family housing property tax exemption program and to certify qualified property owners for that property tax exemption. The City Council enacted Ordinance No. C-32575, which provides for the property tax exemption program for multiple housing in residential targeted areas. Pursuant to Ordinance No. C-33079, the City Council expanded the residential targeted areas. Pursuant to Ordinance No. C-35524, the regulations were revised, allowing for rental rates of up to 115% AMI. The State statute and the City ordinance require the City to approve the application regarding the tax exemption and the necessary construction requirements. This contract authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>• Applicant applying for a conditional contract for the construction of a new building with 40 units at 1505 W Broadway / 719 N Walnut.</li> <li>• Property is zoned CC1, so use is allowed.</li> <li>• This project will be able to utilize the parking waiver allowed for MFTE projects in the CC zones.</li> </ul>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

**Tax Abatement Information:**

<b>2019 Multi-Family Tax Exemption MFTE Property Tax Forgone &amp; Savings Calculator</b>	
Project Name: Harrington Place Apartments	
Number of units in the project	40
<b>*Average Property Value Exempt per unit</b>	<b>\$121,094</b>
<b>Estimated City Property Tax forgone annually per unit</b>	<b>\$2,083</b>
Estimated Property Tax saved per project annually	\$65,875
Enter the number of years of MFTE (8 or 12)	12
Estimated Property Tax saved during the term of exemption	\$790,503
<b>Estimated City Tax forgone during the term of exemption per unit</b>	<b>\$24,994</b>
<b>Estimated City Tax forgone during the term of exemption all units</b>	<b>\$299,926</b>
<p><i>Once a project has met programmatic criteria the owner can expect to save approximately \$1,600 on their tax bill for every \$120,000 of Exempt Assessed Value on the housing portions of the property.</i></p>	
<p><small>*Average Property Value Exempt per unit is based upon the average of all properties currently in the MFTE Program and 2017 Property value assessments</small></p>	

**Site Map:**

