

THE CITY OF SPOKANE CITY COUNCIL URBAN EXPERIENCE COMMITTEE



AGENDA FOR 12:00 P.M. MONDAY, JANUARY 13, 2025

The Spokane City Council's Urban Experience Committee meeting will be held at **12:00 PM January 13, 2025**, in City Council Chambers, located on the lower level of City Hall at 808 W. Spokane Falls Blvd. The meeting can also be accessed live at <https://my.spokanecity.org/citycable5/live/> and <https://www.facebook.com/spokanecitycouncil> or by calling 1-408-418-9388 and entering the access code #2496 058 1441; 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 Urban Experience Committee meeting is regularly held every 2nd Monday of each month at 12:00 p.m. unless otherwise posted.

The meeting will be open to the public both virtually and in person, with the possibility of moving or reconvening into executive session only with members of the City Council and appropriate staff. No legislative action will be taken.

Public testimony will be taken on the committee's agenda. Use the following link to sign up to speak for 2 min on any and all items on this month's agenda:

<https://forms.gle/jXDGewSg79FzxieL9>

AGENDA

I. Call To Order

II. Discussion Items

1. HOPE HOUSE UPDATE - MELISSA MORRISON (5 minutes)
2. MONTHLY PERMIT REPORT - TAMI PALMQUIST (10 minutes)
3. UPDATE ON PERIODIC UPDATE TO THE COMPREHENSIVE PLAN WORK - TIRRELL BLACK (5 minutes)
4. CLIMATE BUILDING ACT DISCUSSION - FACILITIES (10 minutes)
5. ARBORIST ORDINANCE UPDATE - CM BINGLE (10 minutes)
6. BOARD, COMMISSION AND INITIATIVE UPDATES - ROUNDTABLE (15 minutes)

III. Consent Items

1. EVICTION PREVENTION FUND SUBCONTRACT APPROVAL (COMMUNITY, HOUSING & HUMAN SERVICES)
2. AMENDING ORDINANCE C-22382 (DEVELOPMENT SERVICES CENTER)
3. HAZMAT AIR MONITORS EQUIPMENT PURCHASE (FIRE)
4. MULTI-FAMILY TAX EXEMPTION (MFTE) CONDITIONAL AGREEMENT (PLANNING & ECONOMIC DEVELOPMENT)

IV. Executive Session

Executive Session may be held or reconvened during any Urban Experience Committee meeting.

V. Adjournment

VI. Next Meeting

Next Urban Experience Committee

The next meeting will be held at the regular date and time of **12:00 PM. February 10, 2025.**

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or

through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or m_lowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/13/2025**Committee Agenda type:** Information Only**Date Rec'd**

1/6/2025

Clerk's File #**Cross Ref #****Project #****Council Meeting Date:****Submitting Dept**

COMMUNITY, HOUSING & HUMAN

Bid #**Contact Name/Phone**

MELISSA 6009

Requisition #**Contact E-Mail**

MMORRISON@SPOKANECITY.ORG

Agenda Item Type

Information Only - Committee

Council Sponsor(s)

ZZAPPONE JBINGLE KKLITZKE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?****Agenda Item Name**

1680- HOPE HOUSE UPDATE

Agenda Wording

Fawn Schott with Volunteers of America will give a quarterly update on Hope House shelter closure.

Summary (Background)

Volunteers of America will be winding down operations for their Hope House shelter by the end of June of 2025. CHHS required Hope House to give quarterly updates to the Urban Experience committee. This is the first quarterly update.

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

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

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

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
Amount	Budget Account
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source	N/A
Funding Source Type	Select
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence	N/A
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	Additional Approvals
<u>Dept Head</u>	
<u>Division Director</u>	
<u>Accounting Manager</u>	
<u>Legal</u>	
<u>For the Mayor</u>	
Distribution List	
	mmorrison@spokanecity.org
arielleanderson@spokanecity.org	dkinder@spokanecity.org
chhsaccounting@spokanecity.org	dnorman@spokanecity.org

Committee Agenda Sheet

Urban Experience Committee

Committee Date	1/6/24
Submitting Department	Community, Housing, and Human Services
Contact Name	Melissa Morrison
Contact Email & Phone	mmorrison@spoakanecity.org
Council Sponsor(s)	<u>Zappone, Bingle, Klitze</u>
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 5 minutes
Agenda Item Name	1680- Hope House Update
Proposed Council Action	<input type="checkbox"/> Approval to proceed to Legislative Agenda <input checked="" type="checkbox"/> Information Only
Summary (Background)	Volunteers of America will be winding down operations for their Hope House shelter by the end of June of 2025. CHHS required Hope House to give quarterly updates to the Urban Experience committee. This is the first quarterly update.
*use the Fiscal Impact box below for relevant financial information	
Fiscal Impact Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Total Cost: Click or tap here to enter text. Current year cost: Subsequent year(s) cost:	
Narrative: Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue	
Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A Specify funding source: Select Funding Source* Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.	
Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A	
Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities?	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?	

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/13/2025**Committee Agenda type:** Information Only**Date Rec'd**

1/6/2025

Clerk's File #**Cross Ref #****Project #****Council Meeting Date:****Submitting Dept**

DEVELOPMENT SERVICES CENTER

Bid #**Contact Name/Phone**

TAMI 6157

Requisition #**Contact E-Mail**

TPALMQUIST@SPOKANECITY.ORG

Agenda Item Type

Information Only - Committee

Council Sponsor(s)

JBINGLE LNAVARRETE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

4700 - MONTHLY PERMIT REPORT

Agenda Wording

Presentation of current permit information for Development Services Center

Summary (Background)

Presentation of current permit information for Development Services Center, including: (All stats are year-to-date through the end of the prior month.) - Total Building Permits Issued - Total Residential Units Issued Multi-Family Housing Units Single-Family Residences Duplexes ADUs - Housing in the Pipeline In Plan Review Scheduled for Pre-Development Multi-Family Tax Exemption Conditional Contracts - Largest Construction Valuation Projects This Year

What impacts would the proposal have on historically excluded communities?

N/A

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

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

N/A

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

N/A

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
Amount	Budget Account
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source	N/A
Funding Source Type	Select
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence	N/A
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	Additional Approvals
<u>Dept Head</u>	
<u>Division Director</u>	
<u>Accounting Manager</u>	
<u>Legal</u>	
<u>For the Mayor</u>	
Distribution List	
	tpalmquist@spokanecity.org
akiehn@spokanecity.org	



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 01/13/2025

Committee Agenda type: Information Only

Date Rec'd 1/9/2025

Clerk's File #

Cross Ref #

Project #

Council Meeting Date:

Submitting Dept PLANNING & ECONOMIC

Bid #

Contact Name/Phone TIRRELL BLACK 509-625-6185

Requisition #

Contact E-Mail TBLACK@SPOKANECITY.ORG

Agenda Item Type Information Only - Committee

Council Sponsor(s) LNAVARRETE

Sponsoring at Administrators Request NO

Lease? NO

Grant Related? NO

Public Works?

Agenda Item Name 0650 UPDATE ON PERIODIC UPDATE TO THE COMPREHENSIVE PLAN WORK

Agenda Wording

Informational update on Periodic Update to the Comprehensive Plan which is also known as "PlanSpokane 2046". The City of Spokane's periodic update to the Comprehensive Plan is required by WA State Growth Management Act (GMA) to be completed June 30, 2026. Staff and consultants are currently working on the Scoping/Visioning phase of the Environmental Review planned to occur alongside the periodic update to the Comprehensive Plan. Agency, tribal and public outreach is anticipated to begin in February 2025.

Summary (Background)

In February 2025, it is anticipated that agency, tribal, neighborhood and community outreach on the visioning phase of the Periodic Update work will begin. This informational update to Council is to provide information on current activities. Planning staff and consultant team held an internal city staff meeting in December 2024 to help formulate the city's initial outreach for the City's Periodic Update to the Comprehensive Plan. This increased understanding of city staff understanding of what issues should be considered during the EIS Scoping and community visioning phase of the Periodic Update work. Agency, Tribal, Neighborhood and Community outreach on the visioning phase will begin in February 2025 and continue through March 2025. To sign up on the email list or to get more information about this topic please go to the webpage: <https://my.spokanecity.org/planspokane/about/> Regional planning work through the Steering Committee of Elected Officials (SCEO) continues with important work establishing housing targets by jurisdiction and by income-bands. This is an important step as it sets one of the planning targets for this work. Additionally, as a component of the regional work, the Planning Department continues to finalize the Land Capacity Analysis, which looks at how much vacant and underutilized property is available to be developed in the planning horizon. This work is expected to be completed in February. To enhance virtual engagement, City Planning will utilize the "Engage Spokane" platform will be used for community outreach and surveys: engage.spokane.gov/planspokane.

What impacts would the proposal have on historically excluded communities?

RCW 36.70A has added a requirement that for housing, the impacts of past and current policies should be examined in a report titled “Racially Disparate Impacts”. This is anticipated to be completed Q3 2025.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

An Environmental Impact Statement (EIS) will be conducted as part of this work. The EIS will include population information.

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

An EIS is required to analyze at least three alternatives and measure how they differ. The final policy recommendations will come from the Plan Commission and City Council.

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

The City’s Comprehensive Plan will be updated because of this work. Climate Planning is integrated into this periodic update and a policy review of alignment with the Sustainability Action Plan and other key city documents is underway.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget? YES	
Total Cost	\$ N/A
Current Year Cost	\$ N/A
Subsequent Year(s) Cost	\$ N/A
<u>Narrative</u>	
Amount	Budget Account
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source	
Funding Source Type Select	
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	Additional Approvals
<u>Dept Head</u>	
<u>Division Director</u>	
<u>Accounting Manager</u>	
<u>Legal</u>	
<u>For the Mayor</u>	
Distribution List	
	tblack@spokanecity.org
sgardner@spokanecity.org	smacdonald@spokanecity.org
ekingspokane.org	

**Attachment A:
2025 Spokane City Council Board, Commission, & Committee Appointments**

Council President Pro-Tempore: Dillon							
Public Safety & Community Health Committee	Council Member(s):	Urban Experience Committee	Council Member(s):	Public Infrastructure, Environment, & Sustainability Committee	Council Member(s):	Finance & Administration Committee	Council Member(s):
Standing Committee Chair	Zappone	Standing Committee Chair	Bingle	Standing Committee Chair	Klitzke	Standing Committee Chair	Dillon
Vice Chair	Wilkinson	Vice Chair	Navarrete	Vice Chair	Bingle	Vice Chair	Cathcart
City Divisions Associated with Standing Committee: Spokane Police Department; Spokane Fire Department; Emergency Management; Municipal Court		City Divisions Associated with Standing Committee: Neighborhood Housing & Human Services; Community & Economic Development; Parks; Library		City Divisions Associated with Standing Committee: Public Works		City Divisions Associated with Standing Committee: Finance; Human Resources; IT; City Attorney; Communications; Civil Rights, Equity & Inclusion	
Council Subcommittees & Ad Hoc Committees / Workgroups:		Council Subcommittees & Ad Hoc Committees / Workgroups:		Council Subcommittees & Ad Hoc Committees / Workgroups:		Council Subcommittees & Ad Hoc Committees / Workgroups:	
Internal Boards, Committees, & Commissions:		Internal Boards, Committees, & Commissions:		Internal Boards, Committees, & Commissions:		Internal Boards, Committees, & Commissions:	
Police Advisory Committee	Zappone	Housing Action Subcommittee	Navarrete	Airport Board	Wilkinson	Council Office Operations Workgroup	Wilkinson; Dillon; Cathcart
External Boards, Committees, & Commissions:		Neighborhood Council Workgroup	Cathcart; Navarrete; Klitzke	External Boards, Committees, & Commissions:		Equity Subcommittee	Navarrete
C.O.P.S. (Liaison Member)	Cathcart	Internal Boards, Committees, & Commissions:		BROADLINC Governing Board	Cathcart	Fiscal Impact Workgroup	Cathcart; Dillon; Zappone
		CHHS Board	Navarrete	Salmon Restoration Lead Entity Community Advisors	Klitzke	Language Access Workgroup	Cathcart; Navarrete
		Community Assembly	Wilkinson	Spokane Regional Solid Waste Liaison Board	Klitzke	Legislative Committee	Dillon, Bingle, Zappone
		Human Rights Commission	Navarrete	Spokane Regional Transportation Council	Klitzke; Bingle	Internal Boards, Committees, & Commissions:	
		Plan Commission	Klitzke	Spokane Transit Authority (all members are alternates)	Zappone; Navarrete; Klitzke; Cathcart	Investment Committee	Dillon
		External Boards, Committees, & Commissions:		Transportation Commission (Liaison Member)	All Council Members are Liasons	SERS Board	Bingle
		Downtown Spokane BID Board (Liaison Member)	Bingle			External Boards, Committees, & Commissions:	
		Downtown Spokane Partnership (Liaison Member)	Cathcart			Ageing and Long Term Care	Wilkinson
		East Sprague BID Board (Liaison Member)	Dillon			Association of Washington Cities Board	Zappone
		GMA Steering Committee of Elected Officials	Cathcart; Klitzke; Dillon			Fire Pension (must include Finance Committee Chair)	Dillon
		Library Board	Klitzke			Lodging Tax Advisory Committee (PFD)	Wilkinson
		Park Board	Bingle			Tourism and Cultural Investment Committee (TACI)	Zappone
		Park Board Exec Committee	Bingle			Launch Northwest	Bingle
		Priority Spokane	Navarrete			Police Pension (must include Council President)	Wilkinson
		Regional Homeless Authority	Bingle; Zappone			Spokane County Veterans Advisory Board	Klitzke
		Spokane Arts	Dillon			TPA Commission/Hotel Motel Commission	Zappone
						University District PDA	Wilkinson
						University District Development Association	Wilkinson
						Visit Spokane	Zappone
						West Plains PDA/S3R3	Wilkinson
						Northeast PDA	Cathcart

Wilkinson	10
Zappone	10
Cathcart	11
Bingle	10
Dillon	10
Klitzke	7
Navarrete	9

Committee Agenda Sheet

Urban Experience Committee

Committee Date	1/13/2025
Submitting Department	Community Housing and Human Services
Contact Name	Keri Cederquist
Contact Email & Phone	kcederquist@spokanecity.org ext. 6577
Council Sponsor(s)	Zappone, Bingle, Klitzke
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: 5 min
Agenda Item Name	Eviction Prevention Subcontract Approval
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input type="checkbox"/> Information Only
Summary (Background)	<p>*use the Fiscal Impact box below for relevant financial information. Click or tap here to enter text.</p> <p>CHHS manages a \$3.4m Eviction Prevention grant funded by WA State Dept. of Commerce. As of Nov. 2024, \$1.26m remained in the award, which must be expended by June 30, 2025. CHHS issued an RFP from Nov. 15-Dec. 8. 2024 for contractors with demonstrated capacity to rapidly mobilize prevention funds. The CHHS Human Services committee recommends subcontracting with SNAP, Catholic Charities, and Transitions in addition to current subgrantees Carl Maxey Center, Nuestras Raices Centro Comunitario, and Family Promise of Spokane.</p>
Fiscal Impact	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Total Cost: \$3,462,099.00 Current year cost: Subsequent year(s) cost: \$1,261,337.00	
<p>Narrative: The \$3.4m Eviction Prevention portfolio, funded by the WA Department of Commerce’s System Demonstration Grant (SDG), requires all funds to be expended by June 30, 2025 or returned to Commerce. \$2.4m was subcontracted to three providers in 2023. As of Nov. 2024, \$1.26m remained due to slow spend-down and unutilized administrative funds. To prevent forfeiture of funds, an RFP was issued (Nov.15-Dec.8) and four applicants responded. The CHHS Human Services Committee recommends funding SNAP, Catholic Charities, and Transitions as they demonstrated capacity to rapidly deploy rental assistance and comply with program requirements.</p>	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A Specify funding source: Grant Is this funding source sustainable for future years, months, etc? Dept. of Commerce indicates the fund will be included in Homelessness Prevention activities under the System Demonstration Grant (SDG) in subsequent years	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A	

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

Unused admin/operations held by City CHHS was originally intended for 1.0 FTE but consolidated into existing portfolio

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

- What impacts would the proposal have on historically excluded communities?
44% of funds are distributed through by-and-for organizations to ensure resources are directed to communities most affected by housing instability.
- How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?
Data is collected through HMIS and is reviewed in accordance with city, state, and federal performance metrics. In addition, Commerce maintains an Equity Analysis dataset to identify service gaps and guide resource distribution to historically underserved/marginalized populations
- How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?
Department of Commerce will use submitted data to benchmark the effectiveness of this program.
- Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This program aligns with the CoC's Five Year Strategic Plan to End Homelessness

Council Subcommittee Review

- Please provide a summary of council subcommittee review. If not reviewed by a council subcommittee, please explain why not.

Provider	Avg Score	Funds Requested	% of funds available	Funds Recommended	# Served	Cost per
SNAP - Singles	94.0	\$ 787,332.86	62.4%	\$ -	155 singles & youth	\$ 3,875.00
SNAP - Families	94.0	\$ 1,045,572.86	82.9%	\$ 873,290.00	103 singles&youth 83 Families	\$3,875 = S \$4,800 = F
St. Margarets	79.7	\$ 158,000.00	12.5%	\$ 158,000.00	20 households	\$ 5,000.00
Transitions	93.9	\$ 230,047.00	18.2%	\$ 230,047.00	12 households	\$ 1,380.00
NECC-Zone	0.0	\$ 225,862.30	17.9%	\$ -	12 households	\$ 7,500.00



**CITY OF SPOKANE
Eviction Prevention**

Project applicants may submit applications for eviction prevention activities as described in the associated Eviction Prevention City of Spokane Notice of Funding Availability (NOFA).

PROPOSAL SUBMITTED BY:

ORGANIZATION Spokane Neighborhood Action Partners
POINT OF CONTACT Aaron Riley
PHONE 509-456-7627 ext. 3209
E-MAIL Riley@snapwa.org

SIGNATURE  _____

Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the NOFA. Submission of this application does not guarantee that a proposal will be approved.

General Instructions

Please complete a single narrative application for the proposal. Please be concise but complete in your responses.

Proposal Summary

Organization Signing Authority Contact Information

Contact Person: Julie Honekamp
Mailing Address: 3102 W. Whistalks Way,
Telephone: 509-456-7627
E-mail: Honekamp@snapwa.org

Organization Project Contact Information

Contact Person: Aaron Riley
Mailing Address: 124 E Pacific
Telephone: 509-456-7627 ext. 3209
E-mail: Riley@snapwa.org

Submission Date: 12-6-24

Project Title: SNAP Eviction Prevention Expansion

Applicant Organization / Lead Agency Name: SNAP

Dollar Amount Requested from City of Spokane: \$787,332.86 - \$1,045,572.86

Project Overview and Description Questions

1. Describe your experience managing Eviction Prevention Funds:

SNAP has been a consistent provider of Eviction Prevention, Homeless Prevention and Rental Assistance both before, during and after the COVID-19 pandemic. As Spokane's principle provider of pandemic rental assistance, SNAP participated in all iterations of the federal pandemic response and distributed over \$44 million to city and county residents. Through this experience we navigated changing programmatic guidelines and developed robust processes for intake, certification, fiscal and fraud controls, and data management.

Since 2023, we have applied these best practices as a CHG Eviction Prevention program provider in the form of our Singles Targeted Eviction Prevention (STEP) program. A collaboration between our experienced Rental Assistance team and SNAP Homeless Services, STEP assists single individuals and couples without minor children (including youth) with rental and utility arrearage assistance and light case management in order to avert eviction and restore housing stability. Now in its second year, STEP has prevented over 250 evictions in the Spokane area.

Our community understands the devastating and costly consequences of eviction and we are proud to be able to continue to provide this vital service. This proposal contains two variations: a Singles Expansion proposal, which would focus on the Singles subpopulation by expanding our existing STEP program to allow us to serve an additional 155 Singles and Youth households in 2025; and a Singles and Families expansion proposal, which would allow us to expand the program to serve 83 Families in addition to 103 Singles and Youth households.

2. Describe your proposed intake and assessment process; including the capacity to manage a potentially high volume of applications for assistance

Our application and intake process strives to be equitable and transparent while being sensitive to the extraordinary demand for rental assistance and the time-sensitive nature of the eviction process. SNAP's Eviction Prevention website includes an eligibility questionnaire that prospective clients are invited to take to verify their basic eligibility for the program. Eligible households can present at any of SNAP's six offices, or simply call SNAP's main line, and request an assessment appointment. Assessment referrals are filled via a common calendar and additional assessment slots are added on a rolling basis.

Per CHG/SDG guidelines, the STEP program receives clients exclusively through Coordinated Entry and all clients must first receive a Coordinated Assessment. As SNAP also serves as the lead agency for Singles Coordinated Entry, all assessments for STEP are completed at SNAP's Pacific Office by SNAP's Homeless Services team. Assessments are completed by appointment and clients are asked to bring documents verifying basic eligibility (i.e., income below 80% AMI, one of the SDG eligibility criteria, and Singles household status). Assessments utilize Commerce's Targeted Prevention Screening Tool (TPST) and clients are entered into HMIS and SNAP's internal

database. Although receiving an assessment does not guarantee clients will be served by the STEP program, all assessments include a Housing Stability conversation where clients engage with a Housing Specialist in problem-solving and goal setting, including the potential for community referrals. This reflects the program's intention of rebuilding stability comprehensively and not just through one-time financial assistance. Clients leave their assessment appointment with a Next Steps form with information about what to expect and additional resources regarding the eviction process.

Referrals are then requested by our Rental Intake Specialists, who enroll clients into the STEP program in HMIS and begin processing the client's file. This includes reaching out to the client and landlord to obtain additional documents such as the lease, ledger, landlord W-9, and supporting documentation. A Rental Payment Agreement details the assistance to be provided and stipulates that the payment will satisfy the eviction process.

Once the Rental Payment Agreement has been signed, the client file, intake record and subsidy request are reviewed and then reviewed for accuracy by the Certifier. Once certified, the subsidy request is sent to accounting where it is once more reviewed by fiscal staff before payment is processed.

This proposal includes an option to fund a Families variant of the Eviction Prevention program. Initial assessment for the families system will go through Homeless Families Coordinated Assessment and SNAP will request referrals through HFCA on a weekly basis. Once referred to Eviction Prevention, the process for Families will closely resemble the existing procedure. A notable addition will be a lead-based paint visual assessment, which will be completed for households with pregnant persons or children under the age of six residing in a unit constructed prior to 1978.

3. Describe how you will conduct marketing and outreach activities to connect with households most likely to become homeless

SNAP serves over 50,000 low-income households in Spokane County per year and this has resulted in high visibility around our services. A 2022 survey found that SNAP was the most-commonly known provider of rental assistance services. Nevertheless, our Outreach team attends dozens of events annually to educate potential clients about scope of our services. This has recently included initiatives to reach Spokane's underserved BIPOC, immigrant and refugee communities. These communities face heightened risks of eviction, and our project has worked to ensure access through real time and in-person translation services. Clients and prospective clients are encouraged to connect with tenant services organizations such as the Tenants Union and Fair Housing Alliance as early in the process as possible. In certain instances, our program has worked to connect clients with legal representation through Northwest Justice Project. In 2025, SNAP will be partnering with the Northwest Mediation Center to provide referrals for mediation services to all Eviction Prevention clients.

In recognizing that clients accessing one of our programs are likely eligible and in need of others, SNAP generates a large number of cross-referrals from one program area to

another. These referrals are managed in our database by SNAP's Resource Team, which meets regularly to share program information and developments across the agency. Moreover, SNAP has recently invested in a new office on Pacific Avenue which brings together Rental Assistance and Homeless Services under one roof. This has not only improved the efficiency of our Eviction Prevention services, but has created a clear point of access for those who are either literally homeless or are precariously close to becoming so.

4. Please provide a detailed plan of how you will mobilize rental assistance funds efficiently and effectively within a six-month period

As our Eviction Prevention program is presently fully staffed and operational, these additional funds will be immediately put into effect to substantially increase the number of applications pulled for service. We will begin increasing the number of weekly referrals accepted into the program which will have an immediate demonstrable effect on the number of evictions averted in our community.

Our Singles-only Expansion proposal would see us serve a projected 155 additional households over the 6-month project term, while the Singles and Families Expansion would serve a projected 103 Singles households and 83 Families. These projections are based on average spend from current Singles EP projects and previous Rental Assistance projects in the case of Families. The Rental Assistance Coordinator monitors spend down weekly and adjusts the number of weekly referrals requested accordingly. The project would continue serving clients until the second week of June to allow two weeks for project close-out.

To respond to the increased inflow, we will expand our team by 1-2 FTE project/temp Rental Intake Specialist(s) determined by funding level. SNAP has previously utilized temporary staff to ramp up output during pandemic-era Rental Assistance program. Funding for the existing team are detailed in the budget section below.

If our Singles and Families Expansion proposal is funded, we would amend our current procedures serving Singles households to begin processing family applications. These referrals would be requested through Homeless Families Coordinated Assessment (HFCA) but the intake, processing, certification and payment processes would remain largely unchanged. By maintaining two equal sets of rental assistance funds – one for Singles and one for Families—we would ensure that both subpopulations are served with consistent referrals.

SNAP has an extensive background in serving the families subpopulation through our Rental Assistance programs, and our existing policies and procedures can be easily amended to begin processing family applications. The Singles and Families expansion would see us bring on 2 FTE project staff.

1. Please describe how your project will document program eligibility:

A client file is created for each household which receives services. This file includes Application for Funding – SNAP – Eviction Prevention Expansion

12/6/24

documentation of eligibility including income (e.g., recent pay stubs, a benefit award letter, unemployment, etc.). Income is documented with the CHG/SDG Verification of Household Eligibility and Recertification Form. Those with no income complete and sign a CHG/SDG Self-Declaration form. Households must also meet one of seven eligibility criteria as provided by Section 5.3.1 of the SDG guidelines. Documentation varies by circumstance but most commonly include a 14- or 30-day notice to vacate, or a ledger provided by the landlord showing past-due rent.

The STEP program serves the Singles subpopulation and therefore an additional eligibility requirement is that the household does not contain minor children. This is typically documented by the lease record where available. Households without leases must complete a Certification of Payment Obligation Form. Additional information may be required if there are inconsistencies with the household composition (e.g. a larger number of bedrooms than stated household members, receipt of family food benefits, etc.). A home visit may be requested to verify project eligibility. Households with joint custody qualify as a Singles household if they have 49% or less custody. The Singles and Families expansion request would allow our program to serve families by providing an equal fund with which to assist families. These referrals would be requested through Families Coordinated Entry, which will verify their household status.

As a Homeless Prevention project, HMIS is an integral part of the documentation process. An HMIS enrollment is created upon successful referral and all required data points are captured. Case notes are used to document referral completion and pertinent case information. Upon completion, enrollments are exited in a timely manner and services are entered into the client's dashboard.

2. Describe the experience/qualifications required by your staff for financial report preparation, management, and frontline positions:

Financial Report Preparation:

Accountant II: Bachelor's Degree and one year experience or AA degree in combination with a minimum of three years relevant experience. Payroll, loans, fund and contract experience preferred.

Management & Admin:

Rental Assistance Coordinator & Homeless Services Manager: Three years of supervisory experience in any field. High School diploma and five years' non-profit experience OR AA degree with three years non-profit experience OR Bachelor's Degree with one year of non-profit experience.

Essential Connections Director: Master's degree in social service, business or related field and four years of social service experience, or a combination of education and experience totaling 11 years.

Project Specialist: Four years' full-time experience in administrative support, Executive Assistant, Office Manager, Project Manager, Lead position or related

combined experience.

Frontline Staff:

Housing Specialist: HS/GED plus 3 years of experience with case management, social services or related work or education and experience in case management, social services or related field combined to equal 3 years. AA with two years' experience preferred. Bilingual skills preferred.

Rental Intake Specialist: High school diploma or equivalent and at least two years' experience in a clerical position, preferably in a social service setting. Bilingual skills preferred.

Information Specialist: High School diploma or equivalent and two years clerical or administrative experience. AA degree and one year experience preferred. Bilingual skills preferred.

3. Please describe how your organization interacts and collaborates with Coordinated Entry

SNAP is the lead agency for Singles Homeless Coordinated Entry. In this role, we manage our community's Singles By-Name List and are responsible for serving referrals to all projects connected to Singles Coordinated Entry. As a decentralized system, we provide training and support to the network of trained assessors across our community as well as monitoring data quality in conjunction with the HMIS team. Our role as SHCA lead has allowed us to build strong relationships with a diversity of providers including health, behavioral health, substance use, public safety, as well as By/For providers. We take walk-in assessments daily and perform approximately 60 percent of all assessments completed per year.

SNAP has a close relationship with the other CE systems. We previously managed the Youth By-Name List and have provided technical assistance to Youth Coordinated Entry. We meet regularly with HFCA and the families system. We broadly participate in all aspects of the homelessness response system, including sitting on all CoC subcommittees apart from families.

Budget Narrative

Applicants are required to complete and submit a Summary Budget Workbook that outlines the costs of operations of the proposal. The Summary Budget Workbook must have an accompanying budget narrative and justification that provides the total amount for implementation of the project. If multiple agencies will be partnering on this proposal, provide a cost breakdown of the expenses that will be incurred by each individual agency.

In a budget narrative below, please explain how the requested funds will be used to support the proposed service. For each line item listed with a dollar figure (except expense category

subtotals), provide a brief narrative detailing: (a) how the item relates to the proposed service and (b) the method used to determine the cost. The budget narrative should be laid out in the same format relative to the budget categories as provided in the budget worksheet and provide information regarding the basis of estimation for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.). Full guidelines for eligible expenses are located here <https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08>

Rent Payments

Monthly rent, rental arrears as described in SDG guidelines

Rental Assistance estimates are based on average actuals from clients served by existing or past programs, e.g.: \$3875 is the average subsidy provided to prevent an eviction in the current Singles Eviction Prevention program, and \$4800 is the average subsidy SNAP provided in rental assistance to families in the federal ERA 2.0 rental assistance program.

Eviction Prevention Singles Expansion: \$600,000

Singles + Families Eviction Prevention Expansion: \$800,000 (\$400,000 Singles + \$400,000 Families).

Eligible expenses must be directly related to a client's eviction crisis and include:

- Leased unit rent – up to 150% Fair Market Value (FMR).
- Costs of parking spaces when connected to a unit.
- Lot rent for RV or manufactured home.
- Utilities that are included in rent.
- Standalone utility charges.
- Administrative fees required with rent.
- Reasonable late fees (defined as 20% or less of the monthly rent amount)
- Incentives paid to landlords. This can include reimbursement for damages.
- Application fees, background check, credit check fees, and costs of urinalyses for drug testing of household members if necessary/required for rental housing.

Rental Assistance Policy:

Rental Assistance is provided as a one-time payment and may cover up to 12 months of rent, including a combination of arrears and up to one month of future rent. For example, if a client owes six months of rent, the program will cover six months of arrears plus one month of future rent for a total of seven months.

Rent must be paid to the verified owner of the unit or an authorized property manager. The landlord must agree to halt the eviction process by signing the Rental Payment Agreement. Standalone utility assistance can be provided if the household is ineligible for other Energy Assistance funding. Assistance may be provided to eligible households once per calendar year.

Operations

Salaries and Benefits for staff costs directly attributable to the program, including but not limited to program staff, information technology staff, human resources staff, bookkeeping staff, and accounting staff:

Cost estimates for salaries are based on the percentage of time allocated per role expressed as a percentage of FTE. SNAP uses an activities-based timesheet allowing each employee to allocate their time distribution.

Benefits are derived as a percentage of salaries for full-time employees only. Benefits are not calculated for project/temp employees.

Information Specialist - .2 FTE \$8,112: Provides information to clients in-person and remotely. Receives phone calls, makes referrals, creates appointments.

Housing Specialist I - .2 FTE \$9,301: Conducts assessments and provides case management in the form of Housing Stability Plans. Helps connect clients to additional resources and referrals in the community that will assist them with regaining stability.

SHCA Lead - .05 FTE \$2632.50: Provides support by managing the Eviction Prevention waiting pool and serving referrals as requested. Conducts assessments as needed.

Rental Intake Specialist: 1-2 FTE (Project/Temp) \$58,240.00 - \$116,480: Processes Eviction Prevention applications. Communicates with clients and landlords to receive and verify documents. Creates intakes and enrollments. Based on hourly temp agency rate for roles previously hired by rental assistance program.

Director: .052 FTE \$4867.20: Provides general program guidance and oversight to the entire team.

Homeless Services Manager - .05 FTE \$3143.40 : Provides supervision and support to the Homeless Services team. Monitors data quality and audits files for completeness.

Rental Assistance Coordinator - .3 FTE \$24,960.00: Provides oversight of the program. Reviews and certifies applications to be processed for payment. Completes program reports.

Project Specialist: - .2 FTE \$9274.20: Provides administrative support to management and frontline staff. Reviews and certifies applications to be processed for payment.

Accountant: .06 FTE \$3238.56: Receives, reviews and processes subsidy requests. Prepares financial reports.

Benefits: \$24,901.16 – Health and other fringe benefits for full-time employees

Office space, utilities, supplies, phone, internet, and training related to grant management and/or service delivery.

Rent/Occupancy: \$4587.06 – Occupancy costs for SNAP's Pacific Avenue Office.

Communications: \$1310.59 – Costs associated with telecommunications and physical communications. Calculated at the program level by SNAP's fiscal team.

Supplies: \$1310.59 – Office and program-related supplies. Calculated at the program level by SNAP's fiscal team.

Equipment Maintenance/Wide Area Network (WAN): \$10,484.70 – Costs related to

maintaining SNAP's IT and database infrastructure. Calculated at the program level by SNAP's fiscal team.

Indirect Administration (not to exceed 15% of eligible expenses)

Indirect Administration: \$14,416.46 – Based on SNAP's internal cost allocation policy.

Required Attachments

A Risk Assessment is required for each RFP. Please include a completed Eviction Prevention Risk Assessment along with the application budget and narrative.

The following items are required, unless you have submitted valid copies within past six-months and are currently under contract with the City:

- 1. Business license**
- 2. Certificate of insurance**
- 3. Copy of most recent financial audit (as applicable)**



CITY OF SPOKANE
Eviction Prevention

Project applicants may submit applications for eviction prevention activities as described in the associated Eviction Prevention City of Spokane Notice of Funding Availability (NOFA).

PROPOSAL SUBMITTED BY:

ORGANIZATION Catholic Charities Eastern Washington
POINT OF CONTACT Sharon Stadelman, Chief Crisis & Shelter Officer
PHONE 509-358-4269
E-MAIL sharon.stadelman@cceasternwa.org

SIGNATURE

Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the NOFA. Submission of this application does not guarantee that a proposal will be approved.

General Instructions

Please complete a single narrative application for the proposal. Please be concise but complete in your responses.

Proposal Summary

Organization Signing Authority Contact Information

Contact Person: Sharon Stadelman, Chief
Crisis & Shelter Officer

Mailing Address: PO BOX 2253
Spokane, WA 99210-2253

Telephone: 509-358-4269

E-mail: sharon.stadelman@cceasternwa.org

Organization Project Contact Information

Contact Person: Jill Herrera

Mailing Address: PO BOX 2253
Spokane, WA 99210-2253

Telephone: 509-505-4450

E-mail: jill.herrera@cceasternwa.org

Submission Date: 12/7/24

Project Title: Leveraging HFCA to Provide Eviction Prevention for Spokane Families

Applicant Organization / Lead Agency Name: Catholic Charities Eastern Washington (CCEW)

Dollar Amount Requested from City of Spokane: \$157,500.00

Project Overview and Description Questions

1. Describe your experience managing Eviction Prevention Funds:

Since 1912 Catholic Charities Eastern Washington (CCEW) has committed to feed the hungry, heal the hurting, and welcome the stranger through programs that respond in crisis, stabilize lives, and advocate in hope.

One of our key crisis response programs is St. Margaret's Shelter (SMS), which serves households with at least one adult and one minor child/youth experiencing homelessness. SMS has served families experiencing homelessness since 1992 and operates major parts of the Coordinated Entry (CE) system for households with minor children to help households find and use resources to exit homelessness.

SMS has 15+ years of experience delivering effective homeless resource services. Our integrated approach to these services has directly increased the housing stability of thousands of families. Our proven track record of supporting families in increasing their income across all of our programs is significant, and over 95% of the families that we permanently house stay housed.

As the operator of Homeless Families Coordinated Assessment (HFCA) since 2016, SMS has served as the entry point for households with minor children seeking Eviction Prevention Services. It is our commitment to serve families before they become homeless, and we recognize that there may only be a small window of opportunity to do so. To reach families in that small window, we have worked with other CE providers, and the municipalities to refine how families access those services. Understanding that preventing eviction requires some awareness and sensitivity to timing, particularly with the requirement to use Coordinated Entry (CE), we have worked to adjust processes associated with intake so that households are not waiting in a priority pool longer than necessary. SMS is the overarching umbrella for both HFCA and several other projects. Along with Transitional Housing, Rapid Rehousing, and Diversion, Eviction Prevention will be one of these projects and requires referrals to be received through HFCA. This direct connection to HFCA allows SMS to get referrals and begin intervention with high efficiency, and without the time delay that would typically occur if referrals had to be sent to a third-party agency for intervention implementation.

Since 2019 CCEW has driven the following outcomes:

HFCA:

- Reached successful outcomes for 786 households with minor children; and

Rapid Rehousing:

- Exited 483 households (consisting of 1,610 total people) to permanent housing;
- Saw only 4.26% of households returning to homelessness; and
- Increased income for 38% of participants

In 2020 we were awarded funds to administer the Eviction Rent Assistance Program (ERAP) for youth-led households (18-24). 70 households were stabilized in their housing through this program. In 2020 we were awarded an 18-month United Way Emergency Food & Shelter CARES contract that in part provided rent or mortgage assistance to 38 households.

In 2021 we served 35 households with Homeless Prevention funds: 18 through SDG administered by the City of Spokane and 17 through CHG administered by the City of Spokane with county dollars. These were attached to our existing Rapid Rehousing contracts to address challenges associated with the COVID-19 pandemic. When our community's already low rental stock was

further impacted by the eviction moratorium, we had to pivot to best utilize the funds to meet the evolving needs of the families we served. Of these 35 households we served, all remained stable in housing for two years.

2. Describe your proposed intake and assessment process; including the capacity to manage a potentially high volume of applications for assistance

INTAKE AND ASSESMENT PROCESS

HFCA provides CE assessments Monday through Friday 8am-4pm, with assessments available by phone or in person at a time that is convenient to those seeking services. We have walk-in appointments available Tuesday through Thursday 8am-3pm. We also have trained satellite partners that provide assessments for families that cannot make it to our centralized location and/or who feel more comfortable connecting with a community partner. We provide translated documents (the most common are always on hand, including Spanish, Russian, Vietnamese, Marshallese, and Arabic,) and real-time interpretation services through our relationship with Spokane International Translation so families can access services in their language of choice.

Before enrolling households, HFCA staff will engage them in a supportive, strengths-based, trauma-informed, Diversion First conversation to help the household identify natural and formal resources to access that would keep them housed rather than experiencing homelessness. Our team of specialists acts as a sounding board as families work to create a plan to access these resources. Our staff are highly trained in community resources and function as system navigators for all families that walk through our doors. We understand that families are dealing with critical, life-changing events, so we do all that we can to expertly navigate and help families make sense of very complex systems.

SMS HAS UNIQUE CAPACITY TO MANAGE HIGH VOLUME OF EVICTION PREVENTION APPLICATIONS

After conducting a Diversion-First screening, staff seek to stabilize and/or return families to housing as quickly as possible using a Progressive Engagement model of service delivery that incorporates case management, landlord referrals, and financial assistance to use program resources efficiently and effectively. Progressive Engagement serves families in a client-centered approach that strengthens and empowers them to find their own sustainable solutions for financial and housing stability, supported by the minimum necessary financial assistance and resources to mitigate move-in barriers.

SMS's highly trained Case Managers will connect with families within 24 business hours of receiving an Eviction Prevention referral from HFCA/CE. They will immediately start a conversation with the families about their housing needs, enrollment, and qualifying guidelines. At this time, SMS staff document housing and income status to create the client file and then enter client data in CMIS. This includes instances of missed rent payments, moving because of economic reasons two or more times during the 60 days immediately preceding the application for assistance, living in the home of another person because of economic hardship, notification that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance, living in a hotel/motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals, living in an SRO or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than one and a half persons per room, or exiting a publicly funded

institution or system of care. Housing and income status are documented using the *CHG Verification of Household Eligibility and Income Recertification Form*.

For families who have no alternative but to enter the homeless resources system, HFCA assesses their vulnerability, identifying their strengths and connecting them to housing resources based upon their level of need and preferences. CCEW has built the HFCA system to have the lowest possible barriers.

For families that have immediate safety or health concerns, we provide referrals and warm handoffs to partner agencies that can assist in meeting these immediate needs, provide culturally specific services, including language interpretation services, and trained specialized staff to support families fleeing DV with safety planning.

As a supplement to these services and to lower every possible barrier to housing stability, we triage an array of needs and refer families to the resources they ask for connections to, including accessing clothing, hygiene food bank services, and computer access for job and housing searches through our brick-and-mortar shelter facility.

Knowing that there is a high volume of households in need, we have used the CHG Targeted Prevention tool to prioritize those most at risk.

3. Describe how you will conduct marketing and outreach activities to connect with households most likely to become homeless

SMS will use the Homeless Coalition website to announce the availability of Eviction Prevention funds to connect with providers who work with a variety of populations in need. Additionally, we will use social media platforms and our website to reach a larger audience who may search within our broader Agency for resources. Households at risk of or experiencing homelessness look to HFCA for resources that align with their housing needs. This natural referral connection to SMS will help us capture families who come to us through that pathway. Our satellite partnerships through CE will also help cast the net wider to families who may inquire about such assistance through other providers.

Our Landlord Liaison participates in the Landlord Association meetings and can share information regarding this program with association members.

4. Please provide a detailed plan of how you will mobilize rental assistance funds efficiently and effectively within a six-month period

As the operators of HFCA we have a direct connection with the households that are seeking assistance. We can engage with households needing Eviction Prevention immediately as they are identified and swiftly begin intake and enrollment. Because of our experience and unique qualification representing HFCA, we can begin expending funds on day one of the grant performance period with great efficacy. Additionally, we are seeking an award amount consistent with our ability to serve additional households within our current staffing structure which eliminates the need to hire any additional staff.

The leveraged staff have extensive experience working in Rapid Rehousing and therefore are well

versed in identifying needs and barriers in households and matching a level of service provision that helps the family to be best served. They are familiar with negotiating with landlords and mediating plans that allow families to find housing stability. Essentially, our staff will be continuing the work they are already doing with Eviction Prevention funding.

HFCA staff will use Progressive Engagement to implement program resources efficiently and effectively. Progressive Engagement serves families in a client-centered approach that strengthens and empowers them to find their own sustainable solutions for financial and housing stability, supported by the minimum necessary financial assistance and resources.

While some households may have stable housing and only need one-time support to get out of arrears, others may need their rent subsidized for a short period while they stabilize their housing. Our experienced staff will work with enrolled families to identify their individualized needs; keeping in mind that there is only a six-month period of funding, ensuring that support will have to be less than or equal to the remaining months of funding. Based on years' experience providing services, we know our capacity to provide eviction prevention services; SMS is perfectly situated to mobilize rental assistance funds within the contract's short-term period of performance.

5. Please describe how your project will document program eligibility:

At HFCA, families seeking Eviction Prevention services will complete the CHG Targeted Prevention Screening Tool. Once their referral is pulled for enrollment into the Eviction Prevention project their assigned Case Manager will revisit this to determine if their living situation has changed and if they continue to be eligible based on their current living situation and income.

Additionally, staff will use the CHG Eligibility Verification form to document eligibility. Income and housing status must be verified in this project for households to receive assistance.

6. Describe the experience/qualifications required by your staff for financial report preparation, management, and frontline positions:

CCEW BRINGS AN EXPERIENCED, SUCCESSFUL RECORD OF MANAGING CONTRACTS AND HOMELESS RESOURCES SERVICES

CCEW brings more than 50 years of experience successfully managing federal, state municipal, and private grants, including pass-through contracts. We specifically manage many grants funded by HUD, including CDBG contracts in the City of Spokane, Spokane County, and Walla Walla County, as well as many Continuum of Care, Emergency Solutions Grants, Section 8 vouchers across multiple programs, and Multifamily Service Coordinator Grants. The structure and capacity of our administrative groups, including our executive Senior Leadership Team (SLT), Finance Department, Data Services Department, and Grants Team have been developed to best manage these complex federal contracts.

ON-SITE STAFF PROVIDE DIRECT SUPPORT TO SMS BENEFICIARIES

Our staff's system knowledge and institutional memory helps us create efficiencies by using fewer staff and optimizing families' pathways through services. We bring 15 years' worth of landlord relationships and a deep understanding of the various homeless programs/funding streams, including the foundational role that school of origin considerations—mandated by the McKinney-

Vento Act—play into a family’s ultimate choice in housing location.

Our staff has been providing successful services for more than 15 years. Our front-line staff are trained in evidence-based practices (EBPs) and best practices that have been demonstrated to improve engagement with services and create durable, positive outcomes, including Housing First, Motivational Interviewing, Trauma-Informed Care, and Client-Centered Goal Planning. We have worked under SDG and CHG guidelines in the provision of Eviction Prevention and Rapid Rehousing projects and are familiar with the requirements of our funders. Our frontline staff for this project have combined experience of over 20 years with similar projects.

Project management staff have overseen Eviction Prevention, Rapid Rehousing and other homeless response programs for over 10 years, successfully serving many families and accomplishing strong performance, data quality, and financial management. CCEW Vice President of Crisis Response Shannon Boniface has primary responsibility for grant compliance and reporting, oversees day-to-day operations, and serves as the primary contact at CCEW to the City of Spokane. Ms. Boniface has 4 years’ experience managing HFCA/CE and 8 years’ experience managing grants and contracts.

CCEW EXECUTIVE AND ADMINISTRATIVE STAFF IMPLEMENT FINANCIAL CONTROLS

The Finance Team supports the CCEW Vice President and staff by implementing CCEW’s strong financial controls to ensure proper use of funds, support financial reporting, and comply with all City and HSG financial requirements and billing procedures. The Finance Team is led by a Chief Financial Officer (CFO) responsible for ensuring compliance with accounting regulations and principles. Our CFO supervises the Vice President of Finance, who is responsible for the day-to-day financial operations of our Agency, including payroll, accounts payable and receivable, and grants and medical billing.

CCEW’s Finance Team has been developed specifically to manage large and complex federal grants. We have 2 FTE—an Accounting Coordinator and a Grant Billing Specialist—who are dedicated to grants management, billing, and reporting. The Vice President for Finance supervises this function. The Grant Billing Specialist is responsible for preparing all grant invoices and backup documentation and preparing monthly spend-down reports to track each contract’s progress and identify potential spend-down challenges as early as possible in the grant cycle. The Accounting Coordinator reviews all grant billings.

The CCEW Finance staff engage in an annual financial statement audit and our annual single audit of federal grants.

The CCEW Finance staff, including payroll, accounts payable, cash receipts, grant and other billing position, all are qualified accountants with experience and education appropriate for their roles and job descriptions. Job duties are well defined and documented. We ensure appropriate segregation of duties, review and approval processes, timely financial reporting, and supervision and evaluation of staff to ensure accurate transaction processing, reporting, compliance and stewardship of resources and funds.

CCEW has also invested heavily in industry standard financial management software to support our \$40M annual budget, 500-person staff, and our large portfolio of public grants and contracts. We use ADP for payroll and time and attendance tracking, Power Plan for budget development management, Sage Intact for cloud financial management, and Salesforce NPSP for grants tracking. These systems, implemented along with CCEW’s Board-approved financial policies and procedures, provide CCEW with a sophisticated and industry standard set of financial control capabilities,

including but not limited to:

- Segregating expenditures by funding source;
- Producing budget vs. expenditures reports;
- Maintaining central files for grants, loans, and other types of financial assistance;
- Allocating direct and indirect expenses by means of a cost allocation plan;
- Recording all time worked, including time not charged to awards;
- Recording employee time specifically by cost objective/activity;
- Requiring sign off by the employee and supervisor; and
- Complying with the established accounting policies and practices of our Agency.

7. Please describe how your organization interacts and collaborates with Coordinated Entry

What makes our proposal unique is that CCEW is the operator of HFCA, giving SMS direct connection to referrals allowing us to quickly provide Eviction Prevention in alignment with the community's existing, well known, and effective HFCA program without requiring additional staff, infrastructure, or community referral pathways. In other words, these funds will be available to all Spokane families experiencing housing instability on the day the contract is signed.

The goal of HFCA is to provide each family experiencing homelessness with the services and support they need to rapidly return to permanent housing. We provide oversight to seven satellite sites to ensure that households with minor children can be served where they are present, in an environment where they are comfortable; minimizing the need to re-tell their story. We work closely with the other sub-population specific entry points; Singles Homeless Coordinated Assessment (SHCA) and Youth and Young Adult CE to ensure services are equitable across the system; with the goal of all households having similar and streamlined experiences.

When Eviction Prevention came into the fold as a funded project in our community, CCEW was involved in the planning discussions regarding the use of CE for Eviction Prevention and the use of the CHG Targeted Prevention Screening Tool to prioritize the large volume of individuals seeking Eviction Prevention Assistance.

We have staff who sit on the CoC Board and lead the Coordinated Entry Work Group which gathers with professionals across the system whose works centers on CE to collaborate, identify barriers and concerns, and work towards improvements in the overall CE consumer experience. As CE is the entry point for those seeking services to combat homelessness, it is the goal of the CE workgroup to help ensure that an individual's experience of homelessness is rare, brief, and non-recurring.

Budget Narrative

Applicants are required to complete and submit a Summary Budget Workbook that outlines the costs of operations of the proposal. The Summary Budget Workbook must have an accompanying budget narrative and justification that provides the total amount for implementation of the project. If multiple agencies will be partnering on this proposal, provide a cost breakdown of the expenses that will be incurred by each individual agency.

In a budget narrative below, please explain how the requested funds will be used to support the proposed service. For each line item listed with a dollar figure (except expense category subtotals), provide a brief narrative detailing: (a) how the item relates to the proposed service and (b) the method used to determine the cost. The budget narrative should be laid out in the same format relative to the budget categories as provided in the budget worksheet and provide information regarding the basis of estimation for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization's policy, payroll document, and vendor quotes, etc.). Full guidelines for eligible expenses are located here <https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08>

Rent Payments

Monthly rent, rental arrears as described in SDG guidelines

We are requesting \$100,000 in the rent payment category.

- a. Rent payments relate to the proposed service as a fundamental approach to Eviction Prevention. This will be split between rents (\$95,000) to cover anything associated with rent including monthly rents and arrears and other housing costs (\$5,000) for utilities and other allowable expenses not directly related to monthly rent.
- b. We determined the cost by multiplying the projected average of \$5,000 per household served, and we intend to serve 20 families with these dollars.

Operations

Salaries and Benefits for staff costs directly attributable to the program, including but not limited to program staff, information technology staff, human resources staff, bookkeeping staff, and accounting staff:

We are requesting \$50,000 in operations to supplement the salaries and benefits of current case management staff.

- a. These salaries and benefits related to the proposed services because they cover the remaining cost to provide Eviction Prevention services for the period of performance for our existing staff, including our front desk at HFCA; triaging and coordinating appointments and assessments, and supervisory staff.
- b. We determined the cost of salaries and benefits by identifying the number of households we plan to serve along with the amount of rental assistance requested, we then calculated the amount of staff time needed to serve those individuals: \$50,000 will be split--\$30,000 for Case Management staff, \$10,000 to support the Triage Specialist, and \$10,000 for supervision.

Office space, utilities, supplies, phone, internet, and training related to grant management and/or service delivery.

We are not requesting any funding in this category.

Indirect Administration (not to exceed 15% of eligible expenses)

We are requesting \$7,500, in Indirect Administration.

- a. Indirect costs relate to our proposed services because Eviction Prevention Services require funds to administer the grant award.
- b. We determined the cost by calculating 15% of MDTC.

Required Attachments

A Risk Assessment is required for each RFP. Please include a completed Eviction Prevention Risk Assessment along with the application budget and narrative.

Please find as an attachment in the submission email, along with all required Risk Assessment documents:

1. Chart of Accounts
2. Sample Report Time and Effort
3. Sample Time Sheet
4. P&P Procurement Policy
5. Conflict of Interest-Equal Employment Opportunity_Drug and Alcohol Policy
6. Financial Management
7. Procurement-Management-Disposition Procedures
8. Personnel Records Retention Policy
9. Records Retention Procedure_Non-Covered Entity
10. CHHS Risk Assessment Questionnaire

The following items are required, unless you have submitted valid copies within past six-months and are currently under contract with the City:

- 1. Business license**
- 2. Certificate of insurance**
- 3. Copy of most recent financial audit (as applicable)**

These documents were submitted as part of our CHHS SDG Homeless Services application on 7/12/24. Please reach out with any questions.



CITY OF SPOKANE
Eviction Prevention

Project applicants may submit applications for eviction prevention activities as described in the associated Eviction Prevention City of Spokane Notice of Funding Availability (NOFA).

PROPOSAL SUBMITTED BY:

ORGANIZATION **Transitions**
POINT OF CONTACT **Sarah Lickfold**
PHONE **(509) 328-6702**
E-MAIL **slickfold@help4women.org**

SIGNATURE  _____

Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the NOFA. Submission of this application does not guarantee that a proposal will be approved.

General Instructions

Please complete a single narrative application for the proposal. Please be concise but complete in your responses.

Proposal Summary

Organization Signing Authority Contact Information

Contact Person: Sarah Lickfold
Mailing Address: 3128 N. Hemlock St
Spokane, WA 99205
Telephone: (509) 328-6702
E-mail: slickfold@help4women.org

Organization Project Contact Information

Contact Person: Angela Amos
Mailing Address: 920 W. 2nd Ave
Spokane, WA 99201
Telephone: (509) 455-4249
E-mail: aamos@help4women.org

Submission Date: **12/8/24**

Project Title: **Eviction Prevention**

Applicant Organization / Lead Agency Name: **Transitions**

Dollar Amount Requested from City of Spokane: **\$230,047**

Project Overview and Description Questions

1. Describe your experience managing Eviction Prevention Funds:

Transitions has managed and disbursed housing assistance funds for many years. We operate six programs with the mission of ending poverty and homelessness for women and children in Spokane; 100% of our participants are low-income, with most below 30% AMI. We have administered direct client assistance funds routinely over our decades of operation, and our intake processes at all program sites ensure and document client eligibility for projects like these. All Transitions housing and housing case management participants are entered into the City of Spokane's Community Management Information System (CMIS).

Most recently, our Women's Hearth site, the focus of this current request, disbursed Spokane County/ Dept. of Commerce Eviction Prevention funds over the past 12 months. Through this program, we were able to assist 40 households who were facing acute risk of eviction due to rental or utilities arrears. We have disbursed assistance approximately once a week since the initial County award, managing a total of \$55,200. We have maintained compliance with all Commerce disbursement parameters, eligibility requirements, and reporting schedules. We have well-established intake and recordkeeping processes in place. The County has affirmed our performance and approach with positive feedback during desk audits. This experience has been extremely positive for participants, as Transitions is able to complement the disbursed funds with individualized case management and aftercare to help households address their risk factors for eviction.

2. Describe your proposed intake and assessment process; including the capacity to manage a potentially high volume of applications for assistance effectively within a six-month period:

Our current Eviction Prevention assessment and disbursement process is already in line with Commerce's Consolidated Homeless Grant requirements. The Women's Hearth is an extremely low-barrier environment, with no participation or documentation requirements for entry. Households are not screened out based on income, credit history, rental history, disability, justice system involvement, substance use, lack of ID, or other potential barriers to housing readiness. Intake scheduling is very flexible, and our drop-in service model increases access for participants who may not have the personal infrastructure or capacity to maintain scheduled appointments. Community expectations at the Hearth are focused on maintaining an environment that is safe and affirming for all participants, including transgender women. The Women's Hearth is Spokane's only daytime shelter space solely for women and non-binary individuals. If awarded Eviction Prevention funds, however, the Hearth is well-equipped to offer virtual appointments and dedicated drop-in visit times for male participants. Participants will also be welcome to submit scanned documentation electronically as part of the virtual appointment process; we hope this will further reduce barriers or delays to assessment and project enrollment.

When participants disclose housing insecurity and/or a desire to participate in housing case management, Case Managers complete a more formal intake for Eviction Prevention assistance, assessing participant eligibility for grant funds. We next communicate directly with the participant's property manager to obtain a ledger of balances owed and a copy of the rental agreement. If participants are indeed eligible for Eviction Prevention funds, the amount owed is paid directly to landlords. This process is accompanied by ongoing case management and supportive conversations with participants to determine what financial stability looks like for them following this assistance, to minimize repeat need. Goals may include seeking a roommate to share rental expenses, vocational services to increase income, referrals for healthcare or services, and transportation to referral appointments to ensure access and further participation. With an added 1.0 FTE case manager, we could increase capacity for Eviction Prevention funds disbursement to up to 8 clients participants served per day.

3. Describe how you will conduct marketing and outreach activities to connect with households most likely to become homeless:

The Women's Hearth serves approximately 1200 individuals annually; in fact, we are on track to serve at least 1400 in 2024. Our busy event and services calendar has a wide reach among Spokane's homeless and insecurely-housed communities; simply adding Eviction Prevention drop-in hours, announcing these funds at monthly Matters of the Hearth meetings, and our ongoing daily conversations with participants will create widespread awareness. Word-of-mouth is one of the primary ways new participants find their way to the Hearth; referrals from a peer or trusted friend often help new participants feel safe and more likely to engage in services. Our soft-touch, relationship-focused approach builds trust with participants who may not otherwise feel inclined to disclose housing insecurity. And the Hearth has no requirements for participation, which also helps participants take ownership of their pathways and seek the assistance that they most need. We often serve participants who have been exited from services elsewhere, and our drop-in service model and supportive staff enable us to have successful case management appointments with high-need participants. Additionally, our Housing Alumnae Case Management staff and New Leaf Vocational Services sites will be able to refer participants to the Hearth for Eviction Prevention Funds.

4. Please provide a detailed plan of how you will mobilize rental assistance funds efficiently and effectively within a six-month period:

We anticipate a brisk spend-down of any funds awarded. The Hearth currently receives constant requests for housing assistance funds by phone, email, and Homeless Coalition listserv messages. We already have a well-established Eviction Prevention intake process, which will be scalable if we are awarded funds to add case management staff hours. Adding case management staffing will increase our capacity to complete eligibility intakes, submit referrals to Coordinated Entry, and process Coordinated Entry referrals for disbursement. We estimate that we can more than double the Hearth's current assessment/disbursement capacity with the addition of a 1.0 FTE case manager.

The Hearth exclusively serves women and non-binary individuals during our regular opening hours. To accommodate male participants for assessment, referral, and disbursement, we are well-prepared to offer both virtual appointments and dedicated drop-in hours so that male participants can complete intakes and access disbursement and case management.

5. Please describe how your project will document program eligibility:

Our current Eviction Prevention intake process includes documented eligibility verification, assessing each participant's level of need and verifying that the participant meets grant-required eligibility parameters, including income level and having a signed lease agreement. Once eligibility is established, our case manager contacts the participant's property management company to obtain a balance owed and a copy of the rental agreement. If a participant meets the eligibility requirements, their referral will be submitted to Coordinated Entry. Case managers keep documentation throughout this process and of financial stability problem-solving conversations with participant and what goals are formulated through this discussion. All of the steps of this process are documented in the participant's confidential file and retained in a locked cabinet for a minimum of seven years.

6. Describe the experience/qualifications required by your staff for financial report preparation, management, and frontline positions:

Financial reports are prepared by the Women’s Hearth Program Director and Transitions’ Financial Controller. Our Financial Controller holds an MBA and 7 years of experience in accounting in both the private and nonprofit sectors. The Women’s Hearth Program Director holds an M.A. in Addiction Studies, is a certified Substance Use Disorder Professional trainee, and has 8 years experience in management roles and social service delivery.

Front-line staff and all program volunteers are required to complete a background check and sign a confidentiality contract. Staff must have either significant relevant employment or first-hand life experience in social work/housing insecurity/poverty/disability services. Upon hire, staff are required to complete trainings in trauma-informed care and race equity, and to adhere to the Hearth’s values of engagement-centered healing, respect for human dignity, and client-led goalsetting. Additionally, by the end of 2024, all staff members at Transitions will have completed the required trainings (Trauma-Informed Care, Rapid Re-Housing, Race Equity, et al) for Commerce CHG funding projects.

7. Please describe how your organization interacts and collaborates with Coordinated Entry:

Transitions is an experienced collaborator with Coordinated Entry (CE) as both a source and recipient of referrals. Our three housing sites receive CE referrals for both Singles and Families, and at the Hearth, we participate in CE by offering Singles Coordinated Entry assessments. At the Hearth, Case Managers enter new participants into CMIS when they enroll in case management. All Transitions Housing participants are also entered into CMIS. We are fully equipped to accept CE referrals for Eviction Prevention assistance and to fill Eviction Prevention openings exclusively through those referrals.

We maintain strong and cordial relationships with other CE providers and are active in the Spokane homeless services provider network, participating in the Spokane Homeless Coalition, bimonthly Spokane Regional Health District Service Providers call, Empire Health Foundation’s Housing Navigation/Surge Shelter provider forums, and the City of Spokane Street Outreach meetings. And we collaborate frequently with other Coordinated Entry intake sites (Catholic Charities, SNAP, and Goodwill) to ensure that the referral process works as smoothly as possible so that participants can get housed quickly.

Budget Narrative

Rent Payments

Monthly rent, rental arrears as described in SDG guidelines

\$141,800 is requested for rent payments: \$124,057 is requested for direct client assistance with monthly rent / rental arrears. At an average disbursement about of \$1,380 per household, we estimated serving 89 households with rent assistance. \$17,725 is requested for direct assistance with application fees, background and credit check fees. Our current disbursements indicate that approximately one out of every seven households requesting assistance is seeking help with property rental application and screening fees, so the above requested amounts reflect that ratio. At an average of \$1480 per household, we anticipate serving 12 households with rental application process fees.

Operations

Salaries and Benefits for staff costs directly attributable to the program, including but not limited to program staff, information technology staff, human resources staff, bookkeeping staff, and accounting staff:

\$58,241 is requested for salaries and benefits: \$45,479 for a 1.0 FTE case manager salary; \$8,417 for case manager benefits; \$3,666 for 0.05 FTE Hearth Program Director salary staff hours; and \$678 for Hearth Program Director benefits. This figure is arrived at using internal payroll scales and an 18.5% rate for calculating benefits. The case management staff time would support client intake appointments, assessment and referral time, documentation time, and disbursement time. The Program Director staff time supports direct supervision of case management time and Eviction Prevention project implementation.

Indirect Administration (not to exceed 15% of eligible expenses)

\$30,006 is requested for project administration.

Required Attachments

Please see attached Risk Assessment. Transitions is currently under contract with the City of Spokane, so please refer to previously submitted business license, financial audit, and confirmation of insurance.

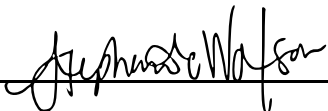


CITY OF SPOKANE Eviction Prevention

Project applicants may submit applications for eviction prevention activities as described in the associated Eviction Prevention City of Spokane Notice of Funding Availability (NOFA).

PROPOSAL SUBMITTED BY:

ORGANIZATION The ZONE
POINT OF CONTACT Stephanie Watson
PHONE 509-487-1603 x225; 509-990-3010 (cell)
E-MAIL swatson@necommunitycenter.com

SIGNATURE _____ 


Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the NOFA. Submission of this application does not guarantee that a proposal will be approved.

General Instructions

Please complete a single narrative application for the proposal. Please be concise but complete in your responses.

Proposal Summary

Organization Signing Authority Contact Information 
Contact Person: David Richardson
Mailing Address: 4001 N Cook Street, Spokane, WA 99207
Telephone: 509-487-1603 x215
E-mail: richardson@necommunitycenter.com

Organization Project Contact Information
Contact Person: Jene Ray
Mailing Address: 4001 N Cook Street, Spokane, WA 99207
Telephone: 509-487-1603 x224
E-mail: jray@necommunitycenter.com

Submission Date: 12/08/2024

Project Title: [Eviction Prevention Program]

Applicant Organization / Lead Agency Name: [The ZONE]

Dollar Amount Requested from City of Spokane: [\$225,862.30]

Project Overview and Description Questions

1. Describe your experience managing Eviction Prevention Funds:

The Northeast Community Center Association (NECCA) is a nonprofit neighborhood organization. We improve the quality of life of residents in northeast Spokane, with emphasis on social, health, economic, educational and recreational needs. The ZONE is a place-based, community-led initiative of the NECC, building hope and opportunity through collective action in the neighborhoods of Northeast Spokane. Since 2019 The ZONE's Eviction Prevention Program has been designed to support family stabilization, to keep children in schools and families housed in their neighborhoods and out of the homeless shelter system.

The ZONE's Experience Managing Eviction Prevention Funds works with the whole person/family to grow a holistic support network, boost financial and employment opportunities, and leverage the resources of our NECC/ZONE Financial Opportunity Center. The ZONE reduces evictions and housing insecurity with individualized case management. This includes financial coaching tailored to personal family goals. Participants receive help from The ZONE staff's extensive knowledge of benefits navigation, food resources, transportation, technology skills, and mental and physical health resources.

By combining financial coaching, employment support, case management, and initial financial assistance for housing costs, paired with budgeting practices and coaching, households are better equipped to maintain their current housing, prevent evictions, and keep students in their schools and activities during formative years.

The Financial Opportunity Center (FOC) is located on the NECC campus, as well as The ZONE and we offer: employment and career counseling, one-on-one financial coaching, education and access to low-cost financial courses to build credit, savings, and assets, including homeownership support. Connections to income support such as rent/mortgage arrears, food benefits, weatherization, utilities assistance, and affordable health insurance. The FOC's integrated service model with our team supports The ZONE's Eviction Prevention Program by providing rental assistance, arrears management, financial coaching, job training, benefits cliff navigation (which eliminates barriers to households increasing their income), and leadership programs. This helps residents build emergency savings, repair credit scores, and reduce eviction risks with stable housing and employment for years and generations to come.

The housing crisis in Northeast Spokane is partly due to underemployment and job instability. The FOC connects residents with high-demand job opportunities and skill-building programs. Case workers offer one-on-one coaching for budgeting, debt management, and credit repair.

Our main objective is to stabilize families by addressing their housing needs first, fostering their development into resilient community supporters, and enhancing overall community stability. By focusing on families with school-aged children, we impact multiple generations through one program.

The Northeast Community Center Association has a long history of properly managing public funds and accepts the fiduciary responsibility to see that taxpayers' money is used appropriately and ensures proper accountability from the recipients of its awards. The Center conducts an annual audit with no noted deficiencies. NECCA assumes full responsibility for the conduct of project activities and becomes accountable for meeting local, state and federal standards in the areas of financial management, internal controls, audit, wage requirements and reporting.

The ZONE's experience managing Eviction Prevention funds is proven to reduce housing insecurity by connecting residents to supports available in the community beyond their individualized case management as well as a financial project-based coaching around personal family goals. Participants are embedded into a network of support with the ZONE staff's knowledge of benefits cliff navigation, food resources, transportation resources, technology skills, and other mental health and physical health resources with participants. By including financial coaching and employment support with case management and initial financial assistance for housing costs, households have the capacity to maintain their housing and prevent evictions.

Our primary goal is to stabilize more families, starting with their housing needs to prevent evictions, foster development into resilient supporters of the community, and enhance overall community stability for this place. By focusing on families with school-aged children, we are impacting multiple generations through one program.

We are committed to promoting equity, diversity, and inclusion within our program. Our participant demographics reflect our dedication to serving a diverse range of individuals and families within our community. By fostering an inclusive environment, we strive to ensure that all participants feel valued and supported throughout their journey to housing stability. Intentional effort is made to engage BIPOC (black, indigenous, people of color) business leaders, community partner leaders, and residents.

- 2. Describe your proposed intake and assessment process; including the capacity to manage a potentially high volume of applications for assistance**

The ZONE prioritizes working with renters/homeowners in Medicaid eligible families of school-aged children in Northeast schools – and the schools that feed into Northeast Spokane. This criterion supports our place-based initiative and families to thrive for generations with a different trajectory than an eviction.

The Eviction Prevention Program intake survey is sent to verify eligibility. This eligibility questionnaire helps people learn if our program is a good fit for their families, and our staff are often able to make additional recommendations to people that do not have children. Our staff manages clients for typically 9-12 months as they improve their financial situation and remain

housed and secure, and some people have completed the program in as little as six months. Staff engaged with HUD Technical Assistance to build our screening assessment and customize proprietary software such as PlanStreet for our internal database.

Our primary referral partners include: Better Health Together, Unify Community Health, MultiCare Behavioral Health Clinic, Akin, Manzanita House, and other NECC agencies- additionally partners across the Hillyard Community Campus, Hillyard Library and schools (Shaw Middle School, Regal Elementary, NEWTech, On Track Academy, Pratt, Open Doors Virtual GED Classroom at the Next Generation Zone, and If You Could Just One, as well as ZONE staffed schools that feed into Northeast Spokane (including Holmes Elementary, Yasuhara Middle School, Bemiss Elementary, Garry Middle School, Stevens Elementary, and Rogers High School).

Once enrolled, participants have regular check-ins with their case managers who track outcomes in PlanStreet which tracks our program needs and is accessible for participants who come to our office and work with their case manager. The waiting list is also managed in PlanStreet and we tend to enroll 2-4 new households per month as people complete the program. This ensures individualized experience and manageable caseloads for our team to not exceed working with 20 families at a time. With this funding, we anticipate being able to serve 10-12 additional households.

The ZONE's Eviction Prevention (housing stability program) has flourished under the dedicated efforts of its two case managers, who have continually expanded their skill set and expertise to better serve the community. Over time, their roles have evolved to encompass a wide range of responsibilities, reflecting NECC's commitment to holistic family support and community empowerment. Initially hired as Housing Navigators and Employment Specialists, the case managers quickly embraced their multifaceted roles, providing vital support to individuals and families navigating housing challenges. As the program progressed, their roles expanded to include Peer Support Counselors, fostering a supportive environment where clients feel understood and empowered.

Recognizing the importance of cultural competence, The ZONE has invested in trainings such as Cultural Equity and Inclusion Programming (CEIP), led by Patrica Casteneda at Manzanita House and Bridging Identity Gaps led by April Eberhardt, as well as Standards of Quality for Family Strengthening & Support, and Credit Builders Alliance training to become a certified Credit Builder Coach and help people apply for and track Credit Building Loans. This initiative ensured that ZONE services were accessible and welcoming to all members of the community to build social capital, regardless of cultural background or identity.

Motivational Interviewing, Non-violent Communication, and Youth Mental Health First Aid trainings equipped the case managers with valuable communication and crisis intervention skills, enabling them to effectively engage with clients and address their needs with empathy and sensitivity.

The adoption of the HOPE framework (Healthy Outcomes from Positive Experiences) and the Financial Coaching model further enhanced NECC's ability to support families in achieving stability and financial empowerment. Through rigorous training and certification, Lavonnie and

Amanda became Certified Financial Coaches, enabling them to provide personalized financial guidance and support to program participants.

The ZONE also prioritizes continuous learning and improvement, participating in training courses such as Standards of Quality for Family Strengthening & Support and Benefits Cliff Training. These initiatives not only enhanced the quality of services but also advanced equity within the organization.

In recognition of the importance of community-based workforce development, Lavonnie pursued additional training as a Peer Support Counselor trainer with Peer Washington and Washington Health Care Authority. Additionally, she became a Community Health Worker, training with Better Health Together. Amanda has worked in housing for 8 years and has experience with CMIS and supported our internal intake and data management system creation.

3. Describe how you will conduct marketing and outreach activities to connect with households most likely to become homeless

The Northeast Community Center Association (NECCA) is a community based nonprofit organization serving the nine neighborhoods in District 1 and beyond to include households with children in public schools that feed Northeast Spokane from Downtown to West Central and across the Spokane River (District 2 and 3).

As a collaborative of ten agencies working together, NECCA delivers more than 105,000 “units of service” annually with a network of partners ranging from senior nutrition programs, childcare, medical, dental, and pharmaceutical access, minor home repair, energy assistance, health/nutrition programs, Head Start, and (Early Childhood Education and Assistance Program) ECEAP early learning programs.

Thus, NECCA is uniquely positioned to support The ZONE and The ZONE’s network of resource navigation of embedded staff in area schools through partnerships with Communities in Schools, Spokane Public Schools, and the educators, parents, guardians, and students/youth directly.

ZONE has a robust family referral system, with staff in 10 schools and 10 agencies here on site, referring to clients who express needing support to us and engaging with our social, health, education, economic, and recreational community partners. Our team will do targeted outreach and focus efforts on areas with high rates of housing instability, such as Northeast Spokane. Using data from local schools, social services, and community health organizations to identify neighborhoods and households most likely to face eviction or homelessness.

As our Eviction Prevention Program is an upstream solution for households with financial struggles to pay their rent or mortgage, we prioritize families with children within our place-based initiative for local collective impact and community building.

An intended outcome of our program is an increase in housing security – 80% of participants increase in housing security during a 12-month duration, to 50% housing stability.

100% of all program participants develop a budget and if necessary are referred to partner agencies to address other budgetary goals established during casework. While enrolled, 75% of participants will access 3-6 Social Determinants of Health-referrals and related programs aligned with their needs and goals. 75% of all program participants that are engaged in programming for one month will receive education and referrals to community programs.

The ZONE encourages direct referrals from social workers, community health workers, and case managers who are already working with at-risk families. These professionals can identify and refer households in need of eviction prevention support.

Mostly, our marketing and outreach efforts will include:

- Flyers and Brochures: distributed at community centers, schools, libraries, partners, and local businesses.
- social media: share information about services and success stories on platforms like Facebook, Instagram, and LinkedIn.
- Email Newsletters: keep partners and community members informed about programs and resources available
- Local Media: collaborate with local newspapers, radio stations, and TV channels to raise awareness about the eviction prevention program if awarded.

4. Please provide a detailed plan of how you will mobilize rental assistance funds efficiently and effectively within a six-month period

Within the first 1-6 months of the program, community health workers/staff will intake participants and learn their financial situation and personal circumstances along with goals for themselves and their families/households.

We invite referrals from housing security partners such as The Landlord Liaison Network, Spokane Housing Alliance, The Tenant's Union, The Hillyard Community Campus Sponsor Committee, All NECCA Agencies, the ZONE Resident Steering Committee, Gonzaga University Essential Skills 6-week program, and our school-based partners.

Our commitment to fiscal responsibility is evident in our efforts to stay within the \$7,500 average budget per family. Through careful planning and resource allocation, we ensure that each family receives the support and assistance they need while maximizing the impact of our program funds. Lastly, we have midpoint and exit surveys with qualitative questions answered by each participant answering questions about their experience with our program.

Within six months, we will serve 35+ households with intensive case management, anticipating the ability to serve an additional 10-12 families from the waiting list or referral system; since current caseloads are at 20 for each case manager, we are anticipating full services for 35 households within the duration of this grant period. For example, in 2024, we served 90 people in one year, 36 adults ages 18-64 and 54 children under age 17: including 3 American Indian/Alaskan Native who had Spokane Tribe affiliation or membership, 22 Black/African American, 19 Hispanic or Latino/a/x—including Mexican and Peruvian, 12 Middle Eastern/Northern African, including specifically Syrian and Afghanistan, 18 Native

Hawaiian/Pacific Islander/Pasifika—including Marshallese, and 16 white identifying. 20% of participants identify as community members with disabilities.

To illustrate with an example, one family with a single parent of three children joined our program in November 2023 through June 2024. Initially, this single mother owed \$19,272 in rent to their landlord. The ZONE paid \$7,200 toward her rent and helped her to set up a payment plan of \$472 per month towards the back owed rent. When the case manager learned that she was struggling to make the back payments toward rent, Lavonnie connected her to the Carl Maxey Center and upon exit of the program we were able to get the back rent paid in its entirety. This mother completed 7 referrals to partner agencies and Lavonnie was able to connect her daughter with employment opportunities as well. In this household, mom began with an income of \$1600 per month, my midpoint, was earning \$3951, and upon exit of the program was earning \$5068. In addition to the direct disbursement of rent arrears, we paid the participant to get her car registered and connected her to Northwest Justice Projects for support in housing discrimination. Upon starting our program, this parent had \$0 savings account and upon exit it was \$225. She had \$15 in checking at the inception of the program, and \$450 at the end. She received financial coaching, case management, and support to help advocate for herself with her landlord as a single mom and woman of color.

Another example was our case work with an immigrant refugee family of six. This family began case management with The ZONE in February 2024 through November 2024. At the start, this family owed \$1500 in rent and lived in a house that they said was very unsafe for their children and located downtown. They felt panicked that they could not pay for rent as they only received \$1000 in TANF each month for income. The father needed a job and Lavonnie was able to advocate and get the father hired with the City of Spokane in Parks and Recreation, starting at \$18/hour in the first month of case management. This family was then able to move into a house within their children's school and we worked with another agency to pay the first month, last month, and deposit for them. At this time, we were also able to get them a Section 8 Housing Voucher by September 30, 2024. For this family, the starting income was \$1009, by the midpoint it had increased to \$2603, and exit with earning \$3360 per month. Rent went from \$1600 per month to \$700 per month. Benefits assistance including connection to EBT food benefits, Section 8 housing voucher, which began at \$1000 and exited with \$1780 in benefits per month. For this family, the beginning savings was \$0, the midpoint savings was \$75, and the

exit savings account balance was \$450. This family was able to purchase a car to transform their transportation situation with case management as well.

5. Please describe how your project will document program eligibility:

The documentation process begins with our Eviction Prevention/Housing Stability intake link, shared directly to potential clients through our partners in schools, staff, agencies, community referrals, QR code/weblink/brochures, and ZONE Resident Steering Committee referrals. This evidence-based housing assessment tool helps us know if the household is eligible for HUD, Spokane Housing Authority, and CHHS Coordinated Entry.

Once eligible for our program, Amanda/Lavonnie will call and do an additional phone call to explain how our program works, goal setting, financial coaching, and resource referrals. We currently have a waiting list of families and could take on additional clients with additional resources. Our work supports families staying in their homes, building generational wealth, and connections to social determinants of health and economic pathways out of poverty for families facing financial hardship due to a variety of circumstances.

Household goals and renting/mortgage situations vary depending on cultural background, language barriers, education, work experience, systemic barriers, abuse and/or poverty. However, once paired with a case manager and working on their plans, we connect people with services, benefits, healthcare, job coaching, employment, goal setting, and community service. When needed, case managers will support clients with computer-required tasks and support digital literacy across cultures with translation and at times interpretations services.

The ZONE partnered with immigrant and refugee serving organizations to create multi-lingual messaging and materials specifically to outreach to Arabic, Marshallese, Dari, Spanish, and Russian speaking residents through our partnership programs. Thus, our team members source resources as needed and if English is not their first language, their heritage is viewed as a strength and not a barrier to being part of our Eviction Prevention Program.

In our program, challenges have emerged affecting all families. Immigrant families' challenges are exacerbated by language and gaps in services. Other barriers are a scarcity of affordable housing suitable for multigenerational living, and limited resources. Moreover, the soaring cost of living, especially for essentials like water, sewer, and garbage monthly bills, and housing, grocery, and gas prices surpass available subsidies, intensifying financial strain. However, some proactive measures have addressed these obstacles. The introduction of Boost Lingo services over the past two years has significantly eased language barriers, ensuring effective communication and access to case management support. Despite these challenges, our commitment to innovation and adaptability remains steadfast as we strive to provide comprehensive assistance to all families, including all marginalized families, in their journey toward stability.

6. Describe the experience/qualifications required by your staff for financial report preparation, management, and frontline positions:

The Northeast Community Center Association has a long history of managing public funds and accepts the fiduciary responsibility to see that taxpayers' money is used appropriately and

ensures proper accountability from the recipients of its awards. The Center conducts an annual audit with no noted deficiencies. NECCA assumes full responsibility for the conduct of project activities and becomes accountable for meeting local, state and federal standards in the areas of financial management, internal controls, audit, wage requirements and reporting.

The ZONE will support two full-time Housing Stability Case Managers employed currently. Our Better Health Together funding ends in four months, Q2 2025. Thus, funding the first six months of our ZONE Eviction Prevention Program would allow us to manage the waiting list with connection to a case manager, and recruit more participants to reduce housing insecurity across Northeast Spokane with measurable results within the six-month period.

All financial reporting is managed by the NECCA/NECC Executive Director, David Richardson in collaboration with Associate Director, Jene Ray, who directs The ZONE. NECCA has clean annual audits with support from Human Resources/Accounting staff and has a record for responsible fiscal management with streamlined internal protocols for accounting such as when distributing check requests, gift cards, and reimbursement/travel reports.

Both Amanda Randall and Lavonnie Mcmanus have successfully completed certification as financial coaches through LISC (Local Initiatives Support Corporation). This training equips them with the skills and knowledge necessary to provide personalized financial guidance and support for our Eviction Prevention Program participants. Additionally, our collaboration with LISC has enabled us to become a recognized Financial Opportunity Center, further enhancing our ability to empower individuals and families towards financial stability.

Team members, such as Community Initiatives Manager, Jeremiah Johnson also manages specific grant program budgets for the community partners we serve with training(s) and youth programming data support through The Ballmer Group (enrolled in Gonzaga University Design Thinking course). Additional management is provided by Stephanie Watson, Grants and Foundation Relations Manager coordinating partnerships and funding for programs on housing, youth programming, and neighborhood connectivity in The ZONE and capital projects in the neighborhoods we serve.

Frontline positions for our Eviction Prevention and Housing Stability Program include Amanda Randall and Lavonnie Mcmanus who manage casework and a typical caseload of 20 clients/households at one time. Additionally, Mandie L.C. Norman is our Employment and Resource Navigator and works with the Better Health Together (BHT) referral system and connects with people that drop in to NECC looking for help. Aretha Red Thunder manages our Coffee to Careers program with Next Generation Zone at Jean's Beans and works with youth ages 16-24 with our job training program. Continued training funding will be made available for staff to further their education and knowledge.

7. Please describe how your organization interacts and collaborates with Coordinated Entry

The ZONE has a robust family referral system, with staff in 10 schools and 10 agencies here on site, referring to current clients who express needing this support to us. Referral sources are established through CHAS, Spokane Public Schools and neighborhood schools, Akin (formerly Children's Home Society), and NECC (formerly Spokane Housing Authority Section 8 voucher recipients), and maintains a waiting list for those who are eligible for our programs.

NECC has been a “Navigation Center for Decades” mapping community resources, providing warm referrals and developing programs and services to meet unmet needs because we are in touch with our community. The Hillyard Community Campus and MultiCare Behavioral Health Center are examples of stated resident need becoming a reality and part of a cohesive network.

Once in our Eviction Prevention program, we encourage coordinated hand-offs and referrals through Better Health Together as well as at NECC front desk. When a family is not in our service area and/or not eligible for our programs due to not having children in ZONE schools, we still make referrals to partners such as Spokane Neighborhood Action Partners, Family Promise of Spokane, and Catholic Charities of Eastern Washington.

The ZONE Resident Steering Committee includes members from the Neighborhood Councils and staff who cross-pollinate information and encourage participation in local meetings, Community Assembly, and Organizations of Northeast Spokane (ONES).

While we used to case manage households through CMIS, the inability of city staff to update programs, reports, etc. made it unmanageable to pull data out required for continued funding. We offered funding for contractors to support, which was not utilized for CMIS either. Thus, we created our own referral system in PlanStreet. However, we are willing to re-engage this platform and our staff has previous experience there.

Our current program tracks referrals to external partners in PlanStreet across social determinants of health. For example, we made 122 completed referrals to external partners that were tracked last year.

- Partners include food partners such as: Second Harvest, Women and Children’s Free Restaurant, Latinos en Spokane (Mercadito), Hispanic Business Professional Association (HPBA- Cosechando Esperanza), Growing Neighbors, Salvation Army Food Bank, and Meals on Wheels;
- Transportation partners such as Spokane Transit Authority, Paratransist, Special Mobility Services, and Spokane Regional Transportation Council for future planning and connectivity for our Northeast neighborhoods;
- Medical and mental health partners such as Unify, MultiCare Behavioral Health Clinic, CHAS, Spokane Teaching Clinic, Planned Parenthood, Revive Counseling, National Alliance for Mental Illness (NAMI Spokane), Compassionate Addiction Treatment Underinsured Healthcare Funding, and Peer Spokane;
- Employment/Education partners such as: WorkSource, Next Generation Zone, Gonzaga University leadership programs, Spokane Community College Adult Learning Center GED and ESL programs, Community Minded Enterprises for Plan to Work Program for Social Security Disability participants and local employers such as Jubilant HollisterStier and the Northeast Public Development Authority;
- Childcare partnerships with ECEAP, Head Start, North East Youth Center, and If You Could Save Just One.

Partnerships with other housing programs within the area will also occur with Centralized Diversion Program (CDF) and Youth Homelessness Prevention and Diversion Fund (HPDF). The Northeast Community Center (NECC) was a Spokane Housing Authority (SHA) Section 8

voucher program referral partner (and will resume diversion funding if/when it resumes with HUD).

Participants who seek to become first time home buyers will receive preferred partnership with Numerica Credit Union through the City of Spokane ARPA First Time Homebuyer Program or Canopy Credit Union. Youth who are renting and/or on their own (ages 18-24) will be connected to Next Generation Zone and ZONE Resource Navigator and Employment Specialists.

For example, a participant who experienced homelessness with her two children five years ago has maintained housing and employment since 2019 and accessed a full ride scholarship through her employer, empowering her to work toward her PhD. Her son is attending college now on the west side of Washington and her daughter is doing a paid internship through NEWTech. She and her daughter accessed FAFSA assistance through NECC and her daughter has already received a full ride scholarship at the University of Washington. Together we are closing gaps, expanding services, and developing resources with increased coordination across our partner networks.

Budget Narrative

Applicants are required to complete and submit a Summary Budget Workbook that outlines the costs of operations of the proposal. The Summary Budget Workbook must have an accompanying budget narrative and justification that provides the total amount for implementation of the project. If multiple agencies will be partnering on this proposal, provide a cost breakdown of the expenses that will be incurred by each individual agency.

In a budget narrative below, please explain how the requested funds will be used to support the proposed service. For each line item listed with a dollar figure (except expense category subtotals), provide a brief narrative detailing: (a) how the item relates to the proposed service and (b) the method used to determine the cost. The budget narrative should be laid out in the same format relative to the budget categories as provided in the budget worksheet and provide information regarding the basis of estimation for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization’s policy, payroll document, and vendor quotes, etc.). Full guidelines for eligible expenses are located here <https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08>

Rent Payments

Monthly rent, rental arrears as described in SDG guidelines

The ZONE is budgeting \$75,000 for direct disbursements to our participants that meet the System Demonstration Grant (SDG) guidelines and are at or below 80% AMI. This anticipated is a maximum average direct disbursement of \$7,500 allotted for each household.

\$75,000 Direct disbursement to eviction program participants

Operations

Salaries and Benefits for staff costs directly attributable to the program, including but not limited to program staff, information technology staff, human resources staff, bookkeeping staff, and accounting staff:

Salaries and benefits for Eviction Prevention staff over the six-month duration is estimated at \$59,302 for housing program full-time staff, \$29,800 for resource and employment navigation staff (20% time contributing to Eviction Prevention supports), and \$10,000 for outreach, marketing and communications staff (20% of Marketing and Communications Specialist). Additionally, we are budgeting \$15,000 for technical assistance with Urbanova and/or technical consultants.

\$59,302	Program staff salaries and benefits – (2) Eviction Prevention Case Managers
\$29,800	Resource navigation and employment supports – 20% of two team members
\$10,000	Outreach, marketing, and communications staff – 20% of specialist role
\$15,000	Technical assistance – Urbanova and/or technical consulting
\$3,000	Trainings/Certifications
\$1,800	Equipment/supplies
\$2,500	Incentive - gift cards

Office space, utilities, supplies, phone, internet, and training related to grant management and/or service delivery.

The ZONE’s backbone partner NECCA is providing in-kind donated overhead toward this project including office space, utilities, supplies, phone, internet, accounting, human resources, operations, and administration.

Indirect Administration (not to exceed 15% of eligible expenses)

\$196,402 is our total program budget for 6 months, not including the in-kind donations provided by NECCA, thus we are glad to include a 15% indirect rate agreement in the amount of \$29,460.30 for NECCA and overhead expenses.

Thus, our entire proposal requests \$225,862.30.

Thank you for your time and kind consideration of the impact of our proposal, and the ripple effect of our work in the community. As a disclaimer, we would like to be a partner with the City of Spokane on Eviction Prevention and we could do more or less case management depending on funds available. We could make adjustments to this program budget if additional spending is available before June 2025 or scale back additional households served if less funding is available.

Required Attachments

A Risk Assessment is required for each RFP. Please include a completed Eviction Prevention Risk Assessment along with the application budget and narrative.

The following items are required, unless you have submitted valid copies within past six-months and are currently under contract with the City:

- 1. Business license**
- 2. Certificate of insurance**
- 3. Copy of most recent financial audit (as applicable)**

Continuation of Wording, Summary, and Distribution

Agenda Item Name: 4700 - AMENDING ORDINANCE C-22382

Agenda Wording (630 character max)

Summary (Background) (841 character max)

it to release the easements.

Fiscal Impact	Budget Account
Select ▼ \$	#
<input type="text"/>	<input type="text"/>
Select ▼ \$	#
<input type="text"/>	<input type="text"/>

Distribution List

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/13/2025**Committee Agenda type:** Consent**Date Rec'd**

12/13/2024

Clerk's File #

ORD C36636

Cross Ref #**Project #****Council Meeting Date:** 02/03/2025**Submitting Dept**

DEVELOPMENT SERVICES CENTER

Bid #**Contact Name/Phone**

ELDON BROWN 6305

Requisition #**Contact E-Mail**

EBROWN@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

JBINGLE ZZAPPONE KKLITZKE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

4700 - AMENDING ORDINANCE C-22382

Agenda Wording

Amending Ordinance C-22382 to release easements.

Summary (Background)

In April of 1974 City Council approved the vacation of Calispel Street via Ordinance C-22382 and reserved easements within the vacation ordinance for public and private utilities. The property owner of 316 W Cora Ave would like to build apartments across the site however the existing easements are encumbering the property. Easement holders have been contacted and are in agreement to release the easements. DSC is proposing a new ordinance that would modify Ordinance C-22382, amending

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

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

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

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget? N/A	
Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
Amount	Budget Account
Neutral \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source	
Funding Source Type Select	
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	Additional Approvals
<u>Dept Head</u>	PALMQUIST, TAMI
<u>Division Director</u>	MACDONALD, STEVEN
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS
<u>Legal</u>	SCHOEDEL, ELIZABETH
<u>For the Mayor</u>	PICCOLO, MIKE
Distribution List	
	edjohnson@spokanecity.org
ebrown@spokanecity.org	tpalmquist@spokanecity.org
smacdonald@spokanecity.org	akiehn@spokanecity.org

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/13/2025**Committee Agenda type:** Consent**Date Rec'd**

12/13/2024

Clerk's File #

ORD C36636

Cross Ref #**Project #****Council Meeting Date:** 02/03/2025**Submitting Dept**

DEVELOPMENT SERVICES CENTER

Bid #**Contact Name/Phone**

ELDON BROWN 6305

Requisition #**Contact E-Mail**

EBROWN@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

JBINGLE LNAVARRETE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

4700 - AMENDING ORDINANCE C-22382

Agenda Wording

Amending Ordinance C-22382 to release easements.

Summary (Background)

In April of 1974 City Council approved the vacation of Calispel Street via Ordinance C-22382 and reserved easements within the vacation ordinance for public and private utilities. The property owner of 316 W Cora Ave would like to build apartments across the site however the existing easements are encumbering the property. Easement holders have been contacted and are in agreement to release the easements. DSC is proposing a new ordinance that would modify Ordinance C-22382, amending

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

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

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

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget? N/A	
Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
Amount	Budget Account
Neutral \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Select \$	#
Funding Source	
Funding Source Type Select	
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	Additional Approvals
<u>Dept Head</u>	PALMQUIST, TAMI
<u>Division Director</u>	MACDONALD, STEVEN
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS
<u>Legal</u>	SCHOEDEL, ELIZABETH
<u>For the Mayor</u>	PICCOLO, MIKE
Distribution List	
	edjohnson@spokanecity.org
ebrown@spokanecity.org	tpalmquist@spokanecity.org
smacdonald@spokanecity.org	akiehn@spokanecity.org

Committee Agenda Sheet

Urban Experience Committee

Committee Date	January 13, 2025
Submitting Department	Developer Services
Contact Name	Eldon Brown
Contact Email & Phone	ebrown@spokanecity.org (509) 625-6305
Council Sponsor(s)	Please enter the name of the Council Sponsor(s)
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	Amending Ordinance C-22382
Proposed Council Action	<input type="checkbox"/> Approval to proceed to Legislative Agenda <input checked="" type="checkbox"/> Information Only
Summary (Background)	In April of 1974 City Council approved the vacation of Calispel Street via Ordinance C-22382 and reserved easements within the vacation ordinance for public and private utilities. The property owner of 316 W Cora Ave would like to build apartments across the site however the existing easements are encumbering the property. Easement holders have been contacted and are in agreement to release the easements. DSC is proposing a new ordinance that would modify Ordinance C-22382, amending it to release the easements.
Summary (Background)	*use the Fiscal Impact box below for relevant financial information
Fiscal Impact	
Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
Total Cost: Click or tap here to enter text.	
Current year cost:	
Subsequent year(s) cost:	
Narrative: <u>NA</u>	
Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A	
Specify funding source: Select Funding Source*	
Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.	
Expense Occurrence <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A	
Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities? <u>NA</u>	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? NA	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? NA	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? NA	

City of Spokane
Development Services Center
808 West Spokane Falls Blvd.
Spokane, WA 99201-3343
(509) 625-6300

ORDINANCE NO. C36636

An ordinance amending Ordinance C-22382 that vacated Calispel Street from the north line of Cora Avenue to the south line of Glass Avenue, City and County of Spokane, Washington, and declaring an emergency.

WHEREAS, the City Council of the City of Spokane having found that the public use and benefit will be served; -

NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That Calispel Street from the north line of Cora Avenue to the south line of Glass Avenue, in the City and County of Spokane, Washington, be, and the same is hereby vacated, subject to the reservation of easements for the construction, repair and maintenance of public and private utilities and services **over the entire vacation area, except for that portion of the Southeast Quarter of Section 06, Township 25 North, Range 43 East, Willamette Meridian, more particularly described in Exhibit A**

Section 2. An urgency and emergency for the passage of this ordinance is hereby declared to, and does, exist, and the same shall take effect and be in force from and after its passage.

Exhibit A

That portion of Calispel Street lying Northerly of said North line of Cora Avenue and Southerly of the South Right-of-Way line of Prospect Avenue as shown on the Plat of Resurvey of Whiting's Second Addition as recorded in Book A of Plats, Page 203, records of Spokane County, Washington.

Situate in the City of Spokane, County of Spokane, State of Washington.

Passed the City Council _____

Council President

Attest: _____
City Clerk

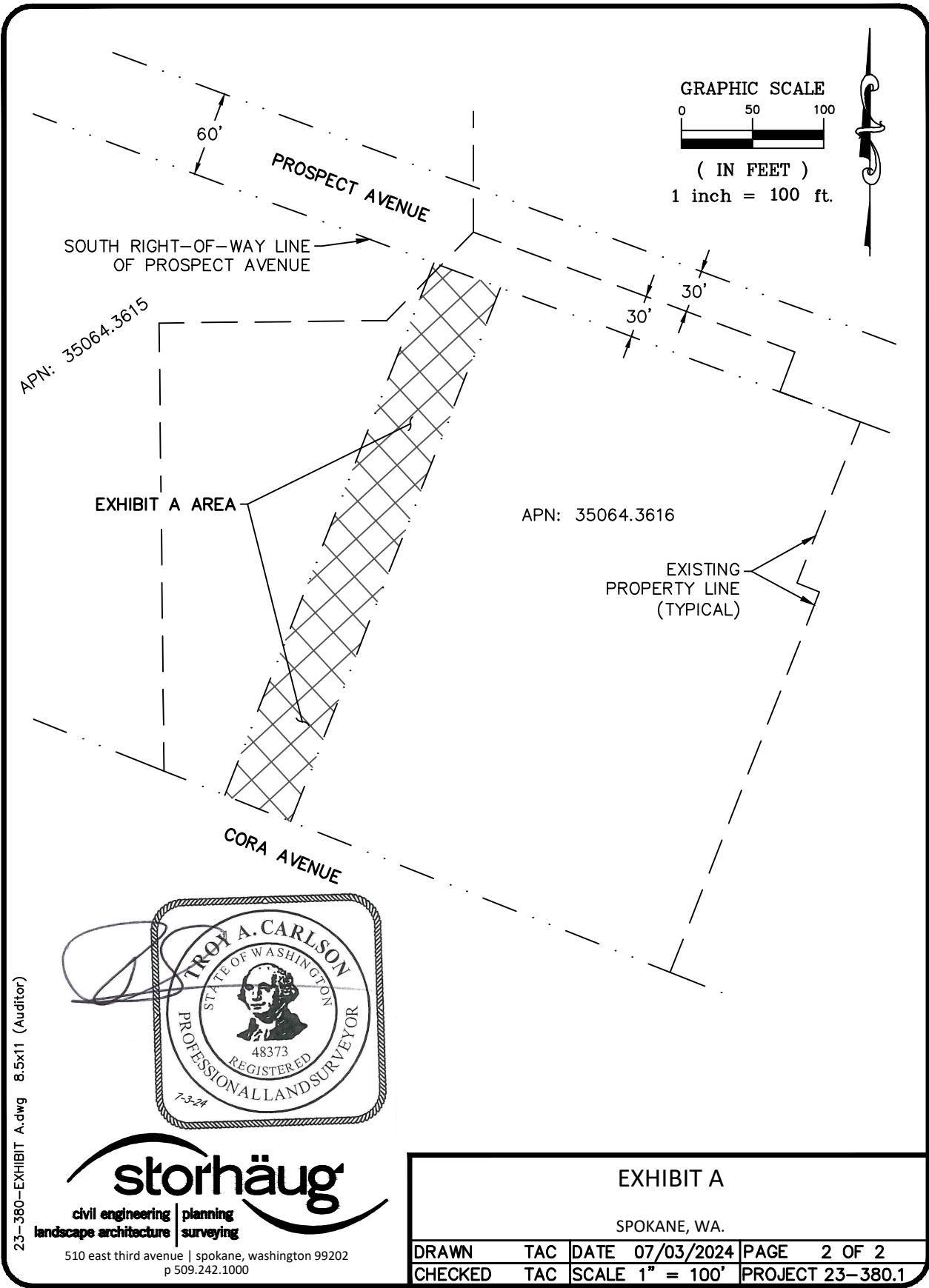
Approved as to Form:

Assistant City Attorney

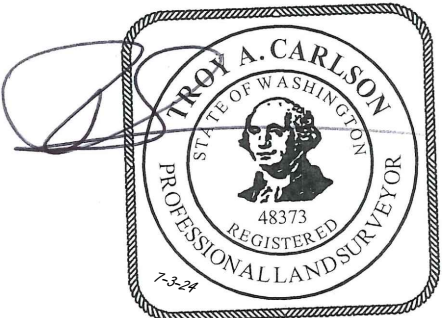
Mayor

Date: _____

Effective Date: _____



23-380-EXHIBIT A.dwg 8.5x11 (Auditor)



storhäug
 civil engineering | planning
 landscape architecture | surveying
 510 east third avenue | spokane, washington 99202
 p 509.242.1000

EXHIBIT A			
SPOKANE, WA.			
DRAWN	TAC	DATE 07/03/2024	PAGE 2 OF 2
CHECKED	TAC	SCALE 1" = 100'	PROJECT 23-380.1

Committee Agenda Sheet

Public Safety & Community Health Committee

Committee Date	01/06/2025
Submitting Department	Fire
Contact Name	Mike Forbes
Contact Email & Phone	mforbes@spokanecity.org – 509-435-7029
Council Sponsor(s)	<u>Councilmember Dillon, Council President Wilkerson, Councilmember Cathcart</u>
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested:
Agenda Item Name	Equipment Purchase – Hazmat Air Monitors
Proposed Council Action	<input checked="" type="checkbox"/> Approval to proceed to Legislative Agenda <input checked="" type="checkbox"/> Information Only
Summary (Background)	The SFD is requesting permission to use grant funds to purchase a new air monitoring system (Area Rae) for large community events (e.g. Bloomsday, Hoopfest) and expanded hazardous material incidents. This system monitors radiological, flammability and chemical signatures in the atmosphere. The system uses portable monitor cases that link back to one main computer for a centralized operations center. It is used in several large cities throughout United States and has the servicing support of Honeywell Industries.
Summary (Background)	*use the Fiscal Impact box below for relevant financial information
Fiscal Impact	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Total Cost: <u>\$93,461.84</u>	
Current year cost: \$93,461.84	
Subsequent year(s) cost: n/a	
Narrative: This purchase would be with funds from a Department of Ecology Spill Response Grant awarded in 2024. The purchase would be from the following pre-competed federal contract.	
Vendor: Mallory Safety and Supply – Contract: US Communities #4400008495	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring <input type="checkbox"/> N/A	
Specify funding source: Select Funding Source*	
Is this funding source sustainable for future years, months, etc? Click or tap here to enter text.	
Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring <input type="checkbox"/> N/A	
This equipment has periodic maintenance needs and software updates. Those items will be funded through M&O budgets within the fire department.	
Other budget impacts: (revenue generating, match requirements, etc.) - None	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities?	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	

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

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



MALLORY

SAFETY AND SUPPLY LLC

3808 N Sullivan B100 Ste B ■ Spokane, WA 99216
Ph: 509-534-0661 ■ Fax: 509-534-0991

QUOTATION

Purchase Order Address:
PO Box 2068
Longview, WA 98632

Order Number	
3610817	
Order Date	Page
08/16/2024 07:59:06	1 of 1
ESTIMATED DATE	
09/27/2024 00:00:00	

Quote Expires On: 10/15/2024

Bill To:

CITY OF SPOKANE- FIRE DEPARTMENT
ATTN: ACCOUNTS PAYABLE
44 WEST RIVERSIDE
SPOKANE, WA 99201

509-625-7025

Ship To:

SPOKANE FIRE DEPARTMENT
1722 SOUTH BERNARD ST
SPOKANE, WA 99203
US

Requested By: Mr. ROB MATHEWS

Customer ID: 15814

Job Name:

Freight Code: CUSTOMER PAYS INCOMING AND OUTGOING FREIGHT

<i>PO Number</i>	<i>Carrier</i>	<i>Ship Route</i>	<i>Taker</i>
RAE PRO QUOTE	UPS Ground commercial		TDONLEY

<i>Line No</i>	<i>Quantities</i>					<i>Item ID</i> <i>Item Description</i>	<i>Pricing UOM</i> <i>Unit Size</i>	<i>Unit Price</i>	<i>Extended Price</i>
	<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM Unit Size</i>	<i>Disp.</i>				

Delivery Instructions: US COMMUNITIES #4400008495
THIS PRICING IS FOR CITY OF SPOKANE
FIRE DEPT AND IS NOT ELIGIBLE FOR
OTHER PUBLIC OR NON PROFIT
AGENCIES
FOB: DESTINATION

1	1.0000	0.0000	1.0000	EA		RAESY-W01R11010105607911 1.0 AREA RAE PRO RDK CSA ASM 900MHZ MESH PID PPB LEL O2 CO H2S GAMMA RAEMET	EA 1.0	81,602.76	81,602.76
2	1.0000	0.0000	1.0000	EA		RAESY-0290505000 1.0 RAElink 3 Kit Model RLM-3000 includes-charging cradle,power adapter,alkaline battery pack,cable assembly,whip antenna,antenna assembly for magnetic mount,antenna for magnetic mount,25' & 50' remote antenna cable extension	EA 1.0	4,142.05	4,142.05

Total Lines: 2

SUB-TOTAL: 85,744.81
TAX: 7,717.03
AMOUNT DUE: 93,461.84
U.S. Dollars

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/13/2025**Committee Agenda type:** Consent**Date Rec'd**

12/18/2024

Clerk's File #**Cross Ref #****Project #****Council Meeting Date:** 02/03/2025**Submitting Dept**

PLANNING & ECONOMIC

Bid #**Contact Name/Phone**

AMANDA BECK 6414

Requisition #**Contact E-Mail**

ABECK@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

JBINGLE ZZAPPONE KKLITZKE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

0650 - MULTI-FAMILY TAX EXEMPTION (MFTE) CONDITIONAL AGREEMENT

Agenda Wording

Multiple Family Housing Property Tax Exemption Conditional Agreement with No-Jeff project, for the future construction of approximately 0 units, at Parcel Number(s) 35192.1201 and 35192.1202 commonly known as 115 S JEFFERSON ST SPOKANE, WA

Summary (Background)

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. SMC 08.15 Multiple-family Housing Property Tax Exemption outlines the City of Spokane MFTE Program and project eligibility.

What impacts would the proposal have on historically excluded communities?

SMC 08.15 Multi- Family Housing Property Tax Exemption A. The purposes of this chapter are to: 1. encourage more multi-family housing opportunities, including affordable housing opportunities, within the City; 2. stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multi-family housing; 3. increase the supply of mixed-income multifamily housing opportunities within the City; 4. accomplish the planning goals required under the Growth Management Act, chapter 36.70A RCW, as implemented from time to time by the City's current and future comprehensive plans;

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

RCW 84.14.100 Report—Filing—Department of commerce audit or review—Guidance to cities and counties. (Expires January 1, 2058.) (1) Thirty days after the anniversary of the date of the certificate of tax exemption and each year for the tax exemption period, the owner of the rehabilitated or newly constructed property, or the qualified nonprofit or local government that will assure permanent affordable homeownership for at least 25 percent of the units for properties receiving an exemption under RCW 84.14.021, must file with a designated authorized representative of the city or county an annual report indicating the following: (a) A

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

Title 08 Taxation and Revenue Chapter 08.15 Multiple-family Housing Property Tax Exemption Section 08.15.100 Annual Certification and Affordability Certification Within thirty days of the anniversary of the date the final certificate of tax exemption was recorded at the County and each year thereafter, for the tax exemption period, the property owner shall file a certification with the director, verified upon oath or affirmation, which shall contain such information as the director may deem necessary or useful, and shall include the following information: 1. A statement of occupancy and vacancy of the multi-family units during

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

Comprehensive Plan Land Use Policies: LU 1.4 Higher Density Residential Uses LU 3.5 Mix of Uses in Centers LU 4.2 Land Uses That Support Travel Options and Active Transportation LU 4.6 Transit-Supported Development Comprehensive Plan Housing Policies: H 1.9 Mixed-Income Housing H 1.4 Use of Existing Infrastructure H 1.10 Lower-Income Housing Development Incentives H 1.11 Access to Transportation H 1.18 Distribution of Housing Options Comprehensive Plan Economic Development Policies: ED 2.4 Mixed-Use ED 7.4 Tax Incentives for Land Improvement

Council Subcommittee Review

All Multi-Family Tax Exemption conditional agreement applications appear before the Urban Experience committee on the consent agenda for approval to appear on the next available legislative consent agenda.

Fiscal Impact	
Approved in Current Year Budget? N/A	
Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
The Mutli-Family Tax Exemption program has no direct impact on City revenues or expenses.	
Amount	
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Budget Account	
	#
	#
	#
	#
	#
	#
Funding Source N/A	
Funding Source Type Select	
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence N/A	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
<u>Dept Head</u>	GARDNER, SPENCER
<u>Division Director</u>	MACDONALD, STEVEN
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS
<u>Legal</u>	HARRINGTON,
<u>For the Mayor</u>	PICCOLO, MIKE
Distribution List	
Chris Batten - chris@rencorprealty.com	eraedc@spokanecity.org
tstripes@spokanecity.org	abeck@spokanecity.org
ekingspokane.org	

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/13/2025**Committee Agenda type:** Consent**Date Rec'd**

12/18/2024

Clerk's File #

OPR 2025-0039

Cross Ref #**Project #****Council Meeting Date:** 02/03/2025**Submitting Dept**

PLANNING & ECONOMIC

Bid #**Contact Name/Phone**

AMANDA BECK 6414

Requisition #**Contact E-Mail**

ABECK@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

JBINGLE ZZAPPONE KKLITZKE

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

0650 - MULTI-FAMILY TAX EXEMPTION (MFTE) CONDITIONAL AGREEMENT

Agenda Wording

Multiple Family Housing Property Tax Exemption Conditional Agreement with No-Jeff project, for the future construction of approximately 0 units, at Parcel Number(s) 35192.1201 and 35192.1202 commonly known as 115 S JEFFERSON ST SPOKANE, WA

Summary (Background)

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. SMC 08.15 Multiple-family Housing Property Tax Exemption outlines the City of Spokane MFTE Program and project eligibility.

What impacts would the proposal have on historically excluded communities?

SMC 08.15 Multi- Family Housing Property Tax Exemption A. The purposes of this chapter are to: 1. encourage more multi-family housing opportunities, including affordable housing opportunities, within the City; 2. stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multi-family housing; 3. increase the supply of mixed-income multifamily housing opportunities within the City; 4. accomplish the planning goals required under the Growth Management Act, chapter 36.70A RCW, as implemented from time to time by the City's current and future comprehensive plans;

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

RCW 84.14.100 Report—Filing—Department of commerce audit or review—Guidance to cities and counties. (Expires January 1, 2058.) (1) Thirty days after the anniversary of the date of the certificate of tax exemption and each year for the tax exemption period, the owner of the rehabilitated or newly constructed property, or the qualified nonprofit or local government that will assure permanent affordable homeownership for at least 25 percent of the units for properties receiving an exemption under RCW 84.14.021, must file with a designated authorized representative of the city or county an annual report indicating the following: (a) A

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

Title 08 Taxation and Revenue Chapter 08.15 Multiple-family Housing Property Tax Exemption Section 08.15.100 Annual Certification and Affordability Certification Within thirty days of the anniversary of the date the final certificate of tax exemption was recorded at the County and each year thereafter, for the tax exemption period, the property owner shall file a certification with the director, verified upon oath or affirmation, which shall contain such information as the director may deem necessary or useful, and shall include the following information: 1. A statement of occupancy and vacancy of the multi-family units during

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

Comprehensive Plan Land Use Policies: LU 1.4 Higher Density Residential Uses LU 3.5 Mix of Uses in Centers LU 4.2 Land Uses That Support Travel Options and Active Transportation LU 4.6 Transit-Supported Development Comprehensive Plan Housing Policies: H 1.9 Mixed-Income Housing H 1.4 Use of Existing Infrastructure H 1.10 Lower-Income Housing Development Incentives H 1.11 Access to Transportation H 1.18 Distribution of Housing Options Comprehensive Plan Economic Development Policies: ED 2.4 Mixed-Use ED 7.4 Tax Incentives for Land Improvement

Council Subcommittee Review

All Multi-Family Tax Exemption conditional agreement applications appear before the Urban Experience committee on the consent agenda for approval to appear on the next available legislative consent agenda.

Fiscal Impact	
Approved in Current Year Budget? N/A	
Total Cost	\$
Current Year Cost	\$
Subsequent Year(s) Cost	\$
<u>Narrative</u>	
The Mutli-Family Tax Exemption program has no direct impact on City revenues or expenses.	
Amount	
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Select	\$
Budget Account	
	#
	#
	#
	#
	#
	#
Funding Source N/A	
Funding Source Type Select	
Is this funding source sustainable for future years, months, etc?	
Expense Occurrence N/A	
Other budget impacts (revenue generating, match requirements, etc.)	
Approvals	
Dept Head	GARDNER, SPENCER
Division Director	MACDONALD, STEVEN
Accounting Manager	ZOLLINGER, NICHOLAS
Legal	HARRINGTON,
For the Mayor	PICCOLO, MIKE
Additional Approvals	
Distribution List	
Chris Batten - chris@rencorprealty.com	eraedc@spokanecity.org
tstripes@spokanecity.org	abeck@spokanecity.org
ekingspokanecity.org	



PLANNING & ECONOMIC DEVELOPMENT

MFTE Committee Briefing Paper

Urban Experience

Submitting Department	Planning and Economic Development
Contact Name & Phone	Amanda Beck, 509-625-6414
Contact Email	abeck@spokanecity.org
Council Sponsor(s)	
Select Agenda Item Type	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion Time Requested: _____
Agenda Item Name	0650 – Multi-Family Tax Exemption (MFTE) Conditional Agreement
Summary (Background)	<p>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. SMC 08.15 Multiple-family Housing Property Tax Exemption outlines the City of Spokane MFTE Program and project eligibility.</p> <p>Staff has determined that the No-Jeff project Conditional application meets the Project Eligibility defined in SMC 08.15.040 and is located in a previously adopted Residential Target Areas identified in SMC 08.15.030.</p> <p>Once the project is constructed, the applicant intends to finalize as a .</p> <p>This Conditional Agreement authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Conditional 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 post construction.</p>
Proposed Council Action & Date:	<p>Approve the MFTE Conditional Agreement for the <u>No-Jeff project</u> at _____ City Council Meeting.</p> <p>Project Details: The applicant applied for a Conditional MFTE Agreement for 0 units, at <u>115 S JEFFERSON ST SPOKANE, WA</u></p> <ul style="list-style-type: none"> Property is zoned DTG and the proposed use is allowed. Estimated Construction Costs: 800000 Located in the Riverside neighborhood.
Fiscal Impact:	
Approved in current year budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Total Cost: \$0	
Current year cost:	
Subsequent year(s) cost:	
Narrative:	<u>The Mutli-Family Tax Exemption program has no direct impact on City revenues or expenses.</u>
Funding Source	<input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A
Specify funding source:	
Is this funding source sustainable for future years, months, etc?	N/A

Expense Occurrence	<input type="checkbox"/> One-time	<input type="checkbox"/> Recurring	<input checked="" type="checkbox"/> N/A
--------------------	-----------------------------------	------------------------------------	---

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

Operation Impacts

What impacts would the proposal have on historically excluded communities?

SMC 08.15 Multi- Family Housing Property Tax Exemption

A. The purposes of this chapter are to:

1. encourage more multi-family housing opportunities, including affordable housing opportunities, within the City;
2. stimulate the construction of new multifamily housing and the rehabilitation of existing vacant and underutilized buildings for multi-family housing;
3. increase the supply of mixed-income multifamily housing opportunities within the City;
4. accomplish the planning goals required under the Growth Management Act, chapter 36.70A RCW, as implemented from time to time by the City's current and future comprehensive plans;
5. promote community development, neighborhood revitalization, and availability of affordable housing;
6. preserve and protect buildings, objects, sites and neighborhoods with historic, cultural, architectural, engineering or geographic significance located within the City; and
7. encourage additional housing in areas that are consistent with planning for public transit systems.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

RCW 84.14.100

Report—Filing—Department of commerce audit or review—Guidance to cities and counties. (Expires January 1, 2058.)

(1) Thirty days after the anniversary of the date of the certificate of tax exemption and each year for the tax exemption period, the owner of the rehabilitated or newly constructed property, or the qualified nonprofit or local government that will assure permanent affordable homeownership for at least 25 percent of the units for properties receiving an exemption under RCW **84.14.021**, must file with a designated authorized representative of the city or county an annual report indicating the following:

- (a) A statement of occupancy and vacancy of the rehabilitated or newly constructed property during the twelve months ending with the anniversary date;
- (b) A certification by the owner that the property has not changed use and, if applicable, that the property has been in compliance with the affordable housing requirements as described in RCW **84.14.020** since the date of the certificate approved by the city or county;
- (c) A description of changes or improvements constructed after issuance of the certificate of tax exemption; and
- (d) Any additional information requested by the city or county in regards to the units receiving a tax exemption.

(2) All cities or counties, which issue certificates of tax exemption for multiunit housing that conform to the requirements of this chapter, must report annually by April 1st of each year, beginning in 2007, to the department of commerce. A city or county must be in compliance with the reporting requirements of this section to offer certificates of tax exemption for multiunit housing authorized in this chapter. The report must include the following information:

- (a) The number of tax exemption certificates granted;
- (b) The total number and type of units produced or to be produced;
- (c) The number, size, and type of units produced or to be produced meeting affordable housing requirements;
- (d) The actual development cost of each unit produced;
- (e) The total monthly rent or total sale amount of each unit produced;
- (f) The annual household income and household size for each of the affordable units receiving a tax exemption and a summary of these figures for the city or county; and
- (g) The value of the tax exemption for each project receiving a tax exemption and the total value of tax exemptions granted.

(3)(a) The department of commerce must adopt and implement a program to effectively audit or review that the owner or operator of each property for which a certificate of tax exemption has been issued, except for those properties receiving an exemption that are owned or operated by a nonprofit or for those properties receiving an exemption from a city or county that operates an independent audit or review program, is offering the number of units at rents as committed to in the approved application for an exemption and that the tenants are being properly screened to be qualified for an income-restricted unit. The audit or review program must be adopted in consultation with local governments and other stakeholders and may be based on auditing a percentage of income-restricted units or properties annually. A private owner or operator of a property for which a certificate of tax exemption has been issued under this chapter, must be audited at least once every five years.

(b) If the review or audit required under (a) of this subsection for a given property finds that the owner or operator is not offering the number of units at rents as committed to in the approved application or is not properly screening tenants for income-restricted units, the department of commerce must notify the city or county and the city or county must impose and collect a sliding scale penalty not to exceed an amount calculated by subtracting the amount of rents that would have been collected had the owner or operator complied with their commitment from the amount of rents collected by the owner or operator for the income-restricted units, with consideration of the severity of the noncompliance. If a subsequent review or audit required under (a) of this subsection for a given property finds continued substantial noncompliance with the program requirements, the exemption certificate must be canceled pursuant to **RCW 84.14.110**.

(c) The department of commerce may impose and collect a fee, not to exceed the costs of the audit or review, from the owner or operator of any property subject to an audit or review required under (a) of this subsection.

(4) The department of commerce must provide guidance to cities and counties, which issue certificates of tax exemption for multiunit housing that conform to the requirements of this chapter, on best practices in managing and reporting for the exemption programs authorized under this chapter, including guidance for cities and counties to collect and report demographic information for tenants of units receiving a tax exemption under this chapter.

(5) This section expires January 1, 2058.

[2021 c 187 § 5; 2012 c 194 § 9; 2007 c 430 § 10; 1995 c 375 § 13.]

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

Title 08 Taxation and Revenue

Chapter 08.15 Multiple-family Housing Property Tax Exemption

Section 08.15.100 Annual Certification and Affordability Certification

Within thirty days of the anniversary of the date the final certificate of tax exemption was recorded at the County and each year thereafter, for the tax exemption period, the property owner shall file a certification with the director, verified upon oath or affirmation, which shall contain such information as the director may deem necessary or useful, and shall include the following information:

1. A statement of occupancy and vacancy of the multi-family units during the previous year.
2. A certification that the property has not changed use and, if applicable, that the property has been in compliance with the affordable housing requirements as described in **SMC 8.15.090** since the date of filing of the final certificate of tax exemption, and continues to be in compliance with the contract with the City and the requirements of this chapter; and

3. If the property owner rents the affordable multi-family housing units, the property owner shall file with the City a report indicating the household income of each initial tenant qualifying as low and moderate-income in order to comply with the twenty percent requirement of **SMC 8.15.090(A)(2)(b)** and RCW 84.14.020(1)(ii)(B).

a. The reports shall be on a form provided by the City and shall be signed by the tenants.

b. Information on the incomes of occupants of affordable units shall be included with the application for the final certificate of tax exemption, and shall continue to be included with the annual report for each property during the exemption period.

4. A description of any improvements or changes to the property made after the filing of the final certificate or last declaration, as applicable.

B. Failure to submit the annual declaration may result in cancellation of the tax exemption.

Date Passed: Monday, August 21, 2017

Effective Date: Saturday, October 7, 2017

ORD C35524 Section 8

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

Comprehensive Plan Land Use Policies:

LU 1.4 Higher Density Residential Uses

LU 3.5 Mix of Uses in Centers

LU 4.2 Land Uses That Support Travel Options and Active Transportation

LU 4.6 Transit-Supported Development

Comprehensive Plan Housing Policies:

H 1.9 Mixed-Income Housing

H 1.4 Use of Existing Infrastructure

H 1.10 Lower-Income Housing Development Incentives

H 1.11 Access to Transportation

H 1.18 Distribution of Housing Options

Comprehensive Plan Economic Development Policies:

ED 2.4 Mixed-Use

ED 7.4 Tax Incentives for Land Improvement

Council Subcommittee Review:

Please provide a summary of council subcommittee review. If not reviewed by council subcommittee, please explain why not.

All Mutli-Family Tax Exemption conditional agreement applications appear before the Urban Experience committee on the consent agengda for approval to appear on the next available legislative consent agenda.



PLANNING & ECONOMIC DEVELOPMENT MULTIPLE FAMILY HOUSING PROPERTY TAX EXEMPTION AGREEMENT

THIS CONDITIONAL AGREEMENT is between the City of Spokane, a Washington State municipal corporation, as “City”, and No-Jeff LLC, as “Owner/Taxpayer” whose business address is 827 W 2ND AVE Spokane, WA 99201.

WITNESSETH:

WHEREAS, the City has, pursuant to the authority granted to it by Chapter 84.14 RCW, designated various residential targeted areas for the provision of a limited property tax exemption for new and rehabilitated multiple family residential housing; and

WHEREAS, the City has, through Chapter 8.15 SMC, enacted a program whereby property owner/taxpayers may qualify for a Final Certificate of Tax Exemption which certifies to the Spokane County Assessor that the Owner/Taxpayer is eligible to receive the multiple family housing property tax exemption; and

WHEREAS, the Owner/Taxpayer is interested in receiving the multiple family property tax exemption for new multiple family residential housing units in a residential targeted area; and

WHEREAS, the Owner/Taxpayer has submitted to the City a complete conditional application form for no fewer than a total of four new multiple family permanent residential housing units to be constructed on property legally described as:

RAILROAD ADD L1 B19 and RAILROAD ADD L2 B19.

Assessor’s Parcel Number(s) **35192.1201 and 35192.1202**, commonly known as **115 S JEFFERSON ST and 1121 W 1ST AVE, SPOKANE, WA.**

WHEREAS, this property is located in the **Spokane Target Investment Area**, and is eligible to seek a Final Certificate of Tax Exemption post construction under the **12-yr Affordable Rentals (requires 30% of units to be income and rent restricted)** as defined in SMC 08.15.090.

WHEREAS, the City has determined that the improvements will, if completed as proposed, satisfy the requirements for a Final Certificate of Tax Exemption; -- NOW, THEREFORE,

The City and the Owner/Taxpayer do mutually agree as follows:

1. The City agrees to issue the Owner/Taxpayer a Conditional Agreement subsequent to the City Council’s approval of this agreement.
2. The project must comply with all applicable zoning requirements, land use requirements, design review recommendations and all building, fire, and housing code

requirements contained in the Spokane Municipal Code at the time a complete application for a building permit is received. However, if the proposal includes rehabilitation or demolition in preparation for new construction, the residential portion of the building shall fail to comply with one or more standards of applicable building or housing codes, and the rehabilitation improvements shall achieve compliance with the applicable building and construction codes.

3. If the property proposed to be rehabilitated is not vacant, the Owner/Taxpayer shall provide each existing tenant with housing of comparable size, quality and price and a reasonable opportunity to relocate. At the time of an application for a Conditional Agreement, the applicant provided a letter attesting and documenting how the existing tenant(s) were/will be provided comparable housing and opportunities to relocate.

(a). The existing residential tenant(s) are to be provided housing of a comparable size and quality at a rent level meeting the Washington State definition of affordable to their income level. Specifically, RCW 84.14.010 defines "affordable housing" as residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty (30) percent of the household's monthly income. The duration of this requirement will be the length of the tenant's current lease plus one year.

4. The Owner/Taxpayer intends to construct on the site, approximately 0 new multiple family residential housing units substantially as described in their application filed with and approved by the City. In no event shall such construction provide fewer than a total of four multiple family permanent residential housing units.

5. The Owner/Taxpayer agrees to complete construction of the agreed-upon improvements within three years from the date the City issues this Conditional Agreement or within any extension granted by the City.

6. The Owner/Taxpayer agrees, upon completion of the improvements and upon issuance by the City of a temporary or permanent certificate of occupancy, to file an application for a Final Certificate of Tax Exemption with the City's Planning and Economic Development Department, which will require the following:

(a) a statement of the actual development cost of each multiple family housing unit, and the total expenditures made in the rehabilitation or construction of the entire property;

(b) a description of the completed work and a statement that the rehabilitation improvements or new construction of the Owner/Taxpayer's property qualifies the property for the exemption;

(c) a statement that the project meets the affordable housing requirements, if applicable; and

(d) a statement that the work was completed within the required three-year period or any authorized extension of the issuance of the conditional certificate of tax exemption.

7. The City agrees, conditioned on the Owner/Taxpayer's successful completion of the improvements in accordance with the terms of this Conditional Agreement and on the Owner/Taxpayer's filing of application for the Final Certificate of Exemption with the materials

described in Paragraph 6 above, to file a Final Certificate of Tax Exemption with the Spokane County Assessor indicating that the Owner/Taxpayer is qualified for the limited tax exemption under Chapter 84.14 RCW.

8. The Owner/Taxpayer agrees, that once a Final Certificate of Tax Exemption is issued, to comply with all Annual Reporting requirements set forth in SMC 8.15.100 and contained in the annual report form provided by the City. Thirteen (13) months following the first year of the exemption beginning and every year thereafter, the Owner/Taxpayer will complete and file the appropriate Annual Report required by the terms of their Final Certificate of Tax Exemption with the City's Planning and Economic Development Department. The Annual Report is a declaration verifying upon oath and indicating the following:

(a) a statement of occupancy, use of the property/unit, income and rents for qualifying 12-year and 20-year and vacancy of the multi-family units during the previous year;

(b) a certification that the property has not changed to a commercial use or been used as a transient (short-term rental) basis and, if applicable, that the property has been in compliance with the affordable housing income and rent requirements as described in SMC 8.15.090 since the date of the filing of the Final Certificate of Tax Exemption, and continues to be in compliance with this Agreement and the requirements of SMC Chapter 8.15;

(c) for affordable multi-family housing units, information providing the household income, rent and utility cost, of each qualifying as low and moderate-income, which shall be reported on a form provided by the City and signed by the tenants; and

(d) a description of any improvements or changes to the property made after the filing of the final certificate or last declaration.

9. The parties acknowledge that the units, including any owner-occupied units are to be used and occupied for multifamily permanent residential occupancy and use. The parties further acknowledge that the certificate of occupancy issued by the City is for multifamily residential units. The Owner/Taxpayer acknowledges and agrees that the units shall be used primarily for multi-family housing for permanent residential occupancy as defined in SMC 8.15.020 and RCW 84.14.010 and any business activities shall only be incidental and ancillary to the residential occupancy. Any units that are converted from multi-family housing for permanent residential occupancy shall be reported to the City of Spokane's Planning and Economic Development Department and the Spokane County Assessor's Office and removed from eligibility for the tax exemption within 60 days. If the removal of the ineligible unit or units causes the number of units to drop below the number of units required for tax exemption eligibility, the remaining units shall be removed from eligibility pursuant to state law.

10. To qualify for the twelve-year tax exemption, the Owner/Taxpayer will be required to rent or sell at least **30%** of the multiple family housing units as affordable housing units to low and moderate-income households and will ensure that the units within the 12-yr program are dispersed throughout the building and distributed proportionally among the buildings; not be clustered in certain sections of the building or stacked; comparable to market-rate units in terms of unit size and leasing terms; and are comparable to market-rate units in terms of functionality and building amenities and access in addition to the other requirements set forth in the Agreement. The Owner/Taxpayer is further required to comply with the rental relocation

assistance requirements set forth in RCW 84.14.020 (7) and (8) and in SMC 8.15.090 (D).

11. The Owner/Taxpayer will have the right to assign its rights under this Agreement. The Owner/Taxpayer agrees to notify the City promptly of any transfer of Owner/Taxpayer's ownership interest in the Site or in the improvements made to the Site under this Agreement.

12. The City reserves the right to cancel the Final Certificate of Tax Exemption should the Owner/Taxpayer, its successors and assigns, fail to comply with any of the terms and conditions of this Agreement or of SMC Chapter 8.15.

13. No modifications of this Conditional Agreement shall be made unless mutually agreed upon by the parties in writing.

14. The Owner/Taxpayer acknowledges its awareness of the potential tax liability involved if and when the property ceases to be eligible for the incentive provided pursuant to this agreement. Such liability may include additional real property tax, penalties and interest imposed pursuant to RCW 84.14.110. The Owner/Taxpayer further acknowledges its awareness and understanding of the process implemented by the Spokane County Assessor's Office for the appraisal and assessment of property taxes. The Owner/Taxpayer agrees that the City is not responsible for the property value assessment imposed by Spokane County at any time during the exemption period.

15. In the event that any term or clause of this Conditional Agreement conflicts with applicable law, such conflict shall not affect other terms of this Agreement, which can be given effect without the conflicting term or clause, and to this end, the terms of this Conditional Agreement are declared to be severable.

16. The parties agree that this Conditional Agreement, requires the applicant to file an application for the Final Certificate of Tax Exemption post the construction of the multiple family residential housing units referenced above and that the Final Certificate of Tax Exemption shall be subject to the applicable provisions of Chapter 84.14 RCW and Chapter 8.15 SMC that exist at the time this agreement is signed by the parties. The parties may agree to amend this Conditional Agreement requirements as set forth when the applicant applies for the Final Certificate of Tax Exemption based upon applicable amendments and additions to Chapter 84.14 RCW or Chapter 8.15 SMC if the requirements change between the issuance of the Conditional Agreement and the Application for Final Tax Exemption has been submitted.

17. Nothing in this Agreement shall permit or be interpreted to permit either party to violate any provision of Chapter 84.14 RCW or Chapter 8.15 SMC

18 This Agreement is subject to approval by the City Council.

DATED this _____ day of _____ 2024

CITY OF SPOKANE

By:

Interim City Administrator, Garrett Jones

Attest:

City Clerk

No-Jeff LLC

By:

Its:

Approved as to form:

Assistant City Attorney

