



**Application For Committees/Boards/Commissions**

Date Stamp

The information provided on this questionnaire will be used in considering your appointment.  
Please complete each section, if applicable.  
PLEASE RETURN THIS FORM TO MELISSA MORRISON AT  
mmorrison@spokanecity.org

**POSITION APPLYING FOR:**      **Housing Action Subcommittee**      **Spokane Housing Advisory Group**      **Both**

Applicant's Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Members must be residents of City of Spokane.  
How long have you been a continuous resident of the City of Spokane? \_\_\_\_\_

**EDUCATIONAL HISTORY**

High School: \_\_\_\_\_ Diploma Earned: \_\_\_\_\_

City: \_\_\_\_\_

Any additional education: \_\_\_\_\_

**EMPLOYMENT OR VOLUNTEER EXPERIENCE**

Present or Last Employer or Volunteer placement: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous: \_\_\_\_\_ Position: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**BACKGROUND**

With which of the following groups do you identify? Please select all that apply.

|                    |  |                          |
|--------------------|--|--------------------------|
| Tenant             | Lived Experience with Housing Discrimination           | Housing Builder          |
| Landlord           | Tribal Member and/or Urban Native Organization         | Real Estate Professional |
| Housing Developer  | Lived Experience with Housing Instability/Homelessness | Business Community       |
| Community Assembly |  |                          |



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### **BACKGROUND INFORMATION Please include additional attachments as needed.**

Why are you interested in serving?

Describe how your specific experience makes you qualified.

What are the three most important issues facing housing in Spokane?

### **UNDERSTANDING OF APPLICATION**

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

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

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

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

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

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

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

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### **EQUAL OPPORTUNITY INFORMATION**

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

**POSITION APPLYING FOR:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Gender Identity: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

\_\_\_\_\_ **Hispanic / Latino** (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)

\_\_\_\_\_ **White** (having origins in any of the original peoples of Europe, the Middle East, or North Africa)

\_\_\_\_\_ **Black / African American** (having origins in any of the Black racial groups of Africa)

\_\_\_\_\_ **Native Hawaiian / Other Pacific Islander** (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

\_\_\_\_\_ **Asian** (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

\_\_\_\_\_ **American Indian / Alaska Native / Indigenous** (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)

\_\_\_\_\_ **Two or More Races** (all persons who identify with more than one of the above)

**Veteran Status:**

\_\_\_\_\_ Not a veteran                      \_\_\_\_\_ Vietnam-era veteran

\_\_\_\_\_ Disabled veteran                      \_\_\_\_\_ Any other veteran

**Disability Status:**

\_\_\_\_\_ Disabled                      \_\_\_\_\_ Non-Disabled

## Roles and Responsibilities

### Housing Action Subcommittee

#### Acting members

Members complete application and appointed by City Council

- Are voting members
- Required to attend 75% monthly general meetings and 75% of their workgroup meetings
- Cannot miss more than 2 consecutive general or workgroup meetings

#### Advisory Members

- Must be an expert in a particular field (i.e. health care, renewable energy) and assigned to a particular workgroup
- Non-voting member without attendance requirements
- Able to provide feedback on recommendations without voting

#### Acting Member Role

- Investigate and make periodic reports to City Council on the progress of the City's efforts toward meeting Comprehensive Plan goals of providing opportunities for a variety of housing needs that is safe and affordable for all income levels, improving the overall quality of Spokane's housing and monitoring progress towards achieve housing goals.
- Recommend any necessary changes to the Spokane Municipal Code and other necessary policy actions to advance the City's Comprehensive Plan housing goals
- Receive and examine applications for housing project funding as described in Chapter 08.07C, SMC and from other locally-derived sources of funding for housing in Spokane, oversee such projects after the City Council awards funding, and make reports on the outcomes of such funding decisions on at least an annual basis.
- Organize into workgroups as needed
- Collaborate and consult with any technical advisory groups established by City Administration in developing the framework and guidance for the implementation of the fund program contemplated in Charter 08.07C, SMC
- Other specific tasks as assigned or referred to subcommittee by City Council

#### Acting Member Commitment

- Approximately 3 hour monthly commitment
- Monthly subcommittee meetings
- Workgroup meetings as scheduled
- Minimum one year commitment

## Spokane Housing Advisory Group (SHAG)

Technical advisory workgroup that is time bound to develop framework for 1590 funds

### Role

- Develop framework document to outline and inform notifications of funding to developers and informs score sheet used in review
- Develop a community engagement plan with community engagement director to solicit public surveys, stakeholder group meetings and open public meetings to inform priorities of funds
- Develop meaningful community driven policy framework plan geared towards the goals and objectives of local funds
- Develop outcomes and metrics to achieve multiple community oriented policies and the goals and objectives of local funds
  - MWESB goals
  - Business goals
  - Geographic dispersion of funds goals
  - New or preserved housing criteria
- Develop reporting requirements
- Develop policy framework to inform decisions for potential acquisition review committee

### Commitment

- Seven months of monthly meetings
- Approximately three hour monthly commitment
- Represent organizations, networks and /or other affiliate groups they are a part of, and as appropriate serve as a liaison back to those organizations/groups, to provide information and work on the SHAG. CHHS staff will be present to provide support.
- Demonstrate respect in conversations and interactions with other SHAG representatives, staff and members of the public, including being an active listener, suspending judgement, being aware of one's own "air time" and acknowledging that the group members will offer different opinions and contributions throughout the course of the SHAG process.