

REGULAR MEETING NOTICE/AGENDA OF THE SPOKANE CITY COUNCIL

MEETING OF THURSDAY, JULY 11, 2024, 11:00 A.M. – CITY COUNCIL CHAMBERS

A regular meeting of the Spokane City Council will be held at **11:00 A.M. on Thursday, July 11, 2024**, in City Council Chambers - City Hall 808 W. Spokane Falls Blvd. The meeting can also be accessed live on CityCable5 and streamed online at <https://my.spokanecity.org/citycable5/live/> and <https://www.facebook.com/spokanecitycouncil> or by calling 408-418-9388 and by using access code 2491 436 7432.

The meeting will be conducted in a study session format and will be open to the public both virtually and in person. No legislative action will be taken. No public testimony will be taken, and discussion will be limited to appropriate officials and staff.

Executive Session

At any time during or after the regular Study Session Agenda, the City Council may choose to adjourn into Executive Session for the purpose of discussing privileged legal matters. This portion of the meeting would be closed to the public pursuant to RCW 42.30.110.

Agenda:

[CHHS Department Contracting and General Process Overview - Dawn Kinder and CHHS Staff \(45 min\)](#)

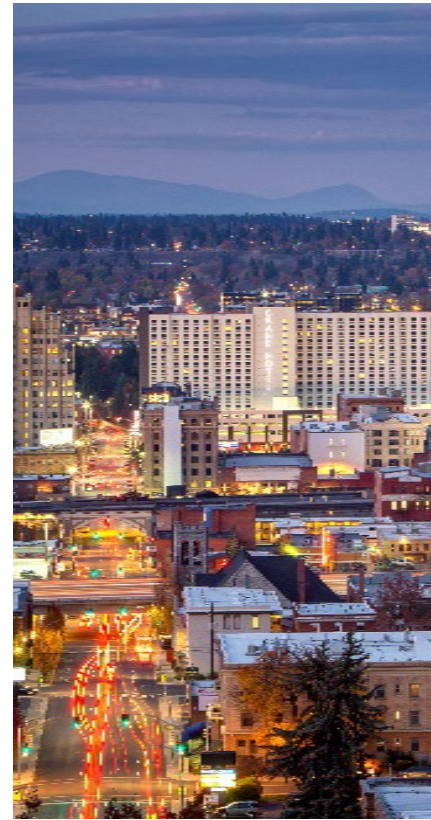
Duties and Responsibilities Discussion - Council Members (45 min)

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 mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



City Council Study Session

July 11, 2024
Community, Housing, and Human Services Department



CHHS Department Overview

System Convener

- Support systems level assessments and planning
- Facilitate provider conversations regarding system gaps, strengths, challenges etc.
- Provide technical assistance to local providers, support partner grant and funding applications, coordinate partnerships

Continuum of Care

- Serve as Collaborative Applicant and HMIS lead
 - Manage planning process, annual competition, and resulting contracts
 - Manage federally regulated and mandated database, as well as reporting requirements
 - Staff & support board

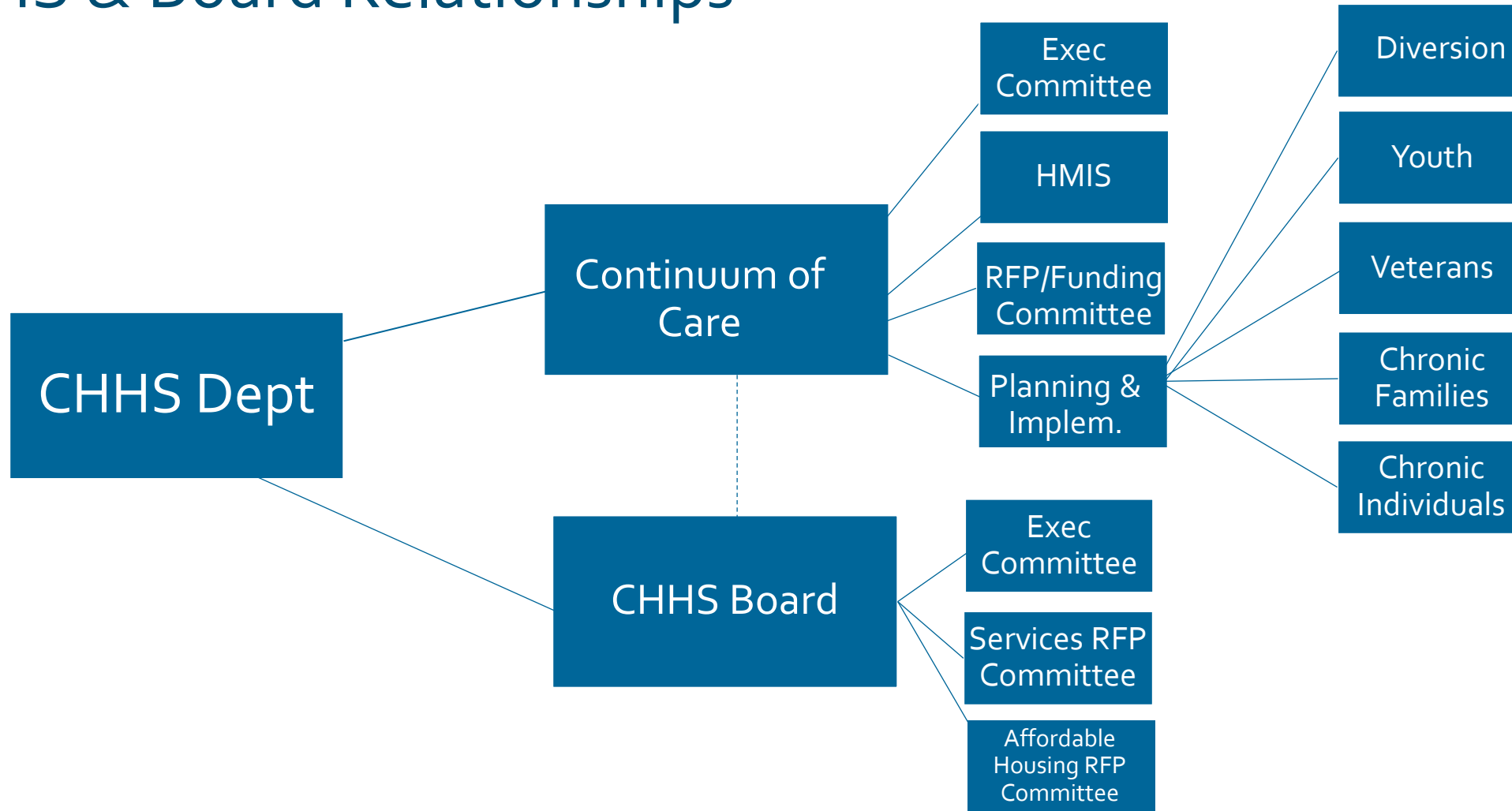
HUD Entitlement Programs

- Manage planning requirements, ex: Consolidated Plan, and reporting
- Manage RFP process through CHHS Board and resulting contracts
- Maintain compliance with federal contract and financial regulations

Local and State Funds

- Manage RFP processes through CHHS Board and resulting contracts
- Maintain compliance with local and state contract and financial regulations

CHHS & Board Relationships



CHHS Highlights Jan-June 2024

- Shelter System

- Completed systems needs assessment and shared recommendations
- Amended TRAC shelter contract to improve accountability, reduce cost, and build in surge capacity for inclement weather

- Data Sharing

- Agreements with Spokane County and City of Spokane Valley
- Agreement with Spokane Regional Health District to create and host dashboards with HMIS data from City of Spokane, Spokane County, and City of Spokane Vally data through the SRHD Data Center.

- Contract Monitoring

- Handbook and monitoring tools updated (last update 2018)
- Monitoring of subrecipients re-started

- Regional Partnership

- Bi-monthly meetings with County & Valley peers to discuss planning efforts, partnership and areas for regional alignment.



Average 119
Contracts
Annually

Considerations Going Forward



Establish an appeal process for City administered grants

Have historically relied on procurement process which is not an ideal fit for grant making
Commerce has a good process that we can consider modeling locally



Work with Council staff on process clarifications and improvements

Review and refine processes and SMC as necessary



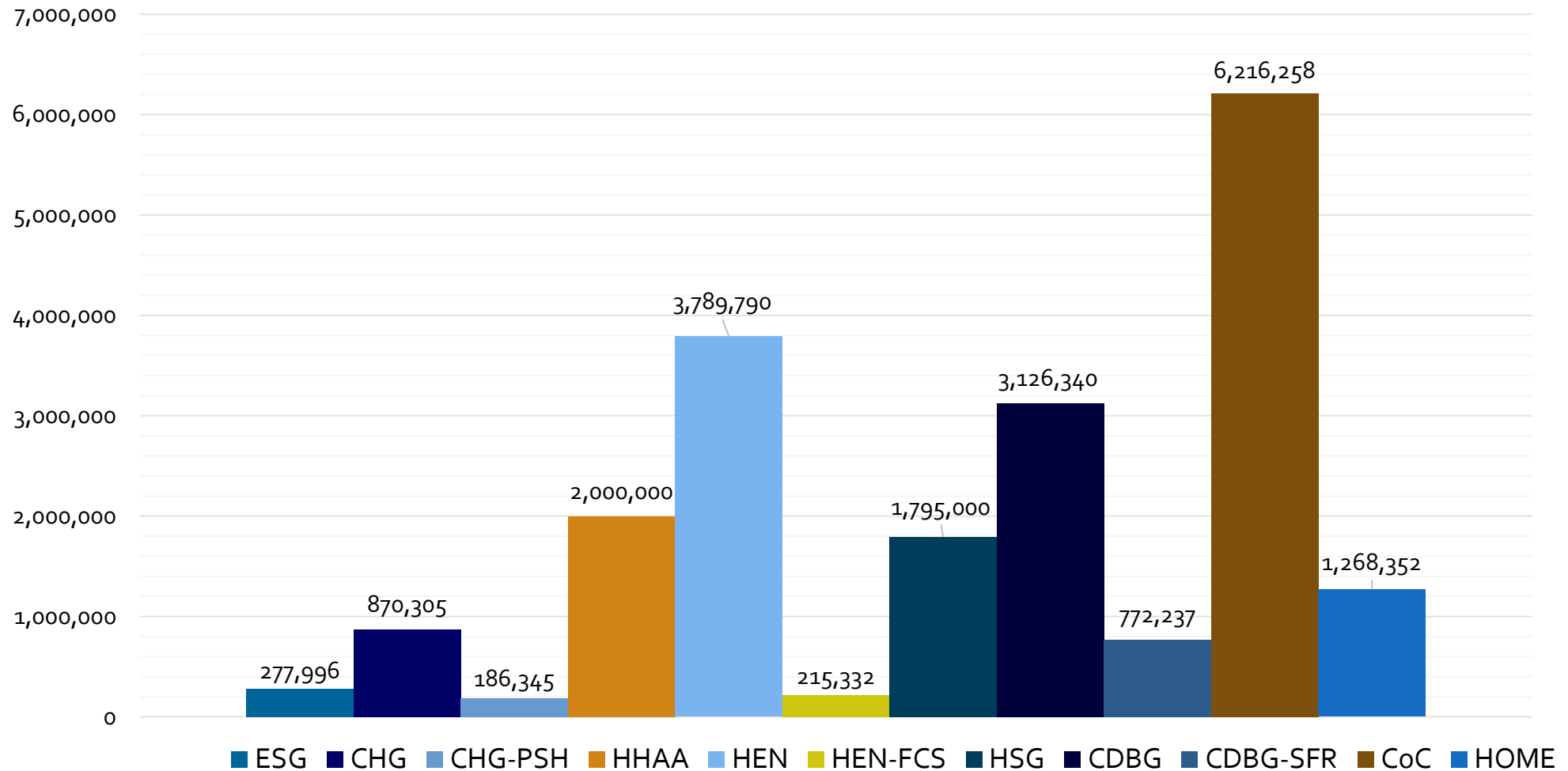
Continue capacity building efforts to expand provider pool and support agencies in diversifying funding streams

Community, Housing, and Human Services

The CHHS Department manages a wide array of program and fund sources which include but are not limited to:

HOME Investment Partnership Program
Community Development Block Grant
Single Family Rehabilitation Program
Eviction Prevention Contracts
Rental Assistance Contracts
Youth Homelessness Demonstration Program
Emergency Housing Fund Grant
Right of Way/Encampment Resolution Program
Continuum of Care Program
Homeless, Housing, Operations, and Services (HHOS) Program

Estimated Annual Allocations for Ongoing Contracts



*not an exhaustive list

Intermittent Funding Programs

Examples (not exhaustive)

American Rescue Plan Act (ARPA)

Emergency Rental Assistance Program (ERAP)

Emergency Housing Fund Grant (EHFG)

HOME American Rescue

CHHS administers funding programs that are one time or responsive to temporary conditions/needs. Those are not covered in depth in this presentation but do flow through CHHS when necessary.

CHHS Teams Managing Contracts

Affordable Housing & Community Development

- HOME, CDBG, SF Revolving Loan Fund (non exhaustive list)

Homeless Services

- CoC, ESG, HHAA, CHG, EHFG, HEN, HSG (non exhaustive list)

Affordable Housing and Community Development Awards

Affordable housing and community development awards must be spent in accordance with approved plans and regulations. Council approves plans through a resolution.

- The **Consolidated Plan** is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions.
- The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs which include CDBG, HOME, ESG, and HOPWA.
- The Consolidated Plan is carried out through **Annual Action Plans**, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the **Consolidated Annual Performance and Evaluation Report (CAPER)**.

Homeless Services Awards

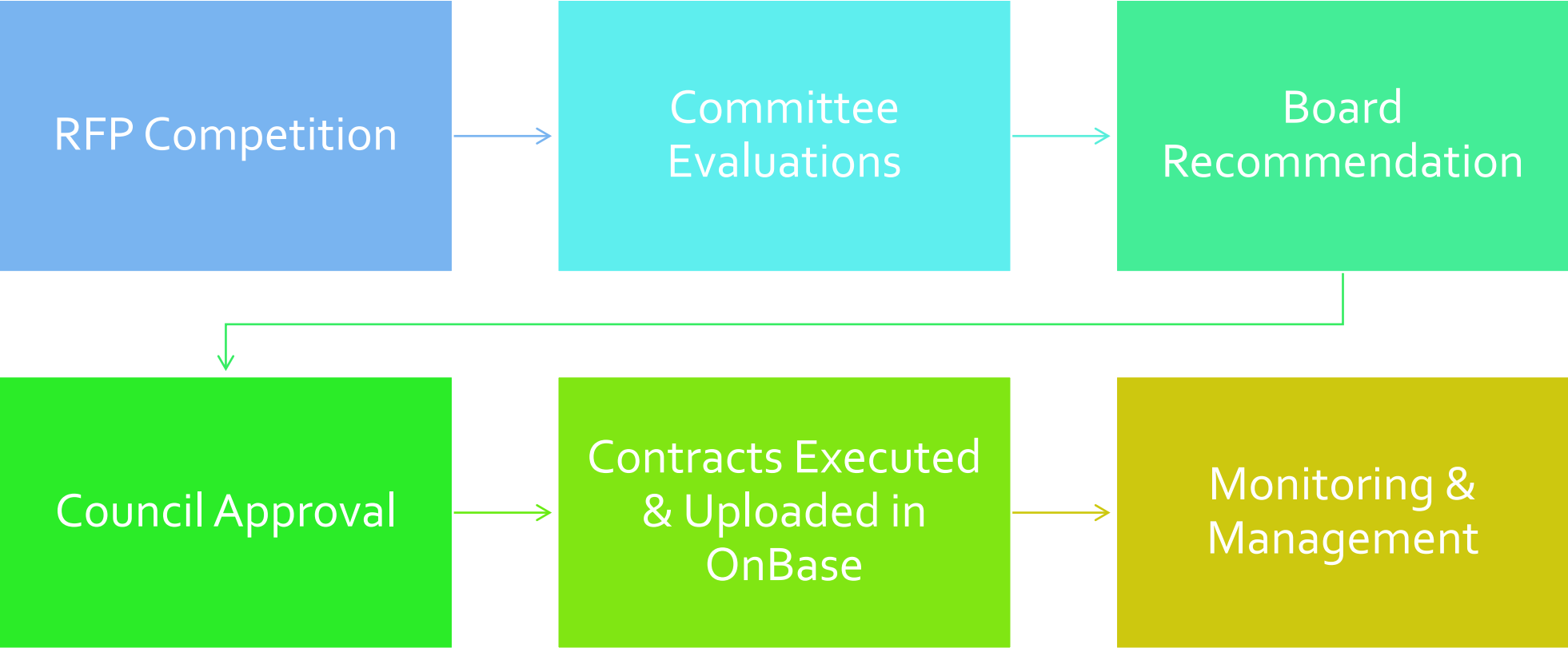
Homeless services grants must be in alignment with the Regional Plan to End Homelessness managed by the CoC and required by HUD.

Current Plan is for 2020-2025 and the CoC has begun the planning process for the .

Objectives of Current Plan:

1. Quickly identify and engage people experiencing homelessness
2. Prioritization of homeless housing for people with highest needs
3. Effective & efficient homeless crisis response, housing, and services that swiftly move people into stable permanent housing
4. A projection of the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies
5. Address racial disparities among people experiencing homelessness

Contract Process for Non-CoC Funds



Services RFP Committee and Affordable Housing RFP Committee

Includes members from the CHHS Board, and from the community.

Supports the department in setting priorities and timelines for RFP's.

CHHS Staff and Leadership do NOT score or make project award recommendations

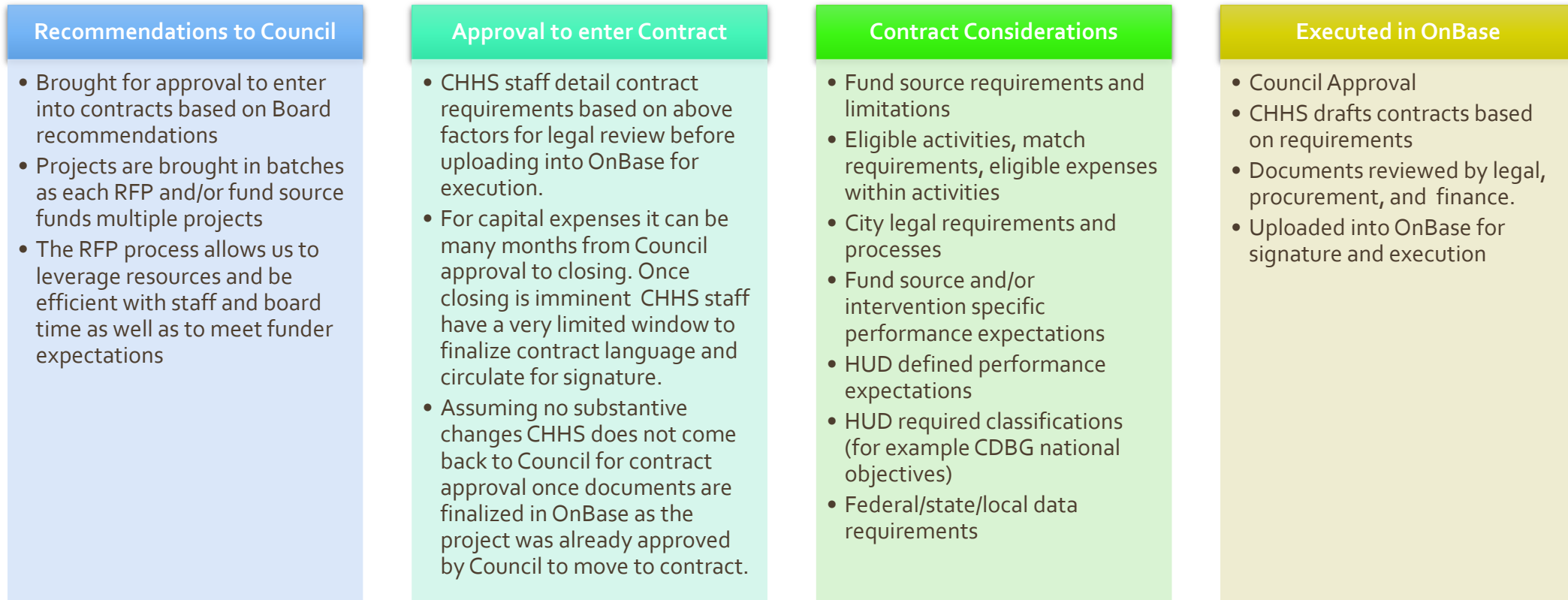
Engages in public process and comment regarding RFP's and to understand system needs and challenges

Works in close partnership with CHHS to set rubrics, establish RFP materials, and review project performance/system performance, as necessary.

Coordinates the RFP Evaluation process by scheduling meetings, setting deadlines, and collaborating on scoring and reporting

Brings funding recommendations to the CHHS Board for approval, on behalf of the Board the CHHS staff then bring recommendations forward to Council to approval to move to contracting

Importance of Contracting Process



Key Considerations for Current Process



Allows CHHS and projects/providers the timeliness to respond to quick and extended time periods



Allows CHHS to be compliant with our state and federal funders who have specific timelines that do not align with City systems



Supports capital projects that need City funds to secure additional capital stack sources before closing a project



Process for compliance with competitive RFP process



Checks and balances are in place for substantive changes in approved projects



Questions?

Thank you

