

# FAIR & AFFORDABLE HOUSING COMMISSION



Randy Baukol  
Commission Chair

[FAHC@ci.moscow.id.us](mailto:FAHC@ci.moscow.id.us)

**Regular Meeting**  
~Agenda~

Aimee Hennrich  
Staff Liaison  
208.883.7095

<http://www.ci.moscow.id.us/358/Fair-Affordable-Housing-Commission>

---

**Thursday**  
**February 3, 2022**

**5:15 PM**

**Haddock Building**  
**504 S Washington Street**

---

## WELCOME AND ATTENDANCE

## REGULAR AGENDA

### 1. Approval of January 6, 2022 Minutes (ACTION ITEM)

Presentation of minutes for approval.

**PROPOSED ACTIONS:** Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

### 2. Analysis of Impediments – Survey Deliverability

**PROPOSED ACTION:** Discuss topic and provide staff with direction as deemed appropriate.

### 3. 2022 Wellness Fair Planning Discussion

**PROPOSED ACTION:** Discuss topic and provide staff with direction as deemed appropriate.

### 4. 2023 Budget Request (ACTION ITEM)

The City is currently preparing the 2023 budget and the Commission will need to submit their request by the end of February.

**PROPOSED ACTION:** Discuss topic and provide staff with direction as deemed appropriate.

## REPORTS

## ANNOUNCEMENTS

Affordable Housing Grant Awards

## UPCOMING EVENTS / MEETINGS

Next regular meeting scheduled for Thursday, March 3rd, 2022 – Council Chambers

## ADJOURN

**NOTICE:** Moscow City Council and Commission meetings can be televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

# FAIR & AFFORDABLE HOUSING COMMISSION



Randy Baukol  
Commission Chair

[FAHC@ci.moscow.id.us](mailto:FAHC@ci.moscow.id.us)

## Regular Meeting

~Minutes~

Aimee Hennrich  
Staff Liaison

208.883.7095

<https://www.ci.moscow.id.us/358/Fair-Affordable-Housing-Commission>

**Thursday**  
**January 6, 2022**

**5:15 PM**

**Haddock Building**  
**504 S Washington Street**

**The meeting was called to order at 5:16 PM**

MEMBERS PRESENT: Randy Baukol, Chair; Jo Ellen Force (virtual), Casey Holcomb-Hawkes (virtual), Linda Pike (virtual), Olivia Sivula (virtual)  
MEMBERS ABSENT: Bruce Pitman  
OTHERS: Julia Parker (virtual)  
STAFF: Aimee Hennrich

## REGULAR AGENDA

### 1. Approval of November 4, 2021 Minutes (ACTION ITEM)

*Presentation of minutes for approval.*

Force moved for approval of the minutes as presented, seconded by Holcomb-Hawkes. Vote by Acclamation; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

### 2. Election of Officers (ACTION ITEM)

Holcomb-Hawkes nominated Baukol as Chair and Force as Vice Chair, and both accepted. Sivula seconded the motion. Vote by Acclamation: Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

### 3. 2022 Wellness Fair Planning Discussion

Staff presented information on the upcoming Wellness Fair. The Commission discussed previous year's attendance and decided to participate again this year. There was some conversation about opening up the table space for nonprofit community groups, as was done in years past. Staff will facilitate the volunteer sign-ups and coordinating time slots.

### 4. Analysis of Impediments Discussion – Next Steps

Staff updated the Commission on the digital survey and Quick Response (QR) code delivery plans. The Commission discussed sample size and method for the survey. Staff will draft a survey cover letter for FAHC to review at the next meeting. Parker expressed concern that the survey may not reach those in low income situations and Sivula concurred. The Commission talked about using a random sample of 1,000 to survey and Staff will present the concerns about sample size to City Administration. The Comprehensive Plan review for Analysis of Impediments will be prepared and brought before the Commission at the next meeting.

## REPORTS

### ARPA Funds Report

Staff provided an update on the City Council's actions regarding an Affordable Housing Grant Program and use of American Rescue Plan Act (ARPA) funds.

## **ANNOUNCEMENTS**

Palouse Prairie Charter school requested the opportunity to present at the next meeting.

## **UPCOMING EVENTS / MEETINGS**

*Next regular meeting scheduled for Thursday, February 3rd, 2022.*

**The meeting adjourned at 7:45 PM**

---

Randy Baukol, Chair



Heart of the Arts



Art Bettge  
Mayor

Sandra Kelly  
Council President

Maureen Laflin  
Council Vice-President

Hailey Lewis  
Council Member

Julia Parker  
Council Member

Gina Taruscio  
Council Member

Anne Zabala  
Council Member



Bill Belknap  
City Supervisor



City of Moscow, City Hall  
c/o Bill Belknap, City Supervisor  
206 East 3rd Street  
P.O. Box 9203  
Moscow ID 83843  
Phone (208) 883-7000  
Fax (208) 883-7018

Website: [www.ci.moscow.id.us](http://www.ci.moscow.id.us)  
Hearing Impaired (208) 883-7019



January 28, 2022

Dear Resident,

You have been randomly selected to participate in the City of Moscow's Fair Housing Survey. The Moscow Fair and Affordable Housing Commission is seeking your feedback specifically about your housing experiences here in Moscow. In 2003, The City began publishing the *Analysis of Impediments to Fair Housing and Fair Housing Action Plan*, which is typically updated every five to ten years. This is the City's endeavor to promote compliance with the Federal Fair Housing Act, which prohibits housing and housing-related discrimination because of race, color, national origin, religion, sex (including gender, gender identity, sexual orientation, and sexual harassment), familial status, and disability. The City has recently initiated another update to the *Analysis of Impediments to Fair Housing and Fair Housing Action Plan*, and as part of the process we are gathering information and seeking your feedback. The following survey will ask you a series of questions that will help the City gauge to what extent discrimination currently exists within our community. Please complete this survey to assist us in understanding any impediments to fair housing in Moscow.

Below is a link and a Quick Response (QR) code to the online survey. To use the QR code, simply open the camera feature of any smart phone, point the camera lens at the QR code. Once the camera focus' on the image, a web link will appear. Please click the link and it will take you directly to the survey. If it is easier for you, feel free to use the physical survey enclosed with this letter. Please use only one method of responding. If you complete the digital survey do not mail the physical survey and vice versa. Your response will be kept completely confidential. The web-based survey is conducted by a third-party vendor, and your name will not be attached to any results. The survey is user friendly and should be able to be completed within 5 – 10 minutes.

We appreciate your willingness to participate and value your feedback. We hope this process will help us gauge the level of perceived discrimination surrounding housing within our community. Again, we want to thank you for your time and appreciate your feedback.

Sincerely,

The Fair and Affordable Housing Commission  
City of Moscow



<https://www.surveymonkey.com/r/ZTBTFLT>



Heart of the Arts



Art Bettge  
Mayor

Sandra Kelly  
Council President

Maureen Laflin  
Council Vice-President

Hailey Lewis  
Council Member

Julia Parker  
Council Member

Gina Taruscio  
Council Member

Anne Zabala  
Council Member



Bill Belknap  
City Supervisor



City of Moscow, City Hall  
c/o Bill Belknap, City Supervisor  
206 East 3rd Street  
P.O. Box 9203  
Moscow ID 83843  
Phone (208) 883-7000  
Fax (208) 883-7018

Website: [www.ci.moscow.id.us](http://www.ci.moscow.id.us)  
Hearing Impaired (208) 883-7019



January 27, 2022

Jennifer Wallace, Executive Director  
Palouse Habitat for Humanity  
306 North Main Street  
Moscow, ID 83843

RE: Affordable Home Ownership Grant Award

Dear Jennifer,

It is with great pleasure I provide this letter as notification that on December 20, 2021, the Moscow City Council approved an award of Twenty Thousand Dollars (\$20,000) to assist in building one (1) home for the Palouse Habitat for Humanity based, on your letter of request dated November 19, 2021.

This award is subject to the guidelines and requirements of Resolution 2021-22 including Exhibit A – City of Moscow Affordable Home Ownership Grant Program, and Resolution 2021-25 requirements of the American Rescue Plan Act (ARPA). Funding requests need to be fully distributed no later than December 31, 2026, as required under ARPA and stated in Resolution 2021-25. I am including with this letter the Resolutions outlining the above requirements for your review and reference.

Sincerely,

Alisa J. Anderson  
Grants Manager/ADA Coordinator

Enclosures – As Referenced Above

cc: Bill Belknap, Moscow City Supervisor  
Chair, Fair and Affordable Housing Commission



Heart of the Arts



Art Bettge  
Mayor

Sandra Kelly  
Council President

Maureen Lafflin  
Council Vice-President

Hailey Lewis  
Council Member

Julia Parker  
Council Member

Gina Taruscio  
Council Member

Anne Zabala  
Council Member



Bill Belknap  
City Supervisor



City of Moscow, City Hall  
c/o Bill Belknap, City Supervisor  
206 East 3rd Street  
P.O. Box 9203  
Moscow ID 83843  
Phone (208) 883-7000  
Fax (208) 883-7018

Website: [www.ci.moscow.id.us](http://www.ci.moscow.id.us)  
Hearing Impaired (208) 883-7019



January 27, 2022

Nils Peterson, Executive Director  
Moscow Affordable Housing Trust  
510 West Palouse River Drive  
Moscow, ID 83843

RE: Affordable Home Ownership Grant Award

Dear Nils,

It is with great pleasure I provide this letter as notification that on December 20, 2021, the Moscow City Council approved an award of One Hundred Thousand Dollars (\$100,000) to assist in building five (5) homes, with an allocation of Twenty Thousand Dollars (\$20,000) per home, for the Moscow Affordable Housing Trust, based on your letter of request dated November 29, 2021.

This award is subject to the guidelines and requirements of Resolution 2021-22 including Exhibit A – City of Moscow Affordable Home Ownership Grant Program, and Resolution 2021-25 requirements of the American Rescue Plan Act (ARPA). Funding requests need to be fully distributed no later than December 31, 2026, as required under ARPA and stated in Resolution 2021-25. I am including with this letter the Resolutions outlining the above requirements for your review and reference.

Sincerely,

Alisa J. Anderson  
Grants Manager/ADA Coordinator

Enclosures – As Referenced Above

cc: Bill Belknap, Moscow City Supervisor  
Chair, Fair and Affordable Housing Commission

## **RESOLUTION NO. 2021 – 22**

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING AND ESTABLISHING AN AFFORDABLE HOUSING GRANT PROGRAM WITHIN THE CITY; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

**WHEREAS**, the health and safety of all citizens of the city of Moscow is the greatest priority and is of the upmost importance to the Mayor and City Council; and

**WHEREAS**, Idaho Code § 50-302, enables cities to promote the general welfare of its citizens; and

**WHEREAS**, the cost to rent or purchase housing has become less affordable for millions of people and families across the Pacific Northwest including residents within the City of Moscow; and

**WHEREAS**, according to Multiple Listing Service and the U.S. Bureau of Labor Statistics data, from 2015 to 2019, the average home sales price increased by more than 25%, while per capita incomes only grew by 10%, and the average home sale price in the City of Moscow increased an additional 12.2% between 2019 to 2020; and

**WHEREAS**, studies have shown affordable housing encourages social connection, reduces overcrowding, increases adjacent property values, attracts businesses and jobs, and lowers crime rates; and

**WHEREAS**, it is the policy of the City of Moscow (hereinafter “City”) to encourage equal opportunity in housing for all persons regardless of race, color, religion, gender, national origin, disability, familial status, sexual orientation, or gender identity/expression; and

**WHEREAS**, The City of Moscow supports the development of affordable housing within Moscow, believes it is a benefit to the Moscow community as a whole and serves an important public purpose and has established an Affordable Homeownership Program to promote and encourage non-profit organizations to collaborate and work cohesively as a community on this issue; and

**WHEREAS**, the Mayor and City Council have recognized that “Lack of Affordable Housing Creates Economic Disadvantages” as a major challenge area in its Strategic Plan, and has included funding in its adopted Fiscal Year 2022 budget to address the issue; and

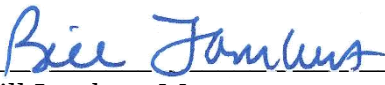
**WHEREAS**, the Council supports this policy and wishes to adopt it by Resolution in order to accomplish the purposes stated herein;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow, Idaho as follows.

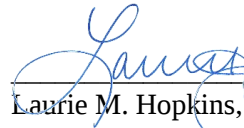
1. That the City of Moscow Affordable Homeownership Grant Program attached hereto as Exhibit “A” is adopted;

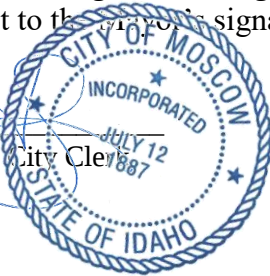
2. That this Resolution shall become effective as of the 15<sup>th</sup> day of November, 2021.

**PASSED AND APPROVED** by the Mayor and the City Council of the City of Moscow, Idaho, this 15th day of November, 2021.

  
\_\_\_\_\_  
Bill Lambert, Mayor

**CERTIFICATION and ATTESTATION.** I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on November 15, 2021 and attest to the Mayor's signature.

  
\_\_\_\_\_  
Laurie M. Hopkins, City Clerk



## EXHIBIT A

### City of Moscow Affordable Homeownership Grant Program

- 1) **Overview:** The cost to rent or purchase housing has become less affordable for millions of people and families across the Pacific Northwest, and Moscow is no exception. From 2015 to 2019, the average home sales price increased by more than 25%, while per capita incomes only grew by 10%, and the average home sale price in the City of Moscow increased an additional 12.2% between 2019 to 2020. Studies have shown affordable housing provides community stability, encourages social connection, increases adjacent property values, attracts businesses and jobs, and lowers crime rates. The City of Moscow supports the development of affordable housing within Moscow and has established an Affordable Homeownership Program to promote and encourage non-profit organizations to collaborate and work cohesively as a community on this issue.
- 1) **Definitions:** For the purpose of the Affordable Homeownership Grant Program, the words and terms used herein are defined as follows:
  - a) Affordable. Where the cost of housing including principal, interest, taxes, private mortgage insurance, land leases payments, homeowner's association dues and utilities do not exceed thirty-five percent (35%) of the buyer's monthly gross income.
  - b) AMI. The Latah County Annual Median Household Income as published by the U.S. Department of Housing and Urban Development.
  - c) Buyer. The individual or family that is the intended purchaser of an affordable housing unit.
  - d) City. The City of Moscow, Idaho.
  - e) Council. The City of Moscow City Council
  - f) Non-Profit Housing Developer. A non-profit organization with a mission that is focused on the creation, renovation, preservation, operation, and maintenance of affordable housing.
  - g) Owner Occupied. A property owner, as reflected in real property records, who makes their legal residence at the property, as evidenced by voter registration or similar means and actually resides at the property for more than six (6) months out of any given year. Owner occupancy may also include a named natural person with an ownership or benefit in a private trust, but shall not extend to corporate trusts.
  - h) Community Land Trust. A trust created to effectuate a real estate ownership arrangement in which the trustee holds legal and equitable title to the property subject to the provisions of a trust agreement setting out the rights of the beneficiaries whose interests in the trust are declared to be personal property.
  - i) Program. The City of Moscow Affordable Homeownership Grant Program.
  - j) Subsidy Retention. A mechanism which is a legally binding restriction upon the future housing unit sale price in accordance with an approved inflationary income index to ensure the housing unit remains affordable in perpetuity.
  - k) Subsidy Recapture. A mechanism which includes a legally binding requirement to collect and return the City's original contribution to the housing unit upon future sale of the said unit.

**2) Annual Allocation:**

- a) The City Council intends to allocate funding for the Program each fiscal year subject to available funding and the Council's approved budget appropriation. The goal is to allocate Fifty Thousand Dollars (\$50,000) annually to the Program depending upon available funding.
- b) The annual appropriation will be placed within a designated capital fund where it will be retained and accumulated until disbursements are approved in accordance with the Program.

**3) Organization Eligibility:**

- a) An eligible non-profit housing developer whose primary mission and purpose is the development and provision of affordable housing.
- b) Evidence of successful completion of affordable housing projects.

**4) Grant Application Process**

- a) Grant applications will be accepted annually beginning October 1<sup>st</sup> of each year on a first come first served basis until the annual allocation has been obligated.
- b) The maximum grant award shall be Ten Thousand Dollars (\$10,000) per housing unit, unless otherwise approved by the Council.
- c) Grant awards shall be effective for twenty-four (24) months from the date of approval, unless otherwise specified and approved by the City Council. If closing on the housing unit does not occur prior to the expiration date, the grant award will be null and void, and the allocated funds will be returned to the Affordable Homeownership Grant program budget.

**5) Eligible Activities**

- a) The development and provision of perpetual affordable homeownership opportunities which may include:
  - i) Construction of new detached single-family homes, attached single-family homes, townhouses and/or condominium units;
  - ii) Acquisition and rehabilitation/renovation of existing detached single-family homes, attached single-family homes, townhouses and/or condominium units;
  - iii) Other uses as may be approved by the City Council.
- b) The development of affordable housing within a community land trust shall be allowed and encouraged.

**6) Grant Requirements and Obligations**

- a) The buyer's household income shall be eighty percent (80%) or less of the Latah County AMI.
- b) The housing unit must meet one of following affordability measures:
  - i) The home sale price may not exceed what is deemed to be affordable to a family of three (3), based upon seventy percent (70%) of the AMI, as established by the City on an annual basis.

- ii) The annual mortgage payment amount (inclusive of principle, interest, taxes, private mortgage and homeowner's insurance, and utilities) may not exceed 35% of the 70% AMI annual household income based upon the buyer's family size.
- c) All housing units shall be required to be owner occupied.
- d) The non-discrimination in employment and housing practices detailed in Moscow City Code Title 10, Chapter 19, along with all local, state and federal laws shall be followed.
- e) All grant recipients shall provide a legally enforceable means to ensure either subsidy recapture or subsidy retention to guarantee the grant award will be retained to preserve affordability of the housing unit. All proposed retention or recapture obligations shall be in perpetuity and subject to City review and approval.
- f) The subsidy recapture shall be accomplished by the placement of a lien, or other secured property interest, payable to the City of Moscow in the amount equal to the original grant award.
- g) The subsidy retention shall be accomplished with a deed restriction upon the property which limits the future home resale amount to retain affordability, including the obligation to sell the home to a buyer who meets the same conditions and criteria of the original purchaser as specified herein.

## **7) Grant Disbursement**

- a) Unless otherwise specified, grant awards shall be disbursed on a reimbursement basis subject to final verification of sales price and buyer qualification at the time of closing.
- b) The grant award shall be paid within thirty (30) days of receipt of notice of property closing and receipt of all necessary documentation to verify compliance with all conditions of this Program.

## RESOLUTION NO. 2021 – 25

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING THE FOLLOWING USES OF THE CITY'S AMERICAN RESCUE PLAN ACT ALLOCATION; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

**WHEREAS**, President Biden signed the \$1.9 trillion American Rescue Plan Act (HR 1319), (herein after “ARPA”) into law on March 11, 2021. The measure provides fiscal assistance to state and local governments in relief due to the COVID-19 pandemic; and

**WHEREAS**, ARPA supports local government’s urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control, replace lost revenue for eligible local governments in order to support vital public services and to retain jobs, support immediate economic stabilization for households and businesses, and address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic; and

**WHEREAS**, The City of Moscow, as a non-entitlement unit of government (population less than 50,000) was allocated a total of \$5,528,399, to be paid in two tranches (installments) of \$2,764,199.50. The first tranche was received in June, 2021, and the second tranche will be received no later than one year after the first; and

**WHEREAS**, ARPA funding must be obligated by December 31, 2024, and fully expended by December 31, 2026. Obligated, means that an order is placed for property and services and entering into contracts, subawards, and similar transactions that require payment; and

**WHEREAS**, in light of the time constraints for obligation and full expenditure of the ARPA funds, City staff was directed to bring forward recommendations for potential uses of ARPA funding to be considered by City Council; and

**WHEREAS**, The City Council held a workshop on October 25, 2021 to receive such recommendations and to provide City staff direction as to what uses the City’s allocation of ARPA funds would be put;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Moscow as follows:

1. That the City of Moscow’s ARPA allocation shall be expended as follows:
  - a. \$750,000 shall be allocated to business/non-profit assistance, to be distributed according to programs which are to be developed and approved by City Council;
  - b. \$150,000 shall be allocated for Affordable Housing Assistance, to be distributed according to the City of Moscow Affordable Housing Grant Program. It is intended that these funds shall be matched by annual funding in the amount of \$50,000 per

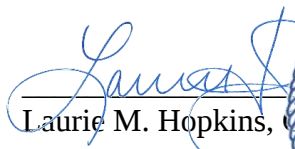
- year in the City's annual fiscal year budget, bringing the proposed annual affordable housing funding to \$100,000 per year for the next three years;
- c. \$1,000,000 to be allocated for the City's stormwater infrastructure in support of the new stormwater utility. This allocation will allow the new utility to purchase necessary infrastructure, including a jet truck to assist in cleaning and inspecting storm sewers, and funding the relocation and daylighting of Hogg Creek as part of the reconstruction of Lilly Street between 3<sup>rd</sup> Street and A Street, which project will be constructed in the 2022 construction season;
  - d. \$3,628,399 to be allocated to the City's water infrastructure to support several critical water transmission projects to assist with moving water from production (west side) to storage (east side), with a total estimated cost of \$4,816,620, including:
    - Pullman Highway Transmission Phase II Project - \$937,560
    - A Street Transmission Phase III and IV Projects - \$943,774
    - Downtown Transmission Phase III and IV Projects - \$1,623,729
    - Mountain View/Palouse River Drive Project - \$1,311,557

2. It is understood that ARPA funding must be obligated by December 31, 2024, and fully expended by December 31, 2026, and that "obligated" means that an order is placed for property and services and entering into contracts, subawards, and similar transactions that require payment. Council also recognizes that the allocated funding for business and non-profit assistance may not be able to be obligated by December 31, 2024, due to the fact that programs have yet to be developed and approved, and that under the qualifying requirements of such programs, demands for assistance may be less than the allocated funding. Therefore, staff is directed to provide monthly updates to City Council detailing the use of such assistance programs, so that if Council determines that funding exceeds qualified requests for assistance, the excess funding may be allocated to the Water Infrastructure program as described in section 1.d. of this Resolution.

**PASSED AND APPROVED** by the Mayor of the City of Moscow, Idaho, this 6th day of December, 2021.

  
\_\_\_\_\_  
Bill Lambert, Mayor

**CERTIFICATION and ATTESTATION.** I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on December 6, 2021 and attest to the Mayor's signature.

  
\_\_\_\_\_  
Laurie M. Hopkins, City Clerk

