

SKHHP Executive Board
February 28, 2020, 1:00 – 3:00 PM
Auburn City Hall, City Council Chambers
25 W. Main Street, Auburn WA 98001

- I. Call to Order
 - a. Roll Call
 - b. Introductions
- II. Review Agenda/Agenda Modifications
- III. Approval of January 24, 2020 Minutes – *Attachment A (action item)*
- IV. Old Business
 - a. HB 1406 (10 Minutes)
 - i. City updates on HB 1406
Attachment B – SKHHP Member City Overview
- V. New Business
 - a. Manager Report (5 Minutes)
 - i. SKHHP Member Invoices – 2020 Schedule
 - b. SKHHP position descriptions (15 minutes)
Attachment C – Office Assistant and Program Coordinator descriptions
 - c. 2020 Work Plan (25 minutes)
Attachment D – Resolution 2020-02 – 2020 Work Plan (potential action item)
 - d. Operational Planning Discussion (40 minutes)
Attachment E – Discussion questions
 - e. Federal Legislative Priorities (25 minutes)

Attachment F – Resolution 2020-03 (potential action item)

VI. Next Meeting

a. March 27, 2020

Renton City Hall, 7th Floor Conferencing Center, Room 726
1055 S Grady Way
Renton, WA 98057

VII. Adjourn



**SKHHP Executive Board Meeting
January 24, 2020**

MINUTES

I. CALL TO ORDER

SKHHP Executive Manager, Angela San Filippo called the meeting to order at 1:07 p.m. in the City of Burien Community Center, Shorewood Room, and 14700 6th Ave SW, Burien 98166

a. ROLL CALL/ESTABLISHMENT OF QUORUM

Executive Board Members Present: Chair Nancy Backus, City of Auburn; Vice Chair Brian Wilson, City of Burien; Angela San Filippo, SKHHP Executive Manager; Mark Hoppen, City of Normandy Park; Mark Santos-Johnson, City of Renton; Sunaree Marshall, King County; Merina Hanson, City of Kent; Brian Davis, City of Federal Way; Thomas McLeod, City of Tukwila; Rochelle Sems, City of Des Moines.

** Colleen Brandt-Schluter and Jeff Tate acted on behalf of Chair Backus and Vice Chair Wilson. Chair Backus and Vice Chair Wilson arrived after the approval of minutes.*

Other Attendees: Minnie Dhaliwal, City of Tukwila; Colleen Brandt-Schluter, City of Burien; Jeff Tate, City of Auburn; Jeff Watson, Muckleshoot Indian Reservation; Hannah Bahnmler, City of Renton; Dafne Hernandez, City of Covington; Isaac Horwith, King County DCHS; Sarah Bridgeford, City of Federal Way.

Administrative Assistant Present: Jennifer Oliver, City of Auburn

II. REVIEW AGENDA/AGENDA MODIFICATIONS

Add agenda item regarding: SKHHP to act as a fiscal agent for Sub-Regional Housing Needs Assessment.

Collen Brandt-Schluter motioned and Jeff Tate seconded the Agenda Modification.

MOTION CARRIED UNANIMOUSLY. (10-0)

III. Old Business

IV. New Business

a. Introductions – New Members

Thomas McLeod, City of Tukwila was introduced as a new board member.

b. Election of Chair and Vice-Chair Positions

Chair Nancy Backus and Vice-Chair Brian Wilson were nominated to continue their roles as Chair and Vice-Chair for the SKHHP Executive Board.

Mark Santos-Johnson motioned and Merina Hanson seconded to elect Nancy Backus as Chair and Brian Wilson as Vice-Chair.

MOTION CARRIED UNANIMOUSLY. (10-0)

c. Approval of November 22, 2019 Action Minutes

Jeff Tate motioned and Mark Santos-Johnson seconded to approve the action minutes from the November 22, 2019 meeting.

MOTION CARRIED UNANIMOUSLY. (10-0)

d. Report from the Administrating Agency

i. SKHHP Executive Manager update

Angela San Filippo has been Executive Manager for 3 weeks. In those 3 weeks, she has met with the SKHHP Cities and key partners involved with SKHHP. The Working Staff Group and Angela met and developed the agenda for today's meeting. She will also be attending meetings throughout the region that relate to SKHHP.

ii. SKHHP Member Invoices – 2019 Close out status; 2020 Schedule.

2019 invoices are closed out. The schedule for 2020 will switch to an annual basis instead of semi-annual. Angela will work with the City of Auburn Finance Department to go over details and will report to the board on the 2020 invoice schedule.

iii. Overview of February and March meetings

Topics for the February 2020 Meeting:

-Administration

- Amended 2020 Budget
- Executive Manager update
- Review SKHHP assistant position description

-Educational Item – TBD

-Federal Legislative priorities

-2020 Work Plan –discussion and deliverables

Topics for the March 2020 Meeting:

-Administration

- Executive Manager update
- Assistant position update

-Educational Item – TBD

-Community Advisory Committee

*Stakeholder network analysis, identify the people and organization that can support and be influenced by SKHHP. How to tap into different demographics in region, and make use of connections among different community groups.

e. SKHHP authorization letter

The purpose is to authorize the City of Auburn, as the fiscal agent for SKHHP, to act as the fiscal agent for a Sub-regional Housing Needs Assessment funded by grants awarded by the Washington State Department of Commerce.

Hayley Bonsteel, City of Kent provided an overview of 1923 planning grant coordination. Six SKHHP cities (Auburn, Burien, Federal Way, Kent, Renton, and Tukwila) will collaborate on a Sub-Regional Housing Needs Assessment. The City of Kent will manage the contract and the City of Auburn, as fiscal agent for SKHHP, will act as fiscal agent for the project. General support given in October; authorization letter formalizes the agreement.

Collen Brandt-Schluter motioned and Jeff Tate seconded Chair signature on the authorization letter for the City of Auburn, as fiscal agent for SKHHP, to act as fiscal agent on the project.

MOTION CARRIED UNANIMOUSLY. (10-0)

f. Monthly Education Item: Fair Housing Testing – King County and Federal Way

Isaac Horwith, King County DCHS and Sarah Bridgeford, City of Federal Way presented to the Board.

Isaac and Sarah provided an overview of King County Consortium members, joint agreement cities, and partner cities. . They also provided an overview of the Consolidated Plan which guides the investment of federal housing and community development funds. It is a requirement of the U.S. Dept. of Housing and Urban Development (HUD). The Plan knits together other planning processes, sets priorities, and moves policy forward.

The Fair Housing Act of 1968

Federal, state and local laws make it illegal for housing providers to discriminate against certain groups. Factors that have disproportionate impact on access to housing for these groups can also be a barrier to fair housing choice. The Protected Classes in the State of Washington include: Race, Color, National Origin, Religion, Sex, Disability, Familial Status Sexual Orientation, Gender Identity, Creed, Marital Status, Veteran/Military Status, Use of Service or Assistive Animal, and Source of Income. King County includes age and ancestry as protected classes.

2019 Analysis of Impediments to Fair Housing Choice

HUD implementation of the federal Fair Housing Act of 1968 requires local governments to affirmatively further fair housing. The Analysis of Impediments to Fair Housing Choice accomplishes this by analyzing barriers to fair housing as identified by community and stakeholder input, data, and policy analysis and guides policy and funding decisions to address discrimination and segregation in King County.

The Analysis of Impediments includes consultation and participation through ongoing Consortium member collaboration, other planning processes such as the Regional Affordable Housing Task Force, One Table, Equity and Social Justice Strategic Plan, and three public meetings, and an online survey.

They provided an overview of some of the feedback received from the public and some of the key findings of the analysis. Some of

The testing for housing discrimination was conducted by the Fair Housing Center of Washington. The test was for differential treatment based on a protected class status or discriminatory policies that placed additional barriers to housing due to a person's inclusion in a protected class. Tests were two-part, in which a member of a protected class and a control tester apply for the same housing. Of 82 tests conducted countywide, 39 found evidence of violations of the Fair Housing Act. The Fair Housing Center recommends additional testing and fair housing education.

The presentation concluded with a summary of fair housing goals including: invest in programs that provide fair housing education, enforcement and testing; engage underrepresented communities on an ongoing basis; provide more housing for vulnerable populations; provide more housing choices for people with large families; support efforts to increase housing stability; preserve and increase affordable housing in communities at high risk of displacement; review zoning laws to increase housing options and supply; work with communities to guide investments in historically underserved communities; and report annually on fair housing goals and progress.

g. HB 1406

The Board reviewed the HB 1406 City Overview with updates from jurisdictions. Pooling of HB 1406 funds will be brought to Federal Way City Council on February 18th. Included in the packet were Auburn and Burien's recently passed Resolution's to pool funds, and Kent's Ordinance with mayoral authority to pool funds. City of Des Moines and Normandy Park and Tukwila have also passed resolutions to pool HB 1406 funds.

h. Legislative Priorities

Resolution 2020-01 of the Executive Board of the South King County Housing And Homelessness Partners (SKHHP), adopting Legislative Priorities for use during the 2020 Washington State Legislative Session.

Through discussion of the summary of SKHHP Cities and stakeholder organization legislative priorities, SKHHP supports the following state legislative priorities for 2020, which will be reflected in Attachment A of Resolution 2020-01:

Enhance revenue tools for affordable housing and homelessness services

- Increase investment in the State Housing Trust Fund by \$10 million for preservation of affordable homes.
- Modify the Real Estate Excise Tax to provide more flexibility as a local revenue tool for affordable housing.
- Establish Tax Increment Financing tool for cities.
- Support increased funding for homelessness services and affordable housing, including new construction, preservation, and renovation.
- Provide funding for South King Housing and Homelessness Partners.

Improve Statewide Tenant Protections

- Provide statewide eviction protections by requiring that landlords show just cause in order to terminate tenancy before the end of a lease.
- Up front screening fees, damage or security deposits, holding fees, and first and last month's rent requirements are barriers for many tenants seeking housing and hurdle

for people trying to transition out of homelessness. Allow all tenants a three-month payment plan to cover move-in costs to help address this barrier.

- Increase the amount of reimbursements for mobile home park relocation.

Vice-Chair Brian Wilson motioned and Mark Santos-Johnson seconded to approve Resolution No. 2020-01.

MOTION CARRIED UNANIMOUSLY. (10-0)

V. Next Meeting

a. February 28, 2020

Auburn, City Hall Council Chambers

25 West Main Street

Auburn, WA 98001

VI. ADJOURNMENT

There being no further business to come before the Executive Board, Chair Backus adjourned the meeting at 3:00 p.m.

HB 1406 – SKC City Action Overview

City Name	Status	Date Resolution Passed	Date Ordinance Adopted	Pooling Resolution
Auburn	Ordinance adopted	9/16/19	9/16/19	12/16/2019
Burien	Ordinance adopted	9/16/19	9/16/19	12/16/2019
Covington	Resolution passed	9/24/19	11/12/2019	
Des Moines	Ordinance adopted	9/5/19	11/14/19	
Federal Way	Ordinance adopted	10/15/19	11/5/19	
Kent	Ordinance adopted	10/1/19	11/19/19	11/19/19 - Mayoral authority
King County	Ordinance adopted	8/28/19	8/28/19	
Normandy Park	Ordinance adopted	11/12/2019	11/12/2019	1/14/2020
Renton	Resolution passed	8/12/19		
Tukwila	Ordinance adopted	9/16/19	9/16/19	

City Name	Status	Date Resolution Passed	Date Ordinance Adopted
Enumclaw	Ordinance adopted	9/23/19	11/12/19
Maple Valley	Resolution adopted	12/2/2019	
Pacific	Resolution adopted	10/28/2019	
SeaTac	Ordinance adopted	10/8/2019	1/28/2020

CITY OF AUBURN

Invites applications for the position of:

SKHHP (South King Housing and Homeless Partners) **Office Assistant**

POSITION TITLE: **SKHHP Office Assistant**

POSITION SUMMARY: This is a full-time position that performs semi-routine, clerical work in support of the South King Housing and Homelessness Partners (SKHHP). Familiarity with South King County, affordable housing policies, and local governance structures is highly desirable.

SALARY: **\$49,890 – \$61,044**

OPENING DATE:

CLOSING DATE:

POSITION DETAILS:

South King Housing and Homeless Partners (SKHHP) is a coalition of ten jurisdictions, Cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, and Tukwila, and King County. SKHHP assists member governments in developing affordable housing policies, strategies, programs, and development regulations. SKHHP supports jurisdiction efforts to preserve and create high-quality housing affordable to low and moderate-income households and addresses the plight of those experiencing homelessness. SKHHP is managed by an executive board made up of the jurisdictions' mayors, city managers, or administrators (or their designated representatives).

The SKHHP Office Assistant reports to the Executive Manager and will work closely with and support the Executive Manager in all aspects of administration to fully execute SKHHP goals and annual work plans. The City of Auburn is the administering agency of SKHHP and all SKHHP staff will be employees of the City of Auburn. The ideal candidate will have strong knowledge of South King County and the ability to understand the big picture of the organization. **The ability to communicate information and data to a variety of audiences and a high level of cultural humility are key competencies for this role.**

This position will perform duties that require accountability, organization and prioritization skills, and outstanding interpersonal skills. A significant aspect of the job will be to provide administrative support for the SKHHP Executive Board and staff working groups. The position will be required to develop and maintain relationships with elected officials, local government staff, and stakeholder groups.

Work location. The primary work location for this position is Auburn City Hall's Annex, 1 E. Main Street, Auburn WA 98001; travel is required to other member jurisdictions in King County. There is also a satellite office located in the City of Burien.

EXAMPLES OF WORK/RESPONSIBILITIES:

- Provides administrative and staff support to the Executive Manager by answering and returning phone calls, relaying communications to staff, coordinating calendars, and other assigned administrative duties.

- Works courteously and effectively with public officials, citizens, supervisor, and other employees, both in person and over the telephone, assisting them in a wide variety of information pertaining to SKHHP.
- Schedules and plans various meetings; performs set-up duties for meetings; takes and disseminates meeting minutes and other materials as requested.
- Prepares written communications in the form of correspondence, reports, forms, fliers, memos; assists in creating presentations, brochures, graphics, and/or marketing materials.
- Performs photocopying and arranges for printing of SKHHP materials and documents.
- Efficiently operates printers and supplies; orders office supplies as needed.
- Anticipates customer needs and provides high priority customer service and satisfaction; provides outstanding internal customer support within the department, as well as to other City employees and elected officials.
- Assists in coordinating daily operations.
- Assists in budgeting and monitoring expenses.
- Safely operates office equipment at a high level of expertise.
- Fulfills other duties as assigned.

SKILLS AND ABILITIES:

- Familiarity with housing and homelessness policies and practices.
- Outstanding written and oral communication skills.
- Proficient in Microsoft Office, Outlook, Adobe, website applications, and other computer software.
- Ability to successfully accomplish projects to completion with strong time-management skills and attention to detail.
- Demonstrated experience and accuracy in tracking deadlines, assignments, and budgets.
- Experience working in a self-directed manner and as part of collaborative teams.
- Ability to juggle multiple tasks efficiently and adapt easily to changing priorities.
- Demonstrated commitment to applying race and social justice principals in a work setting.
- Strong interpersonal skills and high level of emotional intelligence.
- Ability to work flexible hours that may include some evenings or weekends.
- Regular, reliable, and punctual attendance.
- Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule at appropriate City worksites.

- Works effectively under pressure and with frequent interruptions.
- Completes work and projects in a thorough and timely manner.
- Understands and follows direction from supervisor, posted work rules, and procedures.

MINIMUM QUALIFICATIONS:

Graduation from High School or equivalent.

One year of experience in a combination of: housing/homelessness sector; project coordination and facilitation; community outreach and engagement; policy research; and data collection and analysis.

A degree from an accredited four-year college or university involving a course of study in land use planning, community development, urban planning, public policy, architecture, or closely related field is highly desirable.

PREFERRED QUALIFICATIONS:

- Familiarity with South King County and knowledge of South King County communities and organizations.
- Knowledge of local housing and homelessness initiatives and stakeholders.
- Familiarity with government, including experience working with elected officials and staff at the local government level.
- Prior experience with community organizing or coalition building.

REQUIRED LICENSES

Possesses and retains valid state driver's license during tenure of employment, without impending loss at time of appointment.

CITY OF AUBURN

Invites applications for the position of:

SKHHP (South King Housing and Homeless Partners) **Program Coordinator**

POSITION TITLE: **SKHHP Program Coordinator**

POSITION SUMMARY: This is a full-time position to assist in the management of the efforts of the South King Housing and Homelessness Partners (SKHHP). Familiarity with South King County, affordable housing policy, and local governance structures is highly desirable.

SALARY: **\$72,767 – \$89,448**

OPENING DATE:

CLOSING DATE:

POSITION DETAILS:

South King Housing and Homeless Partners (SKHHP) is a coalition of ten jurisdictions, Cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, and Tukwila, and King County. SKHHP assists member governments in developing affordable housing policies, strategies, programs, and development regulations. The coalition supports jurisdiction efforts to preserve and create high-quality housing affordable to low and moderate-income households and addresses the plight of those experiencing homelessness. SKHHP is managed by an executive board made up of the jurisdictions' mayors, city managers, or administrators (or their designated representatives).

The SKHHP Program Coordinator reports to the Executive Manager and will work closely with and support the Executive Manager in all aspects of administration to fully execute SKHHP goals and annual work plans. The City of Auburn is the administering agency of SKHHP and all SKHHP staff will be employees of the City of Auburn. The ideal candidate will have strong knowledge of South King County and the ability to understand the big picture of the organization. **Strong analytical skills with the ability to communicate complex information and data to a variety of audiences, ability to identify creative solutions to problems, and a high level of cultural humility are key competencies for this role.**

This position will perform duties that require **independent judgement**, accountability, organization and prioritization skills, and outstanding interpersonal skills. A significant aspect of the job will be to provide administrative support for the SKHHP Executive Board and staff working groups. The position will be required to develop and maintain relationships with elected officials, local government staff, and stakeholder groups.

Work location. The primary work location for this position is Auburn City Hall's Annex, 1 E. Main Street, Auburn WA 98001; travel is required to other member jurisdictions in King County. There is also a satellite office located in the City of Burien.

EXAMPLES OF WORK/RESPONSIBILITIES:

- Provides administrative and staff support to the Executive Manager by answering and returning phone calls, relaying communications to staff, coordinating calendars, and other assigned administrative duties.

- Works courteously and effectively with public officials, citizens, supervisor, and other employees, both in person and over the telephone, assisting them in a wide variety of information pertaining to SKHHP.
- Supports and assists in developing strategic and operational management plans.
- Schedules and plan various meetings, perform set-up duties for meetings, take and disseminate meeting minutes and other materials as requested.
- Monitor, track, and analyze developments in research, best- and emerging practices and policies, legislative and political activity, and other relevant affordable housing and homelessness issues.
- Prepares written communications in the form of correspondence, reports, forms, fliers, memos; assists in creating presentations, brochures, graphics, and/or marketing materials.
- Performs photocopying and arranges for printing of SKHHP materials and documents.
- Efficiently operates printers and supplies; orders office supplies as needed.
- Anticipates customer needs and provides high priority customer service and satisfaction; provides outstanding internal customer support within the department, as well as to other City employees and elected officials.
- Assists in coordination and management of daily operations.
- Assists in budgeting and monitoring expenses.
- Assists in developing and implementing community outreach and engagement strategies.
- Organizes, sets priorities, and oversees several projects at once, with minimal supervision.
- May make presentations before City Councils, City boards or commissioners, and other public groups.
- Safely operates office equipment at a high level of expertise.
- Fulfills other duties as assigned.

SKILLS AND ABILITIES:

- Familiarity with housing and homelessness policies and practices.
- Outstanding written and oral communication skills.
- Proficient in Microsoft Office, Outlook, Adobe, website applications, and other computer software.
- Ability to successfully manage projects to completion with strong time-management skills and attention to detail.
- Demonstrated experience and accuracy in tracking deadlines, assignments, and budgets.
- Experience working in an independent, self-directed manner and as part of collaborative teams.

- Ability to juggle multiple tasks efficiently and adapt easily to changing priorities.
- Demonstrated commitment to applying race and social justice principals in a work setting.
- Strong interpersonal skills and high level of emotional intelligence.
- Ability to work flexible hours that may include some evenings or weekends.
- Regular, reliable, and punctual attendance.
- Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule at appropriate City worksites.
- Works effectively under pressure and with frequent interruptions.
- Completes work and projects in a thorough and timely manner.
- Understands and follows direction from supervisor, posted work rules, and procedures.

MINIMUM QUALIFICATIONS:

A degree from an accredited four-year college or university involving a course of study in land-use planning, community development, urban planning, public policy, architecture, or closely related field;

AND

Two years of successful work experience in a combination of: housing/homelessness sector; project coordination and facilitation; community outreach and engagement; policy research; and data collection and analysis;

OR

Any combination of education, training, and/or experience that would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

PREFERRED QUALIFICATIONS:

- Familiarity with South King County and knowledge of South King County communities and organizations.
- Knowledge of local housing and homelessness initiatives and stakeholders.
- Familiarity with government, including experience working with elected officials and staff at the local government level.
- Prior experience with community organizing or coalition building.

REQUIRED LICENSES

Possesses and retains valid state driver's license during tenure of employment, without impending loss at time of appointment.

RESOLUTION NO. 2020-02

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2020 ANNUAL WORK PLAN

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board adopts an annual work plan each year; and

WHEREAS, the purpose of the annual work plan is to provide management and budget guidance; and implement the overarching SKHHP goals to work together and share resources to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock; and

WHEREAS, the 2020 work plan includes three major streams of work: governance and agency administration; policy and planning; and education and outreach; and

WHEREAS, the governance and agency administration work stream includes program-wide management activities including establishing decision-making protocols and reporting procedures; and convening a community advisory committee; and

WHEREAS, the policy and planning work stream includes advocating for and establishing a SKHHP affordable housing capital fund; collaborating with partners to enhance local policies and programs that accelerate access to affordable housing, protect existing housing stock, and provide housing security; and

WHEREAS, the outreach and education work stream includes representing South King County at all applicable decision tables; and furthering the understanding of the spectrum of affordable housing options and related needs and opportunities; and

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the SKHHP 2020 Work Plan as shown in Attachment A.

Section 2. This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this _____ day of _____, 2020.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

NANCY BACKUS, CHAIR



SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

2020 DRAFT WORK PLAN

The South King Housing and Homelessness Partners (SKHHP) was established as a mechanism to work together and share resources to increase the available options for South King County residents to access affordable housing and preserve the existing affordable housing stock. The overall goals of the 2020 SKHHP Work Plan are to:

- Speak with a unified South King County voice to influence policy and funding decisions at both state and county levels.
- Share information on promising regional and national affordable housing and homelessness practices.
- Secure and/or leverage additional funding for South County affordable housing and homelessness projects and programs.

Purpose: Establish a 2020 SKHHP Work Plan shaped by member jurisdictions, that reflects individual jurisdiction needs and interests while furthering the overall purpose of SKHHP to increase the available options for South King County residents to access affordable housing and preserve existing affordable housing stock.

Background: During 2018 and 2019 staff of member jurisdictions discussed a wide range of work plan ideas for SKHHP, the goal was to identify objectives and action items for an 18-month work plan. In June 2019, each jurisdiction was asked what SKHHP “must do”, “should do”, or “could do” during the course of the first 18-months. In June 2019, the SKHHP Executive Board reviewed and approved the list by focusing on the “must do” and “should do” items.

The 2020 work plan operationalizes the list approved by the SKHHP Executive Board in 2019 and incorporates the HB 1406 sales tax credit and the sub-regional housing assessment made possible by HB 1923 grant funds. The sub-regional housing assessment is being coordinated by six of the nine SKHHP partner cities (SoKiHo). The 2020 work plan also identifies allies like the Housing Development Consortium (HDC) and Enterprise Community Partners (Enterprise) with goals that align with SKHHP that will augment staff capacity.

Next Steps: Facilitate adoption of the 2020 SKHHP Work Plan by the SKHHP Executive Board and each member jurisdiction.

Objective 1: Establish SKHHP's governance and decision making structure and foster collaboration between partners.

Outcomes:

- 1) Functioning and collaborative entity with clear measures of success.
- 2) Implementation supports equitable outcomes across jurisdictions, community members, and stakeholders.

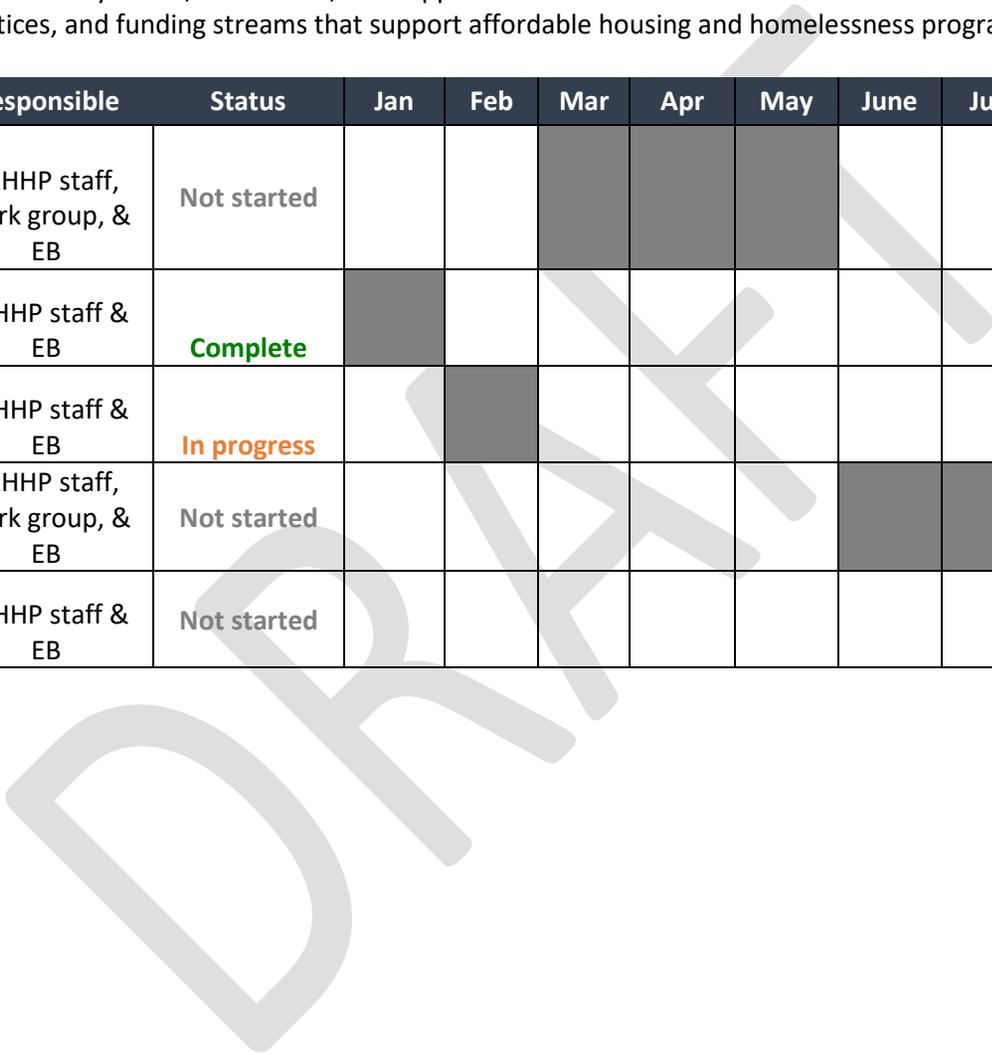
Activities/Actions	Responsible	Status	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Signed Interlocal Agreement	SKHHP/HDC	Complete												
Develop 2020 Work Plan	SKHHP staff, work group, & EB	In progress												
Establish decision-making protocols	SKHHP staff & EB	Not started												
Develop annual reporting procedures	SKHHP staff & EB													
Creation of SKHHP Advisory Committee	SKHHP staff & EB	Not started												

Objective 2: Represent South King County and its unique affordable housing needs at all applicable decision tables.

Outcomes:

- 1) Establish credibility of SKHHP with potential allied partners and funders.
- 2) South King County is authentically heard, considered, and supported.
- 3) Changes in policies, practices, and funding streams that support affordable housing and homelessness programs.

Activities/Actions	Responsible	Status	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Create schedule of priority meetings and designate SKC ambassadors	SKHHP staff, work group, & EB	Not started												
Develop SKHHP State advocacy priorities	SKHHP staff & EB	Complete												
Develop SKHHP Federal advocacy priorities	SKHHP staff & EB	In progress												
Develop presentation and messaging toolkit	SKHHP staff, work group, & EB	Not started												
Conduct work sessions with state legislators	SKHHP staff & EB	Not started												



Objective 3: Establish South King County Affordable Housing Capital Fund.

Outcomes:

- 1) Increase resources dedicated to affordable housing preservation and production.
- 2) Pool resources to develop strategies to address the growing affordable housing and homelessness needs in South King County.

Activities/Actions	Responsible	Status	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Coordinate HB 1406 funding	SKHHP staff, work group, & EB	In progress												
Inventory and assess existing housing trust funds	SKHHP staff & EB	Not started												
Create portfolio of potential uses and allocation strategies	SKHHP staff & EB	Not started												
Develop marketing materials by audience to build funding support	SKHHP staff, work group, & EB	Not started												
Develop and adopt administration plan	SKHHP staff, work group, advisory committee, & EB	Not started												

Objective 4. Work with partner jurisdictions to enhance local policies and programs that accelerate access to affordable housing.

Outcomes:

- 1) Increased number of South King County cities with comprehensive housing strategy plans.
- 2) Number of jurisdictions committed to new affordable housing production strategies.

Activities/Actions	Responsible	Status	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Catalog best practices of housing policies	SKHHP staff, work group, & SoKiHo	Not started												
Support development of housing strategy/action plans	SKHHP staff & SoKiHo	Not started												

Objective 5: Design and implement housing stability and preservation strategies to protect existing affordable housing stock and provide housing security.

Outcomes:

- 1) Existing units of affordable housing units are kept affordable.
- 2) Existing homeowners are able to remain in place.
- 3) Substandard housing units are brought up to standard.
- 4) Reduction in nuisance abatement and code enforcement calls.
- 5) Increased number of rental housing units in participating programs.

Activities/Actions	Responsible	Status	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Inventory and assess existing city preservation programs for rental and ownership housing	SKHHP staff & work group	In progress												
Inventory expiring tax credit developments and naturally occurring affordable housing vulnerable to market pressures	SKHHP staff & SoKiHo	In progress												
Assess physical conditions of existing housing stock	SKHHP staff, work group, & SoKiHo	In progress												
Compile examples of tenant, owner, and property management education programs	SKHHP staff & work group	Not started												
Design acquisition/rehabilitation program	SKHHP staff, work group, advisory committee, & EB	Not started												

Objective 6: Further strengthen understanding of the spectrum of affordable housing options and the range of related needs and opportunities.

Outcomes:

- 1) Decision makers are informed and prepared to act based on current information and facts.
- 2) Increased interest from nonprofit and for-profit developers to partner with cities to produce affordable housing.

Activities/Actions	Responsible	Status	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Coordinate with developers on affordable housing needs and interests	SKHHP staff, SKC Joint Planners & Developers, HDC	In progress												
Create affordable housing development tours	SKHHP staff & HDC	In progress												
Develop affordable housing and homelessness awareness presentation toolkit	SKHHP staff & work group	Not started												

The following activities/actions were identified as “could do” and will be incorporated into the schedule of work during 2020 and subsequent annual work plans as capacity allows.

Objective 4: Work with partner jurisdictions to enhance local policies and programs that accelerate access to affordable housing.

Activities/Actions

- Catalog successful affordable housing development projects
- Develop examples of potential design standards and desired requirements
- Identify potential locations for future TOD to include affordable housing
- Inventory potential projects for HOME and HOPE early learning/affordable housing programs
- Inventory and leverage potentially underutilized publicly owned and tax-exempt lands

Objective 6: Further strengthen understanding of the spectrum of affordable housing options and the range of related needs and opportunities.

- Work with area Universities to conduct design workshops and education related materials

SKHHP Executive Board

Operational Discussion Questions

1. What learning objectives do you have for the upcoming year?
 - a. Suggestions for educational items?
2. What goals do you have for SKHHP for the upcoming year? For your jurisdiction as it pertains to SKHHP?
3. How should we be reporting progress on work plan objectives and action items?
 - a. To the SKHHP Executive Board?
 - b. To member jurisdictions?
 - c. To other Stakeholders?
4. In the future, how does SKHHP respond to proposed legislation during session?
5. How do you want future priorities/annual work plans to be informed?
6. How should the Board navigate the annual SKHHP budget process?
 - a. What support do you need for your jurisdiction's budget process as it pertains to SKHHP?

RESOLUTION NO. 2020-03

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING 2020 FEDERAL POLICY PRIORITIES

WHEREAS, the SKHHP Executive Board has agreed to advocate for certain federal policy issues for 2020; and

WHEREAS, the actions of federal legislation can have a profound effect on local, regional, and state issues, services, and funding which can impact SKHHP’s ability to pursue its mission and goals, and each participating city’s ability to provide local services to its residents; and

WHEREAS, the SKHHP Executive Board recognizes these priorities are not all encompassing, in that certain additional items may arise during the year that require support or opposition; and

WHEREAS, the SKHHP Executive Board believes that it is appropriate to communicate its position regarding issues affecting the housing and homelessness issues to United States Legislators; and

WHEREAS, the SKHHP Executive Board agreed to these priorities at the Executive Board meeting on February 28, 2020;

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the SKHHP 2020 Federal Policy Priorities as shown in Attachment A.

Section 2. The SKHHP Executive Manager shall distribute a copy of the 2020 Federal Policy Priorities to the appropriate Congressional representatives and to other government entities and organizations.

Section 2. This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this ____ day of _____, 2020.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

NANCY BACKUS, CHAIR

SKHHP 2020 Federal Policy Priorities

The following summary of 2020 Federal Legislative Priorities were derived from information from each organization. In some cases the information is directly from the organization but typically the information has been summarized to be more succinct. The legislative priorities for each organization were compared, included below are those where there is overlap between the organizations and/or those that are directly related to SKHHP's mission.

FAIR HOUSING		ORGANIZATIONS
1.	Promote equitable access to affordable housing.	
1a.	Opposition to HUD's proposed replacement to Affirmatively Furthering Fair Housing (AFFH) rule.	Alliance for Housing Justice; National Fair Housing Alliance; National Housing Law Project; National Low Income Housing Coalition; Poverty and Race Research Action Council
1b.	Protect, restore, and strengthen federal regulations and tools to AFFH.	Enterprise Community Partners
1c.	Advance policies that fulfill the Fair Housing Act's prohibition of discrimination and its requirement for communities to take active steps to end racial segregation.	Enterprise Community Partners
1d.	Expand the Fair Housing Act protections to explicitly prohibit discrimination on the basis of source of income, veteran status, sexual orientation, gender identity, or marital status.	Enterprise Community Partners
FUNDING		ORGANIZATIONS
2.	Protect and expand the National Housing Trust Fund, housing resource targeted to help build and preserve housing affordable for people with the lowest income.	National Low Income Housing Coalition
2a.	Grant funding for preservation of low-income housing/facility stock.	Auburn
3.	Preserve and increase resources for federal affordable housing programs including HUD (CDBG, HOME, Section 4, project-based and rental-based rental assistance) and USDA (rural rental housing loan program).	Enterprise Community Partners; Mercy Housing; National Alliance to End Homelessness; National League of Cities; National Low Income Housing Coalition
4.	Strengthen and expand the Low-Income Housing Tax Credit.	Enterprise Community Partners; Mercy Housing
5.	Improve federal support for Community Development Financial Institutions (CDFIs).	Enterprise Community Partners; Mercy Housing
6.	Increase investment in Homeless Assistance Grants.	National Alliance to End Homelessness