

SKHHP Executive Board
August 28, 2020, 1:00 – 3:00 PM
Virtual – Zoom Meeting

Video conference:

<https://zoom.us/j/97923515983?pwd=Q3dDWFIKWEJGUHRkamhseHVCQWZNdz09>

OR by phone: 253-215-8782

Meeting ID: 979 2351 5983 | Password: 994472

- I. Call to Order
 - a. Zoom meeting protocols
 - b. Roll Call
 - c. Introductions
- II. Review Agenda/Agenda Modifications
- III. Approval of July 24, 2020 Minutes – *Attachment A (action item)*
- IV. Old Business
 - a. AHC shared principles and possible revenue tools – follow-up discussion (*20 minutes*)
 - b. HB 1406 pooling update (*10 minutes*)
 - c. SKHHP Advisory Board update (*5 minutes*)
 - d. SKHHP Program Coordinator (*10 minutes*)
- V. New Business
 - a. 2020 Quarter 2 Progress and Budget Report – *Attachment B (5 minutes)*
 - b. Local response to COVID-19 (*10 minutes*) – *Attachment C*
- VI. Educational Item – Kathleen Hosfeld, Homestead Community Land Trust model for affordable homeownership, (*45 minutes*)
- VII. Jurisdiction updates (*as time allows*)
- VIII. Next Meeting – September 23, 2020 - Location TBD
- IX. Adjourn



**SKHHP Executive Meeting
July 24, 2020**

MINUTES

I. CALL TO ORDER

Chair Nancy Backus called the virtual meeting to order at 1:03 pm.

a. ZOOM MEETING PROTOCOL – Angela San Filippo went through Zoom etiquette.

b. ROLL CALL/ESTABLISHMENT OF QUORUM

Executive Board members present: Chair Nancy Backus, City of Auburn; Brian Wilson, City of Burien; Joseph Cimaomo, City of Covington; Brian Davis, City of Federal Way; Sunaree Marshall, King County; Mark Hoppen, City of Normandy Park; Mark Santos-Johnson, City of Renton; Tom McLeod, City of Tukwila.

Other attendees: Angela San Filippo, SKHHP; Joy Scott, City of Auburn; Colleen Brandt-Schluter, City of Burien; Eric Lane, City of Des Moines; McCaela Daffern, King County; Hannah Bahnmler, City of Renton; Minnie Dhaliwal, City of Tukwila; Marty Kooistra, HDC; Jackie Moynahan, King County. Lori Guilfoyle, City of Kent; Caia Caldwell, Master Builders association.

I. REVIEW AGENDA/AGENDA MODIFICATIONS

No modifications to agenda.

II. APPROVAL OF June 26, 2020 MINUTES

Mark Santos-Johnson made a motion to approve the June 26, 2020 minutes as presented, Joseph Cimaomo seconded the motion. Motion carried unanimously (8-0).

III. OLD BUSINESS

a. Resolution 2020-02: 2020-2021 Work Plan. Backus introduced the work plan amendments made in response to jurisdiction review, edits are shown in red strike-through and underline in the board packet. Angela San Filippo described the edits to the work plan to integrate racial equity into the actions already identified in the work plan and include assistance and support for tenant protections and anti-displacement policies. After Board approval of Resolution 2020-02, the work plan will be taken to each partner jurisdiction for adoption.

Santos-Johnson asked about Section 2 of the resolution and provided a recommendation to edit the section to reflect language from the Interlocal agreement regarding the work plan taking effect upon approval by each participating jurisdiction.

Sunaree Marshall commented on the Advisory Board and encouraged thought into how the Board will prioritize their voices in the process, examples include setting Board agendas and developing future work plans.

b. Resolution 2020-04: SKHHP 2021 Budget. San Filippo reviewed the budget that reflects the Program Coordinator position at 30 hours per week with benefits,

jurisdiction contributions remain stable through 2022, and includes partner jurisdiction contributions made once annually.

Santos-Johnson recommended the same edits made in Section 2 of the previous resolution to include language from the Interlocal Agreement that the budget takes effect upon adoption upon approval by each participating jurisdiction.

Santos-Johnson made a motion to adopt Resolution 2020-02 as amended, Marshall seconded the motion. Motion carried unanimously. (8-0)

Santos-Johnson made a motion to adopt Resolution 2020-04 as amended, Brian Davis seconded the motion. Motion carried unanimously. (8-0)

- c. **SKHHP Program Coordinator** San Filippo provided an overview of the position description. The staff work group and Auburn Human Resource staff reviewed the final draft position description. She asked for SKHHP Executive Board approval of the position description and supplemental questions in order to begin recruitment and posting of the position in August with a target hire date of October 1.

Cimaomo made a motion to approve the position description and related materials, Mark Hoppen seconded the motion. Motion carried unanimously. (8-0)

- d. **SKHHP Advisory Board.** San Filippo provided an overview of the outreach proposal, including the purpose, outreach questions, and outreach list. She asked the Board for input on the proposal. She wants to make sure the Board agrees on the path forward and agree to reach out to the community with regard to how the Advisory Board is formed.

Marshall said King County's experience with community based organizations indicates that compensation will probably come up and what the value proposition is for participants. She also wants to make sure we articulate the power and influence of the Advisory Board and the Executive Board and staff are on the same page.

Santos-Johnson said the staff work group had a conversation on compensation and depending on the results of the outreach they may come back with a recommendation to the Board. He also flagged the 4-year commitment and the possibility that questions will come up about that.

San Filippo said she will move forward with the outreach proposal with the intention that the input received will inform a recommendation to the Executive Board on the overall structure and representation on the Advisory Board.

- e. **Statewide Eviction Moratorium.** Backus provided an update on the City of Auburn's just cause eviction ordinance, which includes a temporary COVID-19 section, and next steps for Council consideration of the ordinance. She said the ordinance was modeled from the City of Burien rental policies passed last year.

Hannah Bahnmitter provide an update on the City of Renton. Bahnmitter said they are very early in the staff process and are using Auburn's and Burien's legislation to inform what the proposal might look like in Renton. They are also considering

temporary provisions related to COVID-19, and a requirement for landlords to offer a repayment plan before beginning eviction proceedings. City leadership will review the proposed legislation with intention to move forward before the eviction moratorium ends.

Marshall said King County passed legislation about 6 weeks ago allowing for COVID eviction defense and allowing payment plans, it did not include a just cause eviction clause. In addition, King County allocated coronavirus relief funds for rental assistance, they expect more information from Commerce next week and will work quickly to design a program based on that information.

Brian Wilson said Burien was looking at ways they could bolster their rental housing ordinance and add protections if they extension to the moratorium did not happen. Burien is concerned about legal liability and potential to interfere in the contract between landlords and renters. They are encouraged by the governor's actions to set up a work group.

San Filippo provided a brief update on the extension of the statewide eviction moratorium including the convening of a workgroup of landlords and tenants to inform potential short and long term changes to the moratorium. San Filippo asked about the work group and whether or not local government should have representation on that work group. Backus thought it would be beneficial for cities and counties to better understand the issues on both sides and ensure they are not overstepping while also accommodating as much as they can.

San Filippo said WLIHA is advocating for an extension of the eviction moratorium through March 2021 to enable Congress to develop comprehensive strategy and provide more certainty for tenants. She asked if SKHHP had interest in advocating for a longer extension of the eviction moratorium.

Marshall said the Affordable Housing Committee (AHC) issued a letter advocating for extension of the moratorium through March 2021. Senator Orwall said there is a lot of work being done at the state level and she hopes she can be an advocate. She expressed interest in advocating for equitable distribution of rental assistance funds. Backus expressed gratitude for Senator Orwall's work in South King County.

Santos-Johnson said he would like the extension to be based on housing stability and correlate with recovery. Backus asked about sending a letter from the SKHHP Executive Board. Marshall said King County asked for an extension and the more certainty of the timeframe the easier it is to establish and design programs. San Filippo said she will draft a letter thanking the governor for his thoughtful approach in continuing to extend the eviction moratorium and the formation of the work group, and recommend establishing an eviction prevention strategy based on housing stability and recovery rather than setting an arbitrary expiration date of the eviction moratorium.

IV. EDUCATIONAL ITEM

Key affordable housing financing concepts and revenue tools. Backus introduced Jackie Moynahan from King County. San Filippo provided an introduction and overview of the presentation. She said some of this will be a review of the principles introduced by Brian Lloyd, with a different perspective that may help to reinforce some of the complexities of housing finance. King County intends to provide information on affordable housing finance and revenue generating tools and ask for feedback for the AHC as they develop shared principles and inform the pursuit of revenue to meet the need for affordable housing. Great opportunity for SKHHP to be part of that process and provide input into AHC's process.

McCaela Daffern described the AHC's work plan for developing shared principles and raising revenue to meet the affordable housing needs in King County. The AHC is tasked with implementing the Regional Affordable Housing Task Force 5-Year Plan to build 44,000 affordable housing units over the next 5 years.

Presentation included an overview of the level of government support necessary to meet the housing need at different income levels, why affordable housing development requires so many different funding sources and subsidy programs, a typical affordable housing development timeline, and key challenges identified by the Housing Interjurisdictional Team (HIJT).

McCaela and Jackie concluded the presentation by asking the Board what the most important considerations are in their communities that the AHC should consider when developing shared principles related to future revenue actions and how they would incorporate equity and social justice into the shared principles.

Feedback from the Board included the challenge in South King County communities to support large mega developments. Recommendation to better articulate the differing needs across King County in the presentation (for example the greater homelessness need in Seattle versus other areas of the County). Recommendation to separate homeownership from rental households. Encourage the County to prioritize very low-income households (0-30% AMI) that are not experiencing homelessness. Comment that currently there is not equitable distribution of resources across the County and the priorities should be looked at differently in order to facilitate more equitable distribution.

Discussion on the impact of school impact fees and the additional cost to development in South King County cities. County response that impact fees are acknowledged but were not prioritized in the work plan.

V. EXECUTIVE SESSION. Executive Session to discuss annual evaluation process for SKHHP Executive Manager.

VI. NEXT MEETING – August 28, 2020

VII. ADJOURN

Backus adjourned the meeting at 3:05 pm.



2020 Second Quarter Progress Report

The following is a summary of SKHHP work progress for the second quarter of 2020. This quarter included introductions with SKHHP partner jurisdictions and stakeholder groups; participation in the South King County subregional housing needs assessment; and establishing SKHHP's voice at local and regional meetings and forums.

Key actions included SKHHP partner jurisdiction review of draft 2020-2021 Work Plan and 2021 budget, approval to hire a Program Coordinator, SKHHP Advisory Board outreach proposal, and process for pooling SHB 1406 funds.

WHO WE ARE

Partnership formed by an interlocal agreement between 10 jurisdictions in South King County supporting collaboration and sharing of resources to effectively address housing and homelessness in the region.

PURPOSE

Increase the available options for South King County residents to access affordable housing and to preserve the existing housing stock.

CONTACT

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GOVERNANCE AND ADMINISTRATION

- Introductory meetings with SKHHP jurisdiction partners
- Facilitated SKHHP jurisdiction review and feedback on 2020-2021 work plan
- Established quarterly progress and budget report procedures
- Executive Board approval to hire SKHHP Program Coordinator
- Established Advisory Board outreach proposal

POLICY AND PLANNING

Coordinate City commitment to pool HB 1406 funds

- Next steps to pool SHB 1406 funds and create SKHHP housing capital fund

Support creation of housing policy assessment tool

- Continued support for South King County Housing needs and policy assessment
- Support for City Housing Action Plans

OUTREACH AND EDUCATION

Represent SKHHP at local and regional meetings and forums

- Housing Interjurisdictional Team (HIJT) for Affordable Housing Committee (AHC)
- King County Urban Growth Capacity Report stakeholder group
- South King County Homelessness Advisory Committee (HAC)
- South King Joint Planners and Developers Group

SKHHP Executive Board educational topics

- Affordable housing financing with Beacon Development Group

Strengthen regional stakeholders' understanding of housing needs in South King County

Introductory meetings and informational sessions with the following groups:

- Construction for Change
- Association of Washington Cities (AWC)

**South King Housing and Homeless Partnership Fund
Fund Status As of June 2020**

SKHHP Fund	Budget	Actual	Remaining	Percent Used
REVENUES				
Auburn	26,000	13,000	13,000	50.0%
Burien*	35,000	7,500	27,500	21.4%
Covington	7,500	3,750	3,750	50.0%
Des Moines	7,500	3,750	3,750	50.0%
Federal Way*	46,000	13,000	33,000	28.3%
Kent*	54,000	17,000	37,000	31.5%
Normandy Park	4,000	2,000	2,000	50.0%
Renton*	54,000	17,000	37,000	31.5%
Tukwila*	27,500	3,750	23,750	13.6%
Unincorporated KC	34,000	17,000	17,000	50.0%
Contributions/Donations**	61,000	20,000	41,000	32.8%
Other Outside Revenue	-	20,500	(20,500)	
Grants	20,000	-	20,000	0.0%
Interest Earnings	-	948	(948)	
Total	376,500	139,198	237,302	37.0%
EXPENDITURES				
SKHHP Cost Reimbursement	408,420	79,853	328,567	19.6%
Administration Fee	24,400	-	24,400	0.0%
Total	432,820	79,853	352,967	18.4%
Beginning Fund Balance	78,250	78,250		
Net Change In Fund Balance	(56,320)	59,346		
Estimated Ending Fund Balance - June	21,930	137,596		

*Includes \$20,000 Department of Commerce 1923 grant funds

**Includes \$41,000 from King County for a total annual County contribution of \$75,000

SKHHP Cost Reimbursement Detail	Actual
EXPENDITURES	
Wages	45,492
Benefits	17,400
Supplies	104
Professional Services	927
Interfund Allocations	16,000
Total	79,922

LOCAL GOVERNMENT COVID-19 RESPONSE FOR RENTERS

Current as of June 17, 2020

Information in this table is publicly available and may be incomplete. Information was compiled by staff from South King Housing and Homelessness Partners (SKHHP); Sound Cities Association (SCA); Housing Interjurisdictional Team (HIJT), and King County Council. Please note that many cities have responded to COVID-19 by expanding supports in a broad range of categories, including food assistance, isolation and quarantine sites, and hygiene stations. The table below only includes city and County actions related to rental assistance and tenant protections and does not account for already-budgeted rental assistance funds.

Government Rental Assistance		Tenant Protections
COUNTY		
King County	\$1.5 million administered through United Way of King County for those earning 50% AMI or below and facing COVID-related impacts	-
CITIES		
Auburn	\$246,805 of CDBG-CV made available for rental assistance. Currently in the process of contracting, anticipating funding to be made available within community in July.	Temporary moratorium on residential late payment fees; Mayor Backus signed emergency proclamations that will put a moratorium on commercial evictions.
Algona		
Burien	-	Request state and federal elected officials impose immediate moratorium on rent and mortgage; Residential tenant eviction moratorium; ban on late fees; writing letter to all rental properties notifying them of Governor's Executive Order.
Black Diamond		
Covington	Allocated all HB 1406 funds collected in 2020 to rental assistance. Year to date (reported at 4/28/20 Council meeting) they had collected \$3,214.36 and they project collection of \$43,678 for the full year, based on 2018 sales tax. The yearly projection will likely be less than projected due to the current COVID economy.	-
Des Moines		
Enumclaw	Through one local nonprofit, provided additional \$10,000 in rental assistance over what was previously budgeted for 2020.	-
Federal Way	-	Moratorium on rental late fees.
Kent		-
Maple Valley	\$50,000 in rental/mortgage assistance to support residents. The funds are being administered through the Maple Valley Food Bank and Vine Maple Place.	-
Milton		

Government Rental Assistance		Tenant Protections
Normandy Park		
Pacific		
Renton	Rental assistance funds amounting to \$705,000 currently in process of distributing to seven community organizations for distribution and administration	Emergency order supporting State moratorium on residential evictions.
SeaTac	-	Council action on AB 5441 supporting eviction moratorium (4/14).
Tukwila	\$17,200 of HB 1406 funds allocated monthly for rental assistance for about three months.	Adopted a resolution prohibiting residential evictions and no late fees or other charges due to late payment of rent to occur during the moratorium (4/23).
TOTAL	\$	2,566,619.36

FEDERAL COVID-19 RECOVERY RESOURCES ALLOCATED TO KING COUNTY JURISDICTIONS

Current as of June 17, 2020

Region	Funding Source Name	Source	Amount	Population/ Uses	Notes
KC Consortium	Community Development Block Grant - Coronavirus (CDBG-CV) (Formula)	Federal CARES Act	\$3,343,731	Low and moderate Income, Typically not used for housing, but rental assistance is an eligible use. Also potential small business support. Must be COVID-related.	Total includes \$1.3M in pass-through funding for Redmond, Renton, Shoreline, Kirkland, and Burien. Remainder is ~\$2M. Additional CDBG-CV may be allocated to KC by HUD based on COVID impacts.
Algona	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$95,700		
Auburn	CDBG-CV (Formula)	Federal CARES Act	\$371,805	Low and moderate income Auburn residents. Health services and rental assistance.	
Auburn	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$2,152,200	Economic stimulus payments for small businesses impacted by COVID in Auburn. Reimbursement of some city costs incurred during COVID response, including food delivery to senior affordable housing complexes and PPE.	
Black Diamond	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$135,750		
Burien	CDBG-CV	Federal CARES Act	\$284,503	Food/Rent/Utility assistance, family support services	
Burien	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$1,560,000	Allocated \$200,000 to Food/Rent/Utility/Family Support. Funds also set aside for portable restrooms, small business grants and TA, distance learning support, translation and communication supports, and internal PPE and technology.	

Region	Funding Source Name	Source	Amount	Population/ Uses	Notes
Covington	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$608,400	Rental and food assistance, reimbursement of City costs associated with COVID and small business grants	
Des Moines	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$947,400	Low and moderate income Des Moines residents	Potential emergency food assistance Small business support
Enumclaw	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$366,000		
Federal Way	CDBG-CV (Formula)	Federal CARES Act	\$432,622		
Federal Way	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$2,935,200		
Kent	CDBG-CV (Formula)	Federal CARES Act	\$670,541	Applications are due 6/26. High priority needs were identified as: rental assistance, homeless services, micro enterprise, legal assistance, expansion of local covid-19 testing, food assistance, emergency grant payments, financial literacy, outreach and translated materials to underserved communities, assistance to purchase covid-19 related supplies, internet connection assistance for families and childcare services.	
Kent	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$3,894,000	reimbursement of city costs incurred during covid-19 response and \$1 million directed to small business support	

Region	Funding Source Name	Source	Amount	Population/ Uses	Notes
Maple Valley	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$785,400		
Milton	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$35,850		
Normandy Park	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$198,300		
Pacific	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$206,250		
Renton	CDBG - CV	Federal CARES Act	\$410,000	\$300k in rental and utility assistance, \$110k in food assistance	
Renton	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$3,141,000	Uses so far - Business assistance (\$1,381k), rental and utility assistance (\$405k), food assistance (150k), family shelter (50k)	
SeaTac	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$875,400		
Tukwila	Department of Commerce - Coronavirus Relief Fund	Federal CARES Act	\$627,900	Waiting for full policy direction-likely on City incurred expenses related to COVID	
		TOTAL	\$24,077,952		