

**SKHHP Executive Board**  
**November 20, 2020, 1:00 – 3:00 PM**  
**Virtual – Zoom Meeting**

**Video conference:**

<https://zoom.us/j/96167668913?pwd=dUwvY1lpazVOdnFMdGtBdDAxQXdHOT09>

**OR by phone: 253-215-8782**

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Meeting ID: 961 6766 8913 | Password: 620634

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- I. Call to Order
  - a. Roll Call
  - b. Introductions
- II. Review Agenda/Agenda Modifications
- III. Approval of October 23, 2020 Minutes – *Attachment A (action item)*
- IV. Old Business
  - a. Resolution 2021 State legislative priority discussion (*10 minutes*) – *Attachment B (action item)*
  - b. Draft SHB 1406 Interlocal Agreement Update (*5 minutes*)
- V. New Business
  - a. 2020 Third Quarter Progress Report (*10 minutes*) *Attachment C*
  - b. Grant update and resolution to execute agreement with HDC (*20 minutes*) *Attachment D (action item)*
  - c. HDC Membership (*10 minutes*)
  - d. December meeting and 2021 meeting schedule (*10 minutes*)
- VI. Educational Item
  - a. MBAKS Housing Toolkit – Jennifer Anderson and Caia Caldwell (*40 minutes*)
- VII. Updates/Announcements (*as time allows*)
- VIII. Next Meeting – December 18, 2020 - TBD
- IX. Adjourn



## I. CALL TO ORDER

Chair Nancy Backus called the virtual meeting to order at 1:00 pm. Backus introduced SHHP Program Coordinator, Trish Abbate.

### a. ROLL CALL/ESTABLISHMENT OF QUORUM

**Executive Board members present:** Chair Nancy Backus, City of Auburn; Vice-Chair Brian Wilson, City of Burien; Joseph Cimaomo, City of Covington; Traci Buxton, City of Des Moines; Sarah Bridgeford, Alternate City of Federal Way; Dana Ralph, City of Kent; Sunaree Marshall, King County; Mark Hoppen, City of Normandy Park; Mark Santos-Johnson, City of Renton; Tom McLeod, City of Tukwila.

**Other attendees:** Marty Kooistra, HDC; Dafne Hernandez, City of Covington; Minnie Dhaliwal, City of Tukwila; Hannah Bahnmler, City of Renton; McCaela Daffern, King County; Merina Hanson, City of Kent; Caia Caldwell, Master Builders Association of King and Snohomish County (MBAKS); Jennifer Anderson, MBAKS; Kent Hay, City of Auburn; Robin Corak, MSC; Eric Lane, City of Des Moines; Trish Abbate, SKHHP; Angela San Filippo, SKHHP.

## II. REVIEW AGENDA/AGENDA MODIFICATIONS

No modifications to agenda.

## III. APPROVAL OF SEPTEMBER 25, 2020 MINUTES

Joseph Cimaomo made a motion to approve the September 25, 2020 minutes as presented. Dana Ralph seconded the motion. Clarification provided by Sunaree Marshall on reference to CDC nationwide eviction moratorium rather than state moratorium. Motion passed unanimously (10-0).

## IV. OLD BUSINESS

### a. SKHHP position on city rental housing policies.

Angela San Filippo introduced the changes that were made to the proposed resolution in response to feedback received at the last meeting.

Discussion on referencing specific policies and recognizing landlords as stakeholders.

Brian Wilson made a motion to approve Resolution 2020-05, Tom McLeod seconded. Motion passed unanimously (10-0).

### b. Affordable Housing Committee (AHC) Draft Shared Revenue Principles.

San Filippo introduced the draft AHC shared revenue principles, she went over the purpose, how they will be used, and the next steps for providing feedback before they are brought to a vote by the AHC at their November 13 meeting.

Traci Buxton suggested the principles would be strengthened by using 'will' statements throughout rather than 'should.' Also, suggested relegating authority to King County and what King County will do, or AHC as appropriate, rather than what the state, federal, local governments should do.

Marshall provided context on AHC, King County has 3 seats out of 19. The AHC was set up intentionally as a regional recommending body. The format of the document mirrors other recommendations the committee has put out to date.

Backus expressed hesitation with 'should' language and suggested using 'encouraged to' instead because should suggests unfunded mandates.

Mark Santos-Johnson supports the addition of workforce housing. Suggestion to add 'to the greatest extent possible' to the end of principles 2a because of the regressive nature of 1590.

San Filippo will send suggestions to King County staff, expectation that the AHC will vote on the shared principles on November 13.

**c. 2021 State legislative priority discussion.**

San Filippo reviewed the state legislative priorities briefly discussed at the October meeting. She also introduced an increase in the document recording fee for consideration.

Discussion on tax-increment financing (TIF) and desire for structure that does not contribute to gentrification. Discussion on the increase in the document recording fee and what is meant by significant. Marshall provided a brief overview of the document recording fee and how the funds are distributed. The surcharge is currently \$62 and is split between the state and County where the fee is generated. The increase in the fee would increase funds for local homeless housing and assistance.

Agreement from the Board to bring back a resolution at November's meeting on all of the state legislative priorities as presented.

**d. Draft SHB 1406 Interlocal Agreement discussion.**

San Filippo provided summary and overview of the draft SHB Interlocal Agreement, a key step in providing the mechanism for cities to pool 1406 funds with SKHHP.

Discussion on contributing full amount of 1406 funds versus a portion and what it means to be a regional partner, and whether funding decisions should be weighted based on proportion of funds pooled with SKHHP.

Marshall indicated that even though the County isn't pooling 1406 funds timeliness and readiness of projects should be considered, not just whether projects are within a city that is pooling funds. Also, likelihood that County will contribute and partner through other funds/resources.

Discussion on how SKHHP can encourage partners to pool and promote full pooling of funds. Mark Hoppen brought up challenges for smaller cities with weighting decisions, preference for unilateral partnership. Funded projects should be based on merit and not how much money comes from each participating city.

Discussion on the benefit of showing forward momentum to jurisdiction partners and also to the state on how these funds will be used. General agreement to encourage all cities to participate fully in pooling SHB 1406 funds, SKHHP will move forward with this interlocal agreement for all cities that are prepared to pool SHB 1406 funds and provide the opportunity for other cities to sign on as they are prepared to do so. Decision-making for allocating pooled funds will reflect equal voting opportunity for all SKHHP Board members. Funding allocation will be decided based on merits of the project or program regardless of whether it is located within a jurisdiction that is participating in the interlocal agreement.

**V. GRANT PROPOSAL**

San Filippo provided a brief summary of the grant proposal and turned it over to Santos-Johnson. Housing Development Consortium (HDC) will submit grant request to Microsoft for establishing capital fund and establishing separate nonprofit structure. In the long term this will help to significantly

expand housing capital funds through philanthropic investment. Also included in the proposal is Microsoft's help in hosting philanthropic forums. Expression of gratitude to Microsoft for their help and working with us to make subregional efforts more impactful.

## **VI. EDUCATIONAL ITEM**

### **a. Auburn homelessness outreach program**

Nancy provided introduction to Kent Hay and Auburn's program for homelessness outreach. Hay provided background on his work in Redmond and how those efforts have been duplicated. The model is built on compassionate accountability. His background includes probation officer in King County district court and federal probation court, mental health counselor at Monroe prison, and case manager at Valley Cities. The homeless outreach program in Auburn bridges social service and criminal justice fields.

His philosophy is to have people come to the table and make it difficult for people to accept being homeless in Auburn. He spends a lot of time in the field meeting people where they are. He partners with King County Department of Community and Human Services (DCHS), coordinated entry, Law Enforcement Assisted Diversion (LEAD), YWCA, and local churches. Auburn has a camping ordinance, the goal is to get people inside. The approach is services first through making contact, offering help, and treating people like human beings. There are no parameters in terms of specific population groups, no boundaries or limits on what they can do.

Auburn's program includes 48 hour notice and offer of help, consistent with the Boise case if there is a place for them to go for shelter they are moved. People may be housed in other cities but he continues to work with them. Many programs have compassion but not accountability, in Auburn if people decide they don't want to move out of homelessness they cannot stay in Auburn.

Auburn is also building a community court system, if people aren't willing to participate there is structure in the court system. The goal is to create enough discomfort to do something different.

Working with churches to implement safe parking programs. They have housed 10 people, about 2 people per month since Hay started. He also helps with paperwork and getting people services, a lot of work on the ground before and during getting people housed.

Backus said the effort doesn't stop at housing, and the approach is working for Auburn. They are bringing back compassion that some residents have lost and she stressed the importance of accountability. Hay said they are striving toward equity and justice in community and not having one set of standards some community members and a different set for another part of the community.

Marshall restated some of the challenges and indicated this is one of the reasons the County provides so many resources toward permanent supportive housing and giving people privacy and dignity of having their own space. There are many reasons why people refuse shelter, in many cases housing first is not enough. Living outside is already very uncomfortable.

### **b. MBAKS Housing Toolkit – delayed to next meeting.**

## **VII. UPDATES/ANNOUNCEMENTS**

### **VIII. NEXT MEETING – November 20, 2020**

## **IX. ADJOURN**

Backus adjourned the meeting at 3:05 pm.

**RESOLUTION NO. 2020-06**

**A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS, ADOPTING LEGISLATIVE PRIORITIES FOR USE DURING THE 2021 WASHINGTON STATE LEGISLATIVE SESSION**

WHEREAS, the South King Housing and Homelessness Partners (SKHHP) Executive Board has agreed to advocate for certain legislative issues for 2021; and

WHEREAS, the actions of the Washington State Legislature in respect to local, regional, and state issues, services, and funding have a profound effect on SKHHP’s ability to pursue its mission and goals, and each participating jurisdiction’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 legislative session that require support or opposition; and

WHEREAS, the SKHHP Executive Board believes it is appropriate to communicate its position regarding issues affecting the region and local government that may come before the State Legislature during the 2021 legislative session; and

WHEREAS, the SKHHP Executive Board agreed to these priorities at the SKHHP Executive Board meeting on November 20, 2020.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The SKHHP Executive Board adopts the SKHHP 2021 State Legislative Priorities as shown in Attachment A.

**Section 2.** SKHHP staff shall distribute these legislative priorities to appropriate Legislative District representatives and to other regional government entities and organizations.

**Section 3.** This Resolution will take effect and be in full force on passage and signatures.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**SOUTH KING HOUSING AND HOMELESSNESS PARTNERS**

\_\_\_\_\_  
NANCY BACKUS, CHAIR

# 2021

## South King Housing and Homelessness Partners Legislative Priorities

South King Housing and Homelessness Partners (SKHHP) is a coalition of 10 jurisdictions working together and sharing resources in order to increase the available options for South King County residents to access affordable housing and to preserve the existing affordable housing stock.

SKHHP supports the following state legislative priorities for 2021:

### HOUSING STABILITY

Support implementation of **statewide just cause eviction legislation** to improve housing stability and create consistency in information and education.

Advocate for additional resources to address housing instability created by the economic impacts of the COVID-19 pandemic, including rent assistance and foreclosure/eviction prevention assistance.

### FISCAL FLEXIBILITY

**Lift the 1% property tax cap.** Current revenues are not enough for many cities to support community expectations and priorities and city tax structures are not keeping up with traditional rate of inflation and growing costs.

Lifting the property tax increase will allow funding flexibility and preserve critical city services.

**Authorize property tax-based tax increment financing**, with a constitutional amendment if necessary. This will allow cities to access critically needed funding for local economic development projects. This approach doesn't raise property taxes on residents but allows development to pay for the public infrastructure needed.

### INCREASE AND PRESERVE AFFORDABLE HOUSING

**Invest \$250 million in the State Housing Trust Fund** from the Capital Budget, with \$10 million for preservation of affordable housing.

**Provide direct funding to the South King Housing and Homelessness Partners (SKHHP) Housing Capital Fund.** SKHHP partner cities are actively working to establish a mechanism to pool sales tax credit revenues authorized by SHB 1406. State matching funds will provide much needed investment in affordable housing in South King County.

### INCREASE STATE RESOURCES TO PREVENT AND END HOMELESSNESS

**Significantly increase state document recording fee** – specifically increase the state surcharge for local homeless housing and assistance by \$100 to increase state and regional resources to prevent and end homelessness.

Contact:

Angela San Filippo  
Executive Manager  
[asanfilippo@skhhp.org](mailto:asanfilippo@skhhp.org)





## 2020 Third Quarter Progress Report

The following is a summary of SKHHP work progress for the third quarter of 2020. This quarter included continued relationship building with stakeholder groups and establishment of SKHHP's voice at local and regional meetings and forums and the conclusion of the South King County subregional housing needs assessment.

Key actions included SKHHP adoption of the 2020-2021 Work Plan and 2021 budget, Program Coordinator interviews, SKHHP Advisory Board outreach, and developing a draft interlocal agreement to pool 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

- SKHHP Executive Board adoption of 2020-2021 work plan
- Advisory Board outreach

#### POLICY AND PLANNING

##### *Coordinate City commitment to pool HB 1406 funds*

- Developed draft interlocal agreement to pool SHB 1406 funds.

##### *Support creation of housing policy assessment tool*

- Conclusion of South King County (SKC) subregional housing framework
- Support for City Housing Action Plans

##### *Build funding support through philanthropic and private corporations*

- Coordination with HDC and Microsoft

#### 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
- Sound Cities Association (SCA) Caucus to the AHC
- SKC Homelessness Advisory Committee (HAC)
- SKC Human Service Planners group
- SKC Joint Planners and Developers Group

##### *SKHHP Executive Board educational topics*

- Key affordable housing finance and revenue concepts with King County
- Community Land Trust model for affordable homeownership with Homestead
- South King County subregional housing framework with SoKiHo planners

##### *Strengthen regional stakeholders' understanding of housing needs in SKC*

Informational and relationship building sessions with the following groups:

- Enterprise Community Partners
- Homestead Community Land Trust
- King County Housing Authority
- Sound Cities Association

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

SKHHP Fund	Budget	Actual	Remaining	Percent Used
<b>REVENUES</b>				
Auburn	26,000	13,000	3,000	50.0%
Burien	35,000	24,167	10,833	69.0%
Covington	7,500	3,750	3,750	50.0%
Des Moines	7,500	3,750	3,750	50.0%
Federal Way	46,000	29,667	16,333	64.5%
Kent	54,000	33,667	20,333	62.3%
Normandy Park	4,000	2,000	2,000	50.0%
Renton	54,000	33,667	20,333	62.3%
Tukwila	27,500	20,417	7,083	74.2%
Unincorporated KC	34,000	17,000	17,000	50.0%
Contributions/Donations	61,000	20,000	41,000	32.8%
Grants	20,000	-	20,000	
Other Outside Revenue	-	20,500	(20,500)	
Interest Earnings	-	1,010	(1,010)	
<b>Total</b>	<b>376,500</b>	<b>222,593</b>	<b>153,907</b>	<b>59.1%</b>
<b>EXPENDITURES</b>				
SKHHP Cost Reimbursement	408,420	219,239	189,181	53.7%
Administration Fee	24,400	-	24,400	0.0%
<b>Total</b>	<b>432,820</b>	<b>219,239</b>	<b>213,581</b>	<b>50.7%</b>
Beginning Fund Balance	205,945	205,945		
Net Change In Fund Balance	(56,320)	3,354		
Estimated Ending Fund Balance - Mar	149,625	209,299		

SKHHP Cost Reimbursement Detail	Actual
<b>EXPENDITURES</b>	
Wages	68,411
Benefits	25,656
Supplies	104
Professional Services	101,068
Interfund Allocations	24,000
<b>Total</b>	<b>219,239</b>

**RESOLUTION NO. 2020-07**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS AUTHORIZING THE CHAIR TO EXECUTE AN AGREEMENT BETWEEN THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS AND THE HOUSING DEVELOPMENT CONSORTIUM FOR THE ADMINISTRATION OF GRANT FUNDS TO BE USED FOR THE PURPOSE OF ESTABLISHING AND PROMOTING A HOUSING CAPITAL FUND AND ESTABLISHING A 501(c)(3) STRUCTURE

WHEREAS, the 2020-2021 South King Housing and Homelessness Partners (SKHHP) work plan includes establishing and developing an administration plan for a housing capital fund and building funding support through development of marketing materials and advocacy with philanthropic and private corporations; and

WHEREAS, the sales tax revenue-sharing program created by Substitute House Bill (SHB) 1406 made it possible for SKHHP to advance the establishment of housing capital fund; and

WHEREAS, a Microsoft Philanthropy grant has created an opportunity to advance the work outlined in the 2020-2021 SKHHP Work Plan and made possible by SHB 1406; and

WHEREAS, the Microsoft Philanthropy grant is only available to 501(c)(3) organizations; and

WHEREAS, through strong partnership between the Housing Development Consortium (HDC) and SKHHP, HDC has applied for the Microsoft Philanthropy grant on behalf of SKHHP; and

ATTACHMENT D

WHEREAS, the grant funds, in the amount of \$45,000, are for the purpose of establishing and promoting the SKHHP Housing Capital Fund, and establishing a 501(c)3 that will enable SKHHP to apply for and receive a wider diversity of private and philanthropic investments.

NOW, THEREFORE, THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS, RESOLVES AS FOLLOWS:

**Section 1.** The Chair is authorized to execute an Agreement between SKHHP and HDC, consistent with the scope of work attached as Exhibit A.

**Section 2.** HDC will retain 10% of grant funds received for administrative costs.

**Section 3.** HDC will contract with consultants on SKHHP's behalf, as necessary, to carry out the scope of work outlined in Exhibit A.

**Section 4.** The Chair is authorized to implement those administrative procedures necessary to carry out the directives of this Resolution.

**Section 5.** This Resolution will take effect and be in full force on passage and signatures.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS**

\_\_\_\_\_  
NANCY BACKUS, SKHHP CHAIR

## ATTACHMENT A

### SKHHP HOUSING CAPITAL FUND SCOPE OF WORK

#### INTRODUCTION AND BACKGROUND

South King Housing and Homelessness Partners (SKHHP) is a collaboration among nine South King County cities and King County, all of which are experiencing a rapidly growing crisis in access to healthy affordable housing. Current SKHHP members are King County (representing several unincorporated SKC communities), Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, and Tukwila.

Through SKHHP, South King County will be better equipped to attract private and public sector capital for the production and preservation of affordable housing, protection of residents from rising rents, and equal access for all residents to the well-being and economic mobility rooted in healthy, stable housing. Through SKHHP, partner jurisdictions can pool assets and take a coordinated and comprehensive approach to producing and preserving quality affordable housing in South King County.

The sales tax revenue-sharing program created by Substitute House Bill (SHB) 1406 has made it possible for SKHHP to advance the establishment of an affordable housing capital fund. SKHHP staff have been directed to initiate the work and enact an interlocal agreement specific to SHB 1406 funds. This will enable SKHHP jurisdictions to pool SHB 1406 funds and establish the SKHHP Housing Capital Fund as outlined in the original interlocal agreement that formalized the SKHHP partnership.

Over the course of several years, SKHHP leadership has been advocating for philanthropic investment into South King County through SKHHP. These efforts have led to a grant opportunity through Microsoft Philanthropies to expedite the establishment of the SKHHP Housing Capital Fund, create strategic marketing and communication materials, and establish 501(c)(3) status.

Setting up the SKHHP Housing Capital Fund will start with pooled SHB 1406 funds. Creating strategic marketing and communication tools will enable SKHHP leadership, staff, and partners to advocate for further philanthropic and corporate investment into the SKHHP Housing Capital Fund. Establishing 501(c)(3) status will allow for a broader diversity of investors to contribute to the SKHHP Housing Capital Fund.

The related work for professional services includes technical assistance to develop policy and program guidelines for the SKHHP housing capital fund, create strategic marketing and communication materials, and establish 501(c)(3) status as outlined below.

**SCOPE OF WORK**

**1. SKHHP Housing Capital Fund Policy and Program Guidelines**

- a. Assist in facilitating conversations with the SKHHP Executive Board and/or an Executive Board work group to develop an internal administrative structure for how SKHHP Housing Funds are allocated and monitored for compliance over time.
- b. Provide technical assistance and external review of SKHHP staff developed housing fund guidelines and a contract template for awarding funds for a new SKHHP Housing Capital Fund.
  - Housing fund guidelines to include: funding priorities, eligible activities, regulatory terms, and compliance documents.
  - Contract template to streamline workflow by creating standard terms and associated legal documentation.

**2. SKHHP Housing Capital Fund Marketing and Communication Materials**

- a. Create strategic marketing materials highlighting the needs and opportunities, goals, and benefits with current data and infographics, to include:
  - A one-page narrative (e.g. story/case statement) of the needs, opportunities, goals, and benefits of the SKHHP Housing Capital Fund.
  - A one or two page infographic marketing tool
  - Marketing and communication presentation slide deck
- b. Conduct research on the most viable SKHHP Housing Capital Fund investors including corporations, philanthropic organizations, foundations, etc.
- c. Work with Microsoft representatives, SKHHP staff, and research institutions (e.g. Brookings Institute Kirwin Institute) to help Microsoft convene philanthropic forums to encourage support for the new SKHHP Housing Capital Fund.

**3. SKHHP 501(c)(3) Status**

- a. Provide education and information to SKHHP Executive Board and staff work group on the purpose, benefits, and possible options for obtaining 501(c)(3) status.
- b. Obtain 501(c)(3) status through the Internal Revenue Service and ensure compliance with Washington State.

**TIMELINE**

The expected timeline for completion of all work products is the first quarter of 2021 with the possibility of philanthropic forums extending into the second quarter of 2021. A more detailed timeline outlining delivery of work products will be negotiated with consultants as applicable for each item outlined above.

**ROLES AND RESPONSIBILITIES**

HDC will apply for and be the recipient of grant funds on SKHHP's behalf. Any contracts for consultant services to carry out the scope of work outlined above will be initiated through HDC. HDC will retain 10% of grant funds received as an administrative fee.

SKHHP staff will work closely with HDC and all consultants to initiate contracts and develop and sign off on work products.

**NOTE:** All work products and associated materials will need to be in an editable format agreed upon by SKHHP staff.