

**SKHHP Executive Board**  
**February 26, 2021, 1:00 – 3:00 PM**  
**Virtual – Zoom Meeting**

**Video conference:**

<https://zoom.us/j/99857398028?pwd=eXFiMmJpQm1abDZmMmRQbHNOYS8ydz09>

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

Meeting ID:	998 5739 8028		Password:	085570
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- I. Call to Order
  - a. Roll Call
  - b. Introductions
- II. Review Agenda/Agenda Modifications
- III. Approval of January 22, 2020 Minutes – *Attachment A (action item)*
- IV. Old Business
  - a. SKHHP Advisory Board (40 minutes)
    - i. Successful advisory boards
    - ii. SKHHP Advisory Board resolution – *Attachment B (possible action item)*
  - b. SHB 1406 ILA – Companion Agreement (10 minutes) *Attachment C (action item)*
  - c. Resolution 2021-02: 2021 SKHHP Federal Legislative Priorities (10 minutes) *Attachment D (action item)*
- V. New Business
  - a. 2020 Quarter 4 Progress and Budget Report (10 minutes) *Attachment E*
  - b. SKHHP Housing Capital Fund – kickoff with Cedar River Group (40 minutes) *Attachment F*
- VI. Updates/Announcements (*as time allows*)
- VII. Next Meeting – March 26, 2020 – TBD
- VIII. Adjourn

**DRAFT RESOLUTION NO. 2021-02**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ESTABLISHING A SKHHP ADVISORY BOARD, PROVIDING FOR THE PURPOSE AND DUTIES OF THE BOARD, AND QUALIFICATIONS AND REPRESENTATION OF THE BOARD.

**WHEREAS**, SKHHP was formed on January 1, 2019 by Interlocal Agreement among the jurisdictions of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Normandy Park, Renton, Tukwila, and King County (the “SKHHP Interlocal Agreement”); and

**WHEREAS**, SKHHP is governed by an Executive Board composed of either an elected official or City Manager/Administrator for each city and the King County Executive, or their designated representative, of each party; and

**WHEREAS**, the SKHHP Interlocal Agreement calls for the establishment of a SKHHP Advisory Board to provide advice and recommendation to the Executive Board on land and/or money resource allocation for affordable housing projects, input on policy needs related to housing stability, program design and development, recommendations for emergency shelter and other immediate affordable housing needs, and to provide public education and community outreach services; and

**WHEREAS**, the SKHHP Interlocal Agreement calls for the Executive Board to adopt procedures for the convening and administration of the Advisory Board; and

**WHEREAS**, SKHHP is committed to amplifying and ensuring community voices inform policy, programming, and funding decisions that help increase access to affordable housing throughout South King County; and

**WHEREAS**, SKHHP recognizes the history of institutional racism in systemically marginalizing Black, Indigenous and People of color (BIPOC) communities who continue to be disproportionately affected by housing insecurity and homelessness; and

**WHEREAS**, Evidence indicates that without comprehensive education, training, staff support, decision making power, and monetary compensation, inviting individual community members most directly impacted by the disparities of housing insecurity and homelessness can inflict harm to members; and

**WHEREAS**, SKHHP will focus on recruiting advisory board members who are professionally engaged in community work and can represent the voice of community members they work with directly; and

**WHEREAS**, SKHHP is committed to creating multiple pathways to incorporate community voices, including a SKHHP Advisory Board that represents South King County populations most affected by the lack of affordable housing in our region; and

**WHEREAS**, the SKHHP Advisory Board structure is the result of strategic community outreach through an agreed upon outreach strategy, extensive consideration of many successes and challenges of community advisory board peers, and SKHHP’s commitment to minimizing unintentional harm to community members.

**NOW, THEREFORE, THE SKHHP EXECUTIVE BOARD RESOLVES** as follows:

**Section 1.      Creation of the Advisory Board.**

There is hereby established a voluntary advisory board, to be known as the SKHHP Advisory Board. Appointment of members to the Advisory Board shall be in a manner set forth herein, and members shall be appointed by the SKHHP Executive Board.

**Section 2.      Purpose of the Advisory Board.**

SKHHP recognizes the importance of the SKHHP Advisory Board using their unique individual and collective strengths to define their role and priorities. Generally, the purpose the SKHHP Advisory Board is to:

- Provide connection and advancement of the broader interests of the local community(ies) and/or interests they represent.
- Draw on collective knowledge and experience to inform and influence SKHHP Executive Board decisions by providing recommendations to the Executive Board on land and/or money resource allocation for affordable housing projects.
- Strengthen Executive Board, staff workgroup, and other interested parties' understanding of community needs and interests related to affordable housing and homelessness in South King County.

### **Section 3.      Role of the Advisory Board.**

- A. The initial Advisory Board members will work with SKHHP staff to adopt bylaws and a decision-making structure consistent with the SKHHP Interlocal Agreement, that includes ways to build mutual trust, respect, and connection between Executive Board and Advisory Board members.
- B. The Advisory Board will work in collaboration with SKHHP staff, the SKHHP staff workgroup, and the SKHHP Executive Board to develop and implement the SKHHP Interlocal Agreement and SKHHP's annual work plan priorities. With SKHHP staff support, possible areas of focus include:
  - Develop annual SKHHP work plan goals and priorities.
  - Develop policies, programs, and projects that address goals for housing stability, preservation of affordable housing, and affordable housing production.
  - Provide ongoing analysis of SKHHP's goals, priorities, and resource allocations to ensure that decision-making supports SKHHP's intention to address disparities in the housing system and distribute resources using equity and racial justice for defining objectives and measuring progress.
  - Develop project and program specific engagement strategies that empower voices of communities that are the most disproportionately impacted by the housing crisis.
- C. The Advisory Board shall be staffed by SKHHP staff who will provide technical assistance in the form of meeting organization, facilitation, and meeting minutes. SKHHP staff shall also:
  - Build capacity and shared knowledge base among participating members, SKHHP staff, and Executive Board members.
  - Facilitate open and transparent communication between members of the Executive Board, SKHHP staff workgroup, and Advisory Board.
  - Provide open and transparent communication about upcoming policy recommendations, planning processes, or other projects and programs that are relevant to the Advisory Board.

### **Section 4.      Meetings of the Advisory Board.**

- A. The Advisory Board will meet as often as it deems necessary, but not less than quarterly.
- B. A quorum at any meeting of the Advisory Board will consist of Board members who represent a simple majority of the Board's membership. Advisory Board members may participate in any meeting by phone or video conferencing for all purposes, including but not limited to voting and establishing a quorum.
- C. No Advisory Board action may be taken except at a meeting where a quorum exists. Action by the Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a

quorum exists. Official action by the Advisory Board may be conducted by motion, resolution, declaration, or other means as determined to be necessary by the Advisory Board. Proxy voting is not allowed. To the extent applicable to the meetings of the Advisory Board, the Advisory Board will comply with applicable requirements of the Washington State Open Public Meetings Act (chapter 42.30 RCW).

D. A minimum of one joint meeting of the Executive Board and Advisory will be held annually.

**Section 5. Advisory Board Membership.**

A. The SKHHP Advisory Board will consist of not more than 15 and not less than 12 community members with knowledge and understanding of affordable housing in South King County, be committed to the furtherance of affordable housing in South King County, and represent diverse community perspectives.

B. BIPOC communities are disproportionately represented in people experiencing homelessness and housing insecurity and are currently and historically underrepresented in positions of power. An estimated 45% of South King County residents identify as BIPOC. SKHHP is committed to elevating the voices of BIPOC community members and will prioritize BIPOC representation on the Advisory Board that reflects the population of BIPOC communities in South King County.

C. Each Advisory Board member must meet the following qualifications:

- Live, work, or be affiliated with service provisions within the South King County region.
- Interest in collaboratively working in a team setting with various community and government stakeholders.
- Personal and/or professional commitment to understanding and working to undo the impacts of institutionalized racism and disparities experienced by BIPOC communities.
- Personal and/or professional expertise, and affiliation with agencies, coalitions, organizations, or networks from/or serving the following communities:
  - Low-income households
  - Immigrant and refugee populations
  - People living with disabilities and/or behavioral health needs
  - People experiencing homelessness or housing insecurity including the following population groups:
    - Aging adults/seniors
    - BIPOC
    - LGBTQ+
    - Multigenerational households
    - People with a criminal history
    - Veterans
    - Youth

D. The Advisory Board will collectively incorporate the following knowledge and experience:

- Affordable housing/nonprofit housing developers
- Tenant rights educators/advocates

- Personal/professional knowledge of homelessness
- Affordable rental and homeownership housing finance expertise
- Experience and knowledge of South King County communities and community-based organizations and/or local and regional governance structures

E. To ensure Advisory Board membership is consistent with the individual and collective membership criteria, parties interested in serving as Advisory Board members shall complete all application forms.

**Section 6. Terms and Eligibility.**

- A. Initial appointments shall occur prior to December 31, 2021, all members will be appointed by the SKHHP Executive Board to a four year term. All terms become effective on January 1 of the year of appointment regardless of the actual date of appointment, and expire at midnight of December 31 of the last year of the term.
- B. Advisory Board members may serve no more than two consecutive four year term.,
- C. To the extent a position becomes open, the Advisory Board may help SKHHP staff identify, recruit, and recommend new member(s) to be appointed by the SKHHP Executive Board.
- D. Advisory Board membership is voluntary and members retain the right to resign from their position at any time for any reason.

**Section 7. Effective Date.**

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

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**SOUTH KING HOUSING AND HOMELESSNESS PARTNERS**

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

**Companion Agreement For the Purpose of Pooling Sales Tax Receipts with South King Housing and Homelessness Partners (“SKHHP”) Cities to Administer Funds Under RCW 82.14.540**

This Companion Agreement expands the Parties of the Interlocal Agreement for pooling sales tax receipts with SKHHP cities to administer funds under RCW 82.14.540 (“Companion Agreement”) to include the City of Renton (“Renton”), a municipal corporation of the State of Washington.

**WHEREAS**, this Companion Agreement is made pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, to address the use of pooled tax receipts for affordable and supportive housing sales and use tax in accordance with RCW 82.14.540(10); and

**WHEREAS**, the cities of Auburn, Burien, Des Moines, Federal Way, Kent, Normandy Park, and Tukwila expressed an intention to enter into an Interlocal Agreement with an effective date of March 1, 2021, for the purpose of pooling sales tax receipts with SKHHP to administer funds under RCW 82.14.540; and

**WHEREAS**, consistent with the intent and spirit of pooling sales tax receipts with SKHHP to administer funds under RCW 82.14.540, the SKHHP Executive Board voted to expand the Interlocal Agreement to include the City of Renton through the execution of this Companion Agreement by an affirmative vote of a two-thirds majority of the membership of the SKHHP Executive Board;

**NOW, THEREFORE**, in consideration of the mutual promises, benefits, and covenants contained in this Agreement, the City of Renton agrees to the above recitals and the following terms and conditions:

**Section 1.** The City of Renton agrees to and adopts the recitals, mutual promises, benefits, terms, covenants, and conditions of the Interlocal Agreement for pooling tax receipts with SKHHP cities to administer funds under RCW 82.14.540 signed by the cities of Auburn, Burien, Des Moines, Federal Way, Kent, Normandy Park, and Tukwila, which Interlocal Agreement is attached hereto as **Exhibit A**.

**Section 2.** This Companion Agreement will be in full force on the date of execution.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF RENTON**

\_\_\_\_\_  
Armondo Pavone  
Mayor

Attest:

\_\_\_\_\_  
Jason Seth

City Clerk

Approved as to form:

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Shane Moloney  
City Attorney

DRAFT

**DRAFT RESOLUTION NO. 2021-01**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING 2021 FEDERAL POLICY PRIORITIES

**WHEREAS**, the SKHHP Executive Board has agreed to advocate for certain federal policy issues for 2021; 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 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 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 \_\_\_\_\_, 2021.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The SKHHP Executive Board adopts the SKHHP 2021 Federal Policy Priorities as shown in Attachment 1.

**Section 2.** SKHHP staff shall distribute a copy of the 2021 Federal Policy Priorities to the appropriate Federal representatives and to other government entities and organizations.

**Section 3.** SKHHP staff shall work with other organizations and agencies with shared legislative priorities and advocate, testify, and/or otherwise promote legislative support for the SKHHP priorities.

**Section 4.** This Resolution will take effect and be in full force on passage and signature.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**SOUTH KING HOUSING AND HOMELESSNESS PARTNERS**

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

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# 2021

## South King Housing and Homelessness Partners Federal 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, Washington State residents to access affordable housing and to preserve the existing affordable housing stock.

SKHHP supports the following federal legislative priorities for 2021:

### UPHOLD FAIR HOUSING

**Reinstate HUD's 2015 Affirmatively Furthering Fair Housing (AFFH) Rule and Assessment of Fair Housing process.** Take steps to implement the Fair Housing Act's AFFH mandate for all housing and community development programs throughout the federal government, as envisioned in the Fair Housing Act and Executive Order 12892.

### ENSURE FEDERAL RESPONSES TO THE COVID-19 PANDEMIC ARE FAIR AND EQUITABLE

Additional eviction protections, emergency rental assistance, resources to respond to and prevent outbreaks among people experiencing homelessness, and other funds and protections to ensure housing stability will be needed throughout 2021.

**Work to ensure a complete and equitable housing recovery for the lowest income and most marginalized households,** including people of color, people with disabilities, people experiencing homelessness, seniors, families with children, immigrants, and other individuals and their communities.

### ENHANCE AND PROTECT REVENUE TOOLS FOR AFFORDABLE HOUSING AND HOMELESSNESS SERVICES

**Expand the low income housing tax credit (LIHTC) program.** The LIHTC program is the largest and most successful tool for financing housing production and preservation of affordable rental housing.

Expansion of this program is critical for addressing affordability across the region.

**Protect and expand the National Housing Trust Fund** housing resource targeted to help build and preserve housing affordable to people with the lowest incomes.

**Preserve and increase HUD resources for federal affordable housing programs** including: CDBG, HOME, Section 4, project-based and tenant-based rental assistance.

Contact:

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





## 2020 Fourth Quarter Progress Report – October - December

### 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

**Website:**

<http://skhhp.org>

**Phone:**

(253) 329-7394

**Email:**

[info@skhhp.org](mailto:info@skhhp.org)

The following is a SKHHP progress report for the fourth quarter of 2020. This quarter included hiring a SKHHP Program Coordinator, continued SKHHP Advisory Board outreach with individuals and organizations throughout South King County, award of Microsoft Philanthropies grant funds, and informational sessions with Washington State Legislators.

#### GOVERNANCE AND ADMINISTRATION

- Program Coordinator hired
- Advisory Board outreach

#### POLICY AND PLANNING

- Legal review of interlocal agreement to pool SHB 1406 funds.
- Support for City Housing Action Plans
- Resolution encouraging local, regional, and statewide housing stability policies
- Awarded Microsoft Philanthropy grant for establishing housing capital fund and pursuing 501(c)(3) status

#### 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
- SoKiHo – South King County planners group

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

- Auburn homelessness outreach program
- Master Homebuilders Association of King and Snohomish County housing toolkit

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

- Adoption of 2021 Washington State Legislative priorities
- Informational sessions with Washington State Legislators:
  - Representative Steve Berquist
  - Representative Joe Fitzgibbon
  - Representative Mia Gregerson
  - Representative Nicole Macri
  - Representative Tina Orwall
  - Senator Mona Das
  - Senator Joe Nguyen
  - Senator Rebecca Saldaña

**South King Housing and Homeless Partners  
Fund Status As of December 2020**

SKHHP Fund	BUDGET	ACTUAL
<b>OPERATING REVENUES</b>		
Auburn	26,000	26,000
Burien	15,000	15,000
Covington	7,500	7,500
Des Moines	7,500	7,500
Federal Way	26,000	26,000
Kent	34,000	34,000
Normandy Park	4,000	4,000
Renton	34,000	34,000
Tukwila	7,500	7,500
Unincorporated KC	34,000	34,000
King County additional contribution	41,000	41,000
Contributions/Donations	20,000	15,000
<b>HB 1923 GRANT REVENUES</b>		
Auburn	20,000	16,667
Burien	20,000	16,667
Federal Way	20,000	16,667
Kent	20,000	16,667
Renton	20,000	16,667
Tukwila	20,000	16,667
<b>INTEREST EARNINGS</b>		
	-	1,047
<b>Total</b>	<b>376,500</b>	<b>352,549</b>
<b>EXPENDITURES</b>		
	<b>BUDGET</b>	<b>ACTUAL</b>
SKHHP Cost Reimbursement	408,420	262,752
Administration Fee	24,400	24,400
<b>Total</b>	<b>432,820</b>	<b>287,152</b>
Beginning Fund Balance – January 1, 2020	205,945	
Estimated Net Change In Fund Balance	53,728	
Estimated Ending Fund Balance – December 31, 2020	259,673	

SKHHP Cost Reimbursement Detail	Actual
<b>EXPENDITURES</b>	
Wages	103,707
Benefits	39,291
Supplies	104
Professional Services	101,317
Interfund Allocations	18,333
<b>Total</b>	<b>262,752</b>

## **Cedar River Group Scope SKHHP Housing Capital Fund**

### **1. SKHHP Housing Capital Fund Structure, Policies and Program Guidelines**

Conduct research and assist in facilitating conversations with the SKHHP Executive Board to develop an organizational approach and administrative structure for how SKHHP Housing Capital Funds are allocated and monitored for compliance over time. Work will draw on the experiences of other regional collaborations and include identification of options for discussion with SKHHP Board and staff.

#### Resources Documents to Draw From:

- SKHHP Interlocal Agreement
- ARCH and AHA processes and procedures
- Work exploring creation of 501c3

#### Issues to Address:

- Process for establishing priorities for use of capital funds
- Application process for soliciting funding applications, including application documents required
- Role of the Advisory Board in determining priorities and in funding allocation decisions
- Process for evaluating applications and making recommendations
- Process for approving decisions about use of capital fund dollars
- Documentation required once funding decisions are approved
- Approach, included resources needed, to monitor compliance of units created with capital fund

#### Key Questions to Resolve:

- Should the funding allocation process be structured once a year or more frequently (i.e. to have flexibility to address emerging issues)?
- Should SKHHP participate in the Joint Funders application process with other jurisdictions in King County? If so, how would that work?
- What voting threshold should be required for Board approvals of funding recommendations?
- What is the role of member jurisdictions (Councils or executives) in final capital funding allocation decisions?
- Is the approval process the same if the capital funding is secured from member resources as opposed to outside resources (i.e., philanthropy)?
- Should SKHHP pursue bonding potential/capacity?

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

Create strategic marketing materials highlighting the needs and opportunities within the SKHHP region, and the goals, potential uses and benefits of creating a SKHHP capital fund. CRG will create a one-page narrative (e.g., story/case statement) for the SKHHP Housing Capital Fund.

SKHHP staff will develop infographic tools and any associated marketing and communications materials.

- Review existing data and materials; discussions with board members and/or staff to capture key elements for narrative
- Clarify audience, purpose, and anticipated use for narrative and other materials
- Create draft and final case statement narrative

### **3. Conduct Research on Potential SKHHP Capital Fund Investors**

Conduct research on the most viable SKHHP Housing Capital Fund investors including corporations, philanthropic organizations, foundations, etc. 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.

- Identify potential philanthropic sources
- Reach out to at least 5 selected sources for discussions about the level of interest in supporting SKHHP
- Develop list of potential sources, including identification of most promising sources
- Work with Microsoft to plan events – purpose, participants, materials, agendas
- Plan and execute two meetings/forums to encourage support for SKHHP Capital Fund

### **Schedule**

<u>Task</u>	<u>Board Meeting</u>
1. SKHHP Capital Fund Structure, Policies and Program Guidelines	March, April, May
2. Housing Capital Fund Marketing and Communications Materials	April
3. Conduct Research and Potential Capital Fund Investors	May, June