

**SKHHP Executive Board
August 19, 2022, 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

Or in person public attendance at:

Federal Way City Hall
Hylebos Conference Room
33325 8th Ave South
Federal Way, WA 98003

I.	CALL TO ORDER	1:00
	ROLL CALL	
	INTRODUCTIONS OF ADVISORY BOARD MEMBERS AND OTHER ATTENDEES	

II.	REVIEW AGENDA/AGENDA MODIFICATIONS	
------------	---	--

III.	APPROVAL OF JULY 15, 2022 MINUTES	Page 4
	(ATTACHMENT A)	
	Motion is to approve the July 15, 2022 SKHHP Executive Board meeting minutes	

IV.	EDUCATIONAL ITEM	
a.	A Regional Coalition for Housing (ARCH) Housing Trust Fund	1:10 – 1:50
	<u>Purpose:</u> Presentation and discussion with ARCH staff to better understand how their housing trust fund is administered.	
	<u>Background:</u> ARCH, a regional housing partnership on the east side of King County, has been administering a housing trust fund since the mid-1990s. The goal is to learn from their experience and gain insight as the SKHHP Executive Board enters into the first Housing Capital Fund application review process this fall.	
	<u>Guest presentation:</u> Elsa Kings, ARCH Housing Trust Fund Manager	

For informational purposes only, no action is proposed

b. King County Regional Homelessness Authority (KCRHA)

1:50 – 2:30

Purpose: Presentation by King County Regional Homelessness Authority (KCRHA) staff providing an update on regional planning and data collection.

Background: KCRHA, formed by an interlocal agreement in 2019, is the designated Continuum of Care in King County. Staff from KCRHA was last before the SKHHP Executive Board in September 2021 to introduce their agency and planning work.

KCRHA staff will provide an update to their work over the past year, including an overview of the agency’s five year planning process, the Point in Time Count annual count of people experiencing homelessness conducted earlier this year, and their work on a sub-regional landscape analysis.

Guest presentation: Alexis Rinck

For informational purposes only, no action is proposed

V. OLD BUSINESS

a. RESOLUTION 2022-04 – 2023 SKHHP WORK PLAN AND BUDGET

[Page 9](#)

2:30 – 2:45

(ATTACHMENT B)

Purpose: Executive Board adoption of 2023 Work Plan and Operating Budget.

Background: The 2023 work plan and budget was developed in consultation with the staff work group and Advisory Board with initial Executive Board review and discussion at the June meeting. After initial Executive Board review, staff brought the work plan and budget to each SKHHP member jurisdiction to solicit feedback.

Staff presentation: Angela San Filippo

Motion is to approve Resolution 2022-04 (ATTACHMENT B) adopting the 2023 SKHHP work plan and budget.

VI. NEW BUSINESS

a. 2022 SECOND QUARTER PROGRESS REPORT

[Page 16](#)

2:45 – 2:50

(ATTACHMENT C)

Purpose: Consistent with the interlocal agreement, staff to present the second quarter budget and progress report for Executive Board review.

Background: Staff provides quarterly budget and progress reports consistent with the SKHHP Interlocal Agreement. The

quarterly progress reports are meant to serve as an accountability and progress update as well as a tool for Board members to update their member Councils and other interested parties. Staff presentation followed by Board discussion provides opportunity for feedback prior to finalization and distribution to SKHHP partners.

For review, discussion, and Board feedback only, no action is proposed

VII.	UPDATES/ANNOUNCEMENTS	2:50 – 3:00
	<ul style="list-style-type: none">• SKHHP State legislative priorities progress update	
VIII.	ADJOURN	3:00

RESOLUTION NO. 2021-03**A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2023 SKHHP WORK PLAN AND OPERATING BUDGET**

WHEREAS, pursuant to the Interlocal Agreement, the SKHHP Executive Board approves an annual work plan and budget each year to guide the work of SKHHP staff; and

WHEREAS, pursuant to the Interlocal Agreement the annual budget includes an itemization of all categories of budgeted expenses and itemization of each Party's contribution, including in-kind services; and

WHEREAS, upon adoption, the annual work plan and budget will be transmitted to each participating jurisdiction for approval by their legislative body; and

WHEREAS, the budget will not become effective until approved by the legislative body of each jurisdiction and adopted by the SKHHP Executive Board; and

WHEREAS, if a party does not approve the work plan or budget in a timely manner, the Executive Board may adopt the annual budget and work plan with a two-thirds majority vote; and

WHEREAS, the purpose of the annual work plan and budget 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 2023 work plan includes five goals with corresponding action items that further SKHHP's mission and address SKHHP's overarching objectives to promote sound housing policy and planning; increase affordable housing investment; and provide outreach, education and advocacy for South King County's housing needs.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the 2023 SKHHP Work Plan in Attachment A.

Section 2. The Executive Board adopts the 2023 SKHHP Operating Budget in Attachment B.

Section 3. Each party's contribution to SKHHP's operating budget will be transmitted on an annual basis during the first quarter of the calendar year.

Section 4. This Resolution will take effect and be in full force upon approval by the legislative body of each participating jurisdiction.

Dated and Signed this ____ day of _____, 2023.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

NANCY BACKUS, CHAIR

DRAFT

RESOLUTION 2022-04 – ATTACHMENT A

SKHHP 2023 WORK PLAN

PURPOSE

Establish a 2023 SKHHP work plan and budget that is shaped by member jurisdictions, is consistent with the SKHHP Interlocal Agreement, and furthers SKHHP's mission.

BACKGROUND

Established by interlocal agreement, SKHHP jurisdictions 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 2023 SKHHP work plan, developed in consultation with the staff work group and Advisory Board, builds on work done in previous years to establish a housing capital fund through pooled public resources, increase philanthropic and corporate investment through the creation of a SKHHP fundraising branch, and establish a community advisory board to help ground decision-making in community needs and interests.

The work plan is organized into five goals and corresponding action items. Each action is identified by priority as follows:

- Critical – necessary to carry out the Interlocal Agreement or fully implement previous work
- Important – priority but not necessary
- Desirable – not as high priority, would be nice to get to

Prioritization of action items acknowledges that full execution of the work plan requires SKHHP to be at full staff capacity and allows for flexibility and adaptability based on emerging issues and opportunities.

Quarterly budget and progress reports on the status of the work plan elements will be submitted to the SKHHP Executive Board and the legislative body of each member jurisdiction as follows:

Quarter 1: May | **Quarter 2:** August | **Quarter 3:** November | **Quarter 4:** February

In accordance with the Interlocal Agreement, the 2023 SKHHP Work Plan will be approved by the legislative body of each member jurisdiction and the SKHHP Executive Board.

SKHHP MISSION

South King County jurisdictions working together and sharing resources to create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving quality affordable housing in South King County.

OBJECTIVES

- **Housing Policy and Planning.** Share technical information and resources to promote sound housing policy
- **Affordable Housing Investment.** Coordinate public resources to attract greater private and public investment for affordable housing in South King County
- **Outreach, Education, and Advocacy.** Provide a unified voice to advocate for South King County needs at a local, regional, and state levels


GOAL 1. Define strategy, direction, and long-term goals to implement SKHHP

 Interlocal Agreement

Critical

- Develop a long-term funding strategy for the SKHHP Housing Capital Fun and facilitate conversations with member jurisdictions to identify and explore dedicated sources of revenue for affordable housing at the local and regional level.
- Develop annual work plan and budget.
- Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.

Important

- Develop a plan to build capacity of SKHHP.



GOAL 2. Build long-term sustainability for SKHHP Housing Capital Fund.

Critical

- Facilitate final 2022 funding allocations through member Councils.
- Prepare contract documents and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments.
- Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund.

Important

- Work collaboratively with public funders at the state and local levels to promote shared affordable housing goals and equitable geographic distribution of resources.
- Work with private investors and lenders to maximize leverage of public investment into affordable housing.
- Work with member cities and project sponsor to start developing a pipeline of projects to be funded over the next five years.
- Actively vet potential projects and lead funding policy and prioritization discussions with SKHHP Executive Board.



GOAL 3. Work with partner jurisdictions to enhance and develop new local policies and programs that protect existing affordable housing stock, provide housing security, and accelerate access to affordable housing.

Critical

- Develop subregional housing preservation strategies.
- Continue to improve and refine and conduct regular updates to housing policy matrix and affordable housing database (being developed in 2022).
- Convene city and county land use planners to share best practices and increase coordination and collaboration on housing policy and planning.
- Support efforts to advance 5-year action plan identified by the Regional Affordable Housing Task Force.

Important

- Develop a program to assist member cities with administering local housing incentive programs, including density bonus, multifamily tax exemption (MFTE), impact fee waivers, and other programs.



GOAL 4. Represent South King County and its unique affordable housing needs at all relevant decision tables and foster collaboration between partners.

Critical

- Represent SKHHP at relevant local and regional meetings and forums that help advance SKHHP’s mission and provide a voice for increasing access to safe, healthy, and affordable housing in South King County.

Important

- Build relationships with state and federal legislators through organizing work sessions, and providing progress updates.



GOAL 5. Further strengthen regional stakeholders’ understanding of the spectrum of affordable housing options, the range of related needs and opportunities, and the housing system.

Critical	Important	Desirable
<ul style="list-style-type: none"> • Coordinate with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials, stakeholders, and community members. • Monthly SKHHP Executive Board educational topics on emerging housing and homelessness topics. 	<ul style="list-style-type: none"> • Annual updates to non-SKHHP South King County cities and relevant stakeholder groups. 	<ul style="list-style-type: none"> • Work with HDC, affordable housing developers, and city and county planners to reimagine the South King County Joint Planners and Developers work group.

RESOLUTION 2022-04 – ATTACHMENT B

2023 SKHHP Operating Budget

Projected beginning fund balance - January 1, 2023	\$194,188
Projected ending fund balance - December 31, 2023	\$116,771.76

REVENUES

Auburn	\$34,385
Burien	\$19,838
Covington	\$9,919
Des Moines	\$9,919
Federal Way	\$44,965
Kent	\$44,965
Maple Valley	\$9,919
Normandy Park	\$5,290
Renton	\$44,965
Tukwila	\$9,919
Unincorporated King County**	\$44,965
King County**	\$30,035
Interest earnings	
Office space (in-kind donation)	\$12,000
TOTAL REVENUES	\$321,084.00
<i>Spend down balance</i>	<i>\$77,416.24</i>
TOTAL	\$398,500.24
EXPENSES	
Salaries and benefits	\$290,803.85
Misc - travel, phone, postage	\$12,000.00
Advisory Board compensation	\$14,400.00
Office space (in-kind donation)	\$12,000.00
Supplies	\$1,000.00
Professional development	\$5,000.00
Interfund IT	\$28,160.00
Subtotal	\$363,363.85
Administering agency – 10% Administrative Fee*	\$35,136.39
TOTAL	\$398,500.24

*10% administrative fee is calculated as a percentage of operating costs which does not include in-kind donations, or carry forwards.

**King County contribution based on the population of unincorporated King County is shown as increasing at the same rate as other partner jurisdictions and the additional allocation decreasing to maintain a total contribution of \$75,000 per year.



SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

2022 Second Quarter Progress Report. The following is a SKHHP progress report for the second quarter of 2022. This quarter included development of the 2023 work plan and budget, recruitment and outreach for the SKHHP Program Coordinator position, adoption of 2022 SKHHP Housing Capital Fund Guidelines.



GOVERNANCE AND ADMINISTRATION

- Adoption of 2022 SKHHP Housing Capital Fund Guidelines
- Adoption of Executive Board Rules of Procedure
- Development of 2023 Work Plan and Budget
- Outreach and recruitment for SKHHP Program Coordinator
- Transfer City funds committed to SKHHP Housing Capital Fund



POLICY AND PLANNING

- Kickoff of SKHHP Affordable Housing Inventory database and dashboard
- Development of South King County housing policy matrix
- Support for implementation of South King County 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 public funders group
- Puget Sound Regional Council (PSRC) Regional TOD Committee
- SKC Homelessness Advisory Committee (HAC)
- SKC Human Service Planners group
- Sound Cities Association (SCA) Caucus to the AHC

SKHHP Executive Board educational topics

- Gregg Coburn, co-author of Homelessness is a Housing Problem
- Fair Housing Center – fair housing laws, regional enforcement and implementation
- Housing Connector –connecting private property owners to those most in need of housing

Strengthen regional stakeholders' understanding of housing needs in SKC

- Presentation to PSRC Growth Management Policy Board – subregional housing panel
- Presentation on SKHHP Housing Capital Fund to philanthropic funders group
- Annual update and progress report to non-SKHHP south King County cities and stakeholder organizations

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.

MISSION. Create a coordinated, comprehensive, and equitable approach to increasing housing stability, reducing homelessness, and producing and preserving affordable housing in South King County.

CONTACT. Website: skhhp.org | Phone: (253) 329-7394 | Email: info@skhhp.org

**South King Housing and Homelessness Partners
Fund Status As of June 2022**

	OPERATING BUDGET	HOUSING CAPITAL FUND	DEPARTMENT OF COMMERCE GRANT
Auburn	29,900	305,338	20,000
Burien	17,250	146,350	20,000
Covington	8,625	-	
Des Moines	8,625	51,777	
Federal Way	29,900	243,141	
Kent	39,100	330,312	20,000
Maple Valley		-	
Normandy Park	4,600	2,863	
Renton	39,100	337,320	20,000
Tukwila	8,625	30,976	20,000
Unincorporated KC	39,100	-	-
King County additional contribution	35,900	-	-
Contributions/Donations		-	-
INTEREST EARNINGS	800	-	-
Total	261,525	1,448,077	100,000
EXPENDITURES			
SKHHP Cost Reimbursement	279,860		
Administration Fee	28,000		
Total	307,860		
Beginning Fund Balance – January 1, 2022	224,913		
Estimated Ending Fund Balance – December 31, 2022	186,588		
Estimated net change in fund balance – December 31, 2022	(38,325)		

SKHHP Cost Reimbursement Detail	
EXPENDITURES	
Wages	69,412
Benefits	22,313
Supplies	-
Professional Services	249
Interfund Allocations	10,667
Administrative fee	7,175
Total	109,815