



**MINUTES**

**I. CALL TO ORDER**

Dorsol Plants called the meeting to order at 3:33 pm.

**II. ROLL CALL/ESTABLISHMENT OF QUORUM**

**Advisory Board members present:** Andrew Calkins, Uche Okezie, Ryan Disch-Guzman, Amy Kangas, Linda Smith, Maju Qureshi, Cathy Sisk, Tina Narron, Menka Soni

**Other attendees:** Claire Vanessa Goodwin, SKHHP; Dorsol Plants, SKHHP, Chaney Skadsen, City of Federal Way

**III. APRIL 6, 2023, MEETING MINUTES**

Motion to approve April 6, 2023 Minutes by Uche Okezie, Second by Linda Smith. (9-0)

**IV. ADVISORY BOARD ALTERNATES**

Dorsol Plants reviewed the bylaw changes that allowed for organizational members of the Advisory Board to select alternates. While the primary representative must attend the majority of the time, organizations can select and inform SKHHP staff who their alternate will be. SKHHP Staff are requesting each organization select an alternate by the July Advisory Board meeting to help maintain quorum during the rest of the year.

**V. HOUSING UPDATE FROM THE CITY OF FEDERAL WAY**

Chaney Skadsen, Senior Planner for the City of Federal Way provided an update on the Housing Action Plan (Attachment B). Adopted in October 2021, four primary objectives guide the housing action plan including: Promote new housing development that expands housing choices and is inclusive to community needs. Encourage homeownership opportunities and support equitable housing outcomes. Plan for continued growth and ensure the built environment promotes community development and increases the quality of life for Federal Way's existing and future residents. Preserve existing affordable housing stock to reduce displacement pressure.

Each objective is fulfilled or intended to be fulfilled by eight strategies identified in the Housing Action Plan. At the time of drafting, it was a priority of the City Council to identify how each strategy supported both market rate and income restricted affordable housing.

By 2044, Federal Way will need to provide for around 11,260 new units of housing. The most recent multi-family housing development in the city was in 2016. Conducting a buildable land assessment to help determine the city's capacity for growth, the downtown core was highlighted as an ideal location. The downtown core has existing capacity and has some of the densest zoning of any part of the city. The city hopes to better define the downtown to promote a dense, walkable, mixed-use city center.

Federal Way was incorporated in 1990 and had a suburban style of planning during its early stages. The Commons Mall is the largest property owner in the current downtown core. The area is entirely commercial with a lot of concrete surfaces. Leveraging the new Link Light Rail station in a well-designed and thought-out way will create a new desirable neighborhood with approximately 5,000 new units of housing.

There are some physical and design barriers to this upcoming transformation. One example is 320<sup>th</sup> Street which can have several lanes of high-speed traffic at various points. As a city develops something like a Downtown Center or their Housing Action Plan, steps must be taken at many levels to promote desired development in the area. One example of this is what Federal Way is calling “The Dip” which will be a pedestrian and bicycle traffic crossing over 320<sup>th</sup> Street to promote walkability.

The City owns property in the downtown core that is ripe for redevelopment. Presently, an old building previously used for commercial retail space sits vacant on the property. So far, the city has not seen speculative development associated with the upcoming Link Light Rail station. Capitalizing on the current opportunity, the city is working on a redevelopment plan to revitalize the whole area. On Tuesday, June 13 at noon, a demolition celebration will tear down the old, vacant building in preparation for the new development of 900 units of housing. This redevelopment will be split into three or four phases, with some details still being worked out with the developer. The vision is firmly established to create a variety of housing options including both rental and home ownership in a walkable community that prioritizes people.

The redevelopment plan is made possible by a new tool called Tax Increment Financing (TIF). TIF is a bet on the future, where the city pays for initial improvements to encourage new development believing the tax value will go up. The new development would not occur in those areas without the city’s initial coverage of the cost.

The city has been making changes to its code based on research economists did to find ways to make the city a place developers want to build. One example is to expand the Multi-Family Tax Exemption to include the Community Business zone. Another example is to provide predictability for school impact fees. In 2016-2017, the city had a multi-family moratorium which led to school impact fees rising to over \$20,000 per multi-family door. The city has placed a cap on school impact fees to prevent a pendulum effect of fees fluctuating from low to high.

Not every recommendation from the economist’s research was adopted, it was recommended that the city get rid of its income-restricted inclusionary zoning requirement which requires 5% of units in multi-family buildings be restricted to serve residents at 50% of AMI or below. While this is a cost to the developer, this has been one of the city’s most effective tools for generating affordable housing and is not subject to displacement like other measures. Instead, the city chose to remove the parking requirements for affordable housing which is a more direct saving to the developers.

Federal Way will see a second light rail station built further south than the first and will connect the city to Tacoma. This station has been delayed a few times and is currently slated to be completed in 2035. The future station creates another opportunity to expand housing in the city with this section of the city presently zoned for more “rural housing” development. Houses of this type are quarter arc in minimum size and allow for single-family units, with only two multi-family buildings in the area. The

rest is zoned industrial which does not allow for any residential. The city is prioritizing ways to revitalize this area that encourage growth but also prevent conflict from the varying zoning types.

Federal Way is also considering a strategy to encourage the production of Accessory Dwelling Units (ADUs). City staff receives multiple calls during the day seeking to develop ADUs, often from the property owner directly. While it is a heavily desired housing type in Federal Way out of the 60 permitted only 35 have been built so far as of 2021. One change to the permit process reduces the number of permits required so that ADUs require only one permit streamlining the process. Additionally, the city is seeking to reduce the cost of ADU production by proposing to exempt ADUs from school impact fees. Lastly, the city is seeking to remove regulatory barriers connected to lot sizes used before the city's incorporation which do not meet the minimum size standard to allow for ADUs.

Andrew Calkins was happy to see that Federal Way was going to keep the inclusionary zoning requirement and asked how many inclusionary zoning units had been produced under the policy. Andrew Calkins also asked if the city had looked at increasing zoning capacity in other areas of the city outside the Link Light Rail stations. Chaney Skadsen said that the city does have the exact number and believes it to be over 80 units. She provided clarification that for rentals under the inclusionary zone they served 50% AMI but for homeownership opportunities they served up to 80% AMI. Federal Way has been a pioneer in the region around inclusionary zoning and so the city is currently seeking to maintain the tool as currently written.

Ryan Disch-Guzman asked how the city is balancing the need to increase density with the challenges that arise from transitioning from a more Suburban environment. How has city staff encouraged and educated the community about these transitions? Chaney Skadsen responded that it includes informing the community that the housing desires have morphed. While some Americans still have a dream of a single-family home with a white picket fence, others are looking for greater density around community-shared spaces. Focusing on the opportunities that these changes bring. An increase in housing can support other communities such as commercial spaces to meet with friends or other people-activated spaces. Asking the residents what type of community they want, understanding that there must be homes to live there. The choice is good, and the city can meet your desires and the desires of other neighbors as well.

Uche Okezie asked if there was an identified process for the community to help guide the revitalization and development of the city. Chaney Skadsen stated that the city provides more public notices for multi-family development compared to other new development types. The city is holding forums and other community engagement pieces such as tabling at the Farmer's Market to collect community input for the current Comprehensive Plan and Housing Action Plan work. Federal Way will be holding a workshop specific for ADUs once the changes have been completed and are looking for opportunities on other hot topic issues.

## **VI. 2023 HOUSING CAPITAL FUND PROCESS**

Dorsol Plants reviewed the draft 2023 Housing Capital Fund process and funding guidelines (Attachment C). The 2023 Housing Capital Fund is scheduled to have the Application go live for distribution in July 2023. SKHHP Staff is requesting help from each Advisory Board member to help spread the word about the funding opportunity. The applications will be due by September 15, 2023, and the Advisory Board will begin the review process at the October 5, 2023, Advisory Board

meeting. At the November 2, 2023, Advisory Board meeting, the Housing Capital Fund recommendations will be selected and moved forward for final adoption at the November 17, 2023, Executive Board meeting. SKHHP staff will then work through the first quarter of 2024 to have the adopted recommendation reviewed by each contributing SKHHP City Council.

Dorsol Plants facilitated a discussion on whether the funding priorities from 2022 still reflected the Advisory Board's priorities in 2023. Ryan Disch-Guzman mentioned thinking about including a focus on economic opportunities like how the City of Federal Way previously spoke about tying new housing with new community amenities like public transportation which help to stabilize housing. Cedar Crossing is another development that was connected to the Roosevelt Link Light Rail station which empowered residents to be able to get to work without a car. Claire Goodwin highlighted that Transit-Oriented Development captures tying housing with transportation.

Andrew Calkins stated support for the Funding Guidelines and seconded Ryan Disch-Guzman's thoughts around economic opportunities. The concept aligns with a few of the current guidelines such as Collaboration, Transit Oriented Development, or Community Connections and Engagement, thinking there may be some way to capture these elements outside of housing.

Menka Soni added that reading through she felt it might be captured in Community Connections and Engagement, she asked if it would be possible to add Transitional Housing. Dorsol Plants responded by thinking there were some limitations based on the types of eligible projects. Claire Goodwin added that she would need to confer with the legal staff to ensure they would be eligible to use it, but she would investigate it. Claire Goodwin added that in the past more stable forms of housing were more what the Executive Board was hoping to support. Dorsol Plants added that King County Regional Homelessness Authority has had its five-year plan amended to include working with cities to provide housing types for 0-30% AMI which would include Transitional Housing. Claire Goodwin confirmed she would look further into whether it was an option for funding.

Linda Smith spoke in support of Transitional Housing and the way it supports moving people from homelessness to stable housing.

Amy Kangas added that her concern around Transitional Housing is that programs are tied strongly to time limits and residents can be evicted when time runs out of the program regardless of if they can afford market-rate rent without the support. Dorsol Plants confirmed his own experience with challenges with transitional housing programs and strict timelines leading to eviction. Claire Goodwin centered the discussion around funding priorities, which don't prevent the selection of a project like Transitional Housing but is a list of the top priorities to fund.

Andrew Calkins added he felt the focus should be on permanent housing, including Permanent Supportive Housing.

## **VII. 2024 WORK PLAN & BUDGET**

Claire Goodwin provided a brief update on the 2024 SKHHP Work Plan & Budget (Attachment D). The Executive Board did adopt the Work Plan & Budget at the May 19, 2023, meeting. SKHHP will send out the Work Plan & Budget to each of the member jurisdictions, most cities will be adopting the Work Plan & Budget on their consent agenda. SKHHP staff will be doing four presentations at some of the SKHHP partners.

## VIII. UPDATES & ANNOUNCEMENTS

Dorsol Plants checked with the Advisory Board if the July 6 meeting worked to hold an Advisory Board meeting. A quorum of Advisory Board members was available and willing to meet on July 6.

Dorsol Plants informed the Advisory Board that Jennifer Hurley had submitted her resignation for personal reasons. She appreciated her time on the Advisory Board and will miss everyone she got to work with during her time at SKHHP.

Dorsol Plants announced that Des Moines City Council would be going over their Housing Action Plan that night. The City of Tukwila would be holding an event for feedback on their comprehensive plan on June 6, 2023.

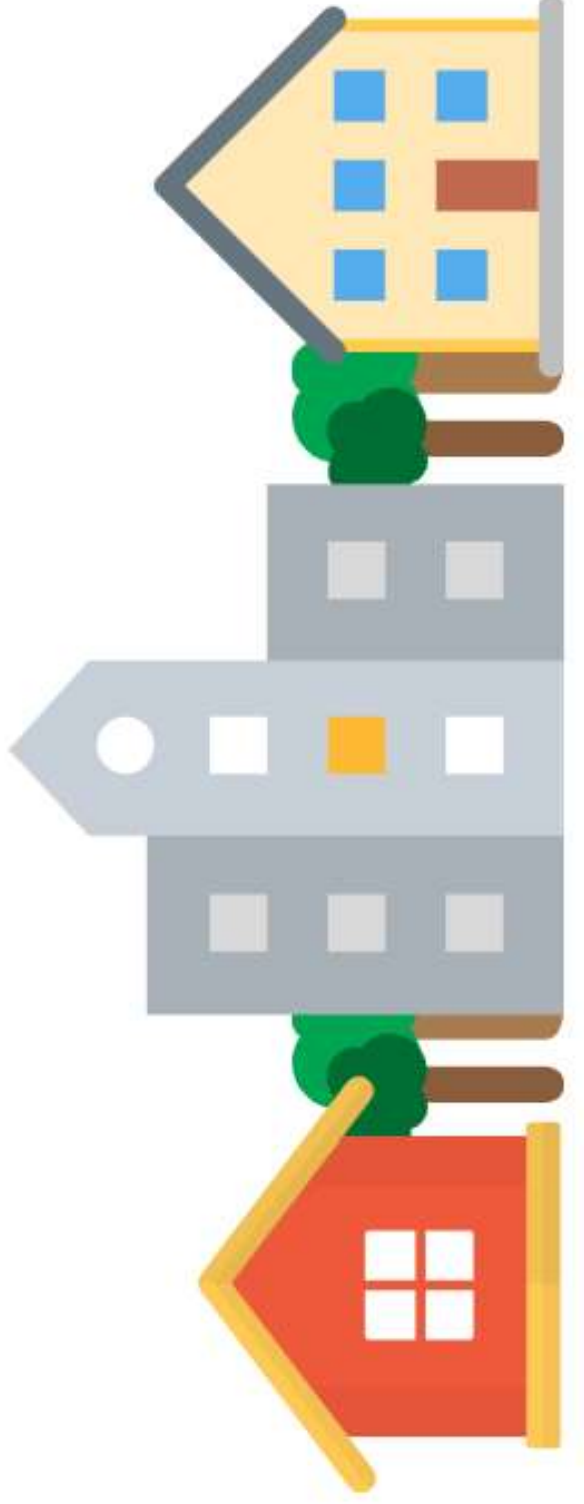
Uche Okezie provided a brief update on the May Executive Board meeting. Several cities provided the Executive Board with a briefing on how they support permitting affordable housing including Tacoma. A lot of times, permitting can provide barriers for developers to jump through, and good to hear other cities are working to resolve those issues. Uche Okezie updated the Advisory Board about Claire Goodwin's presentations on the 2024 Work Plan & Budget and the Housing Capital Fund Funding Guidelines. Dorsol Plants added they were great briefings and the SKHHP YouTube channel has the recording of those briefings.

## IX. CLOSING/ADJOURN

The meeting adjourned at 4:58 pm

*Dorsol Plants*

Program Coordinator-SKHHP



# Implementing Federal Way's Housing Action Plan

**SKHHP Advisory Board June 1, 2023**

**By Chaney Skadsen, Senior Planner**

# HAP Objectives

**Promote** new housing development that expands housing choices and is inclusive to community needs.

**Encourage** homeownership opportunities and support equitable housing outcomes.

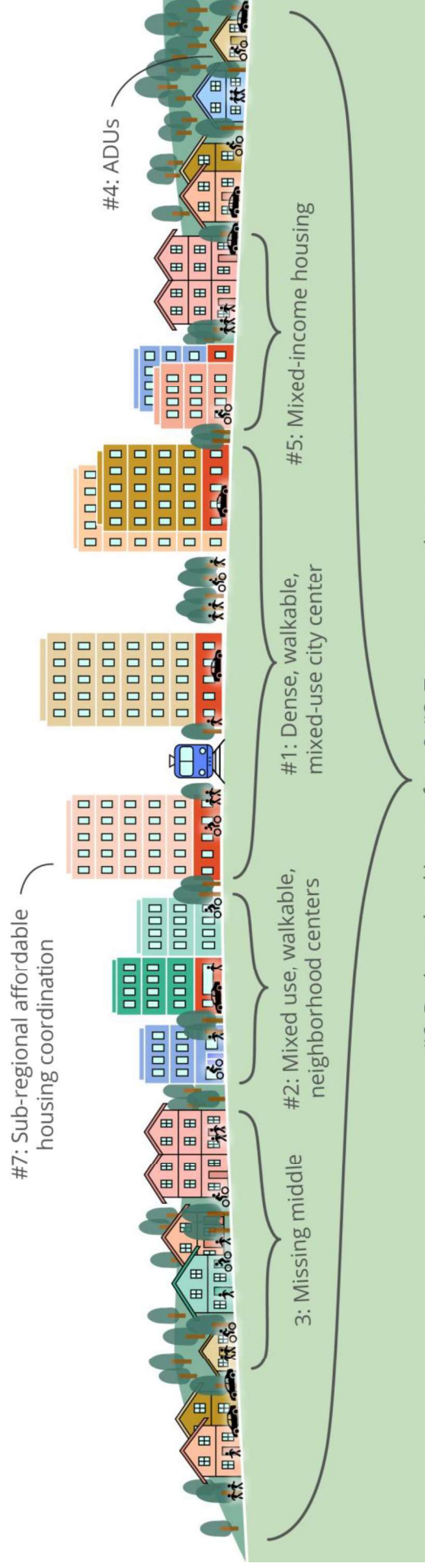
**Plan** for continued growth and ensure that the built environment promotes community development and increases the quality of life for Federal Way's existing and future residents.

**Preserve** existing affordable housing stock to reduce displacement pressure.



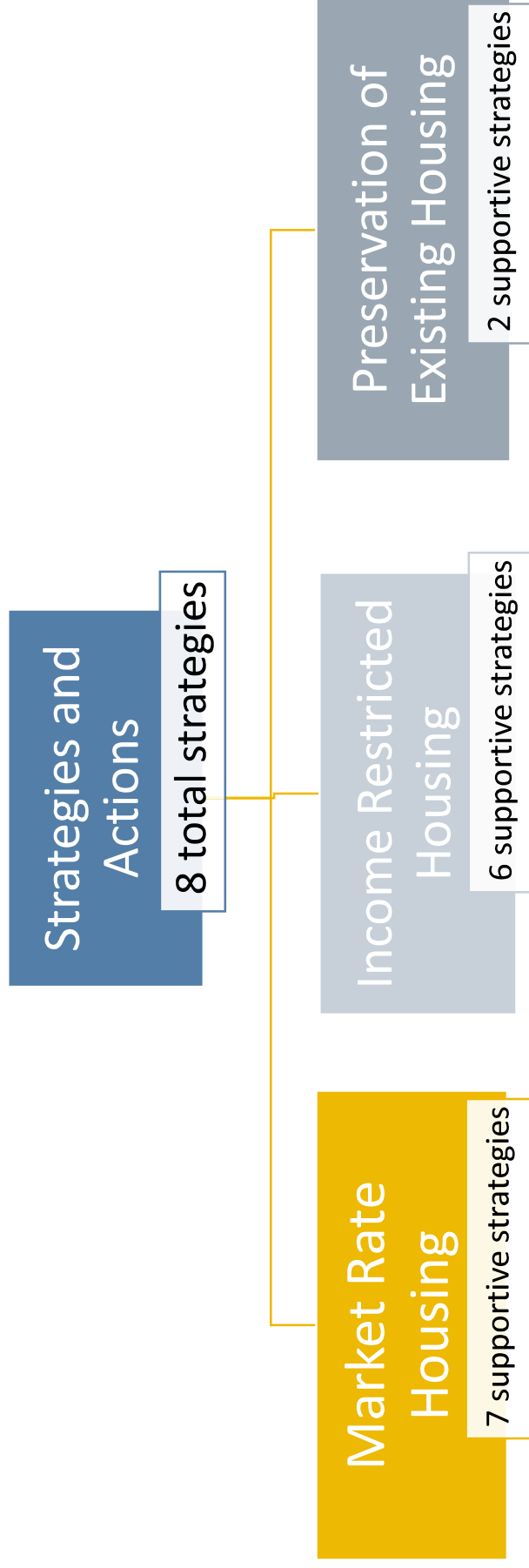
# HAP Strategies

- #1: Promote a dense, walkable mixed-use City Center
- #2: Promote mixed use, walkable, neighborhood centers
- #3: Expand “missing middle” development opportunities
- #4: Encourage ADU production
- #5: Ensure that incentives for mixed-income housing are effective
- #6: Review school impact fees on MF housing
- #7: Coordinate to support affordable housing development and preservation
- #8. Tenant protections and pathways to homeownership

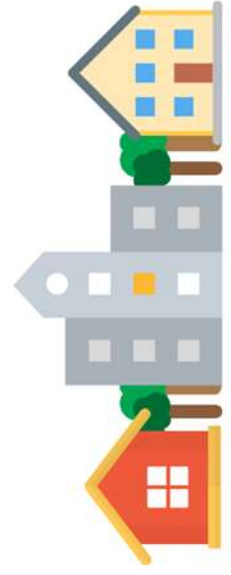
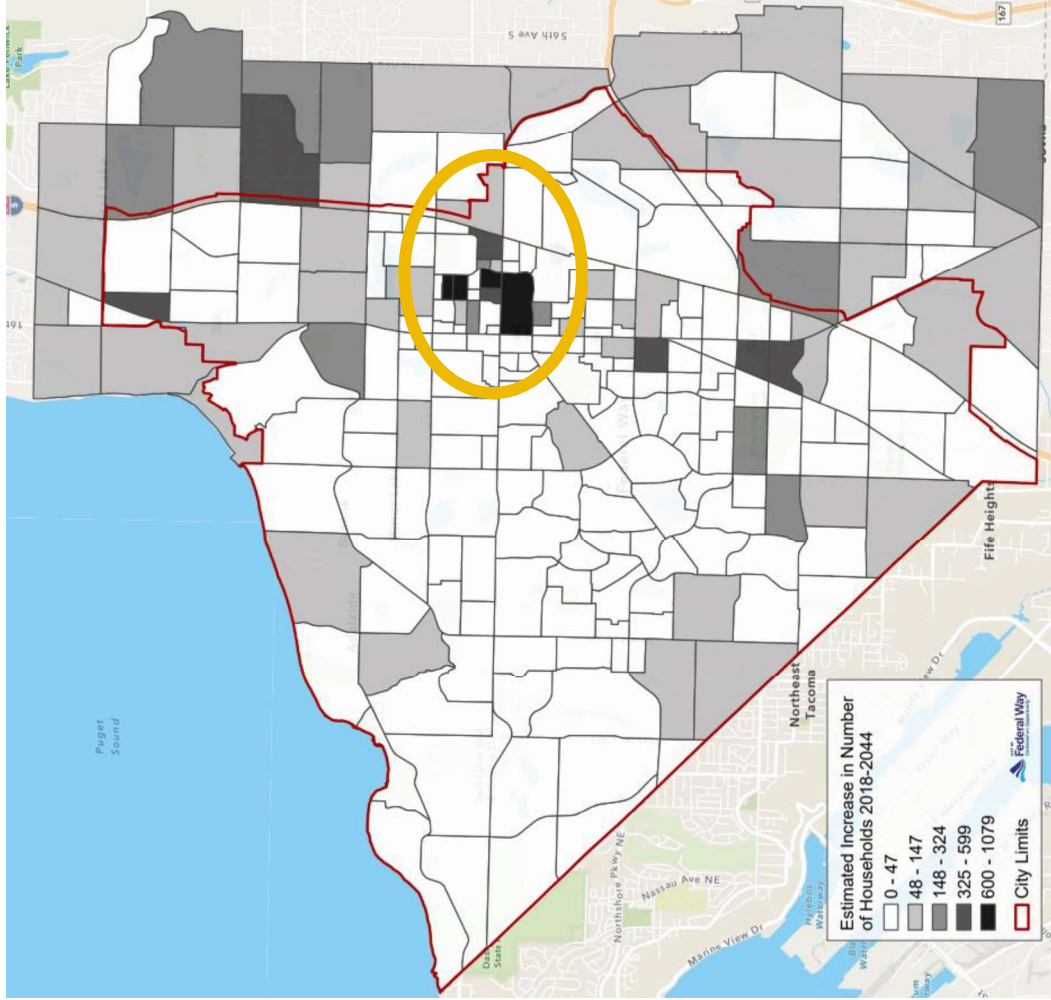




# HAP Housing Categories



# 11,260 New Housing Units by 2044

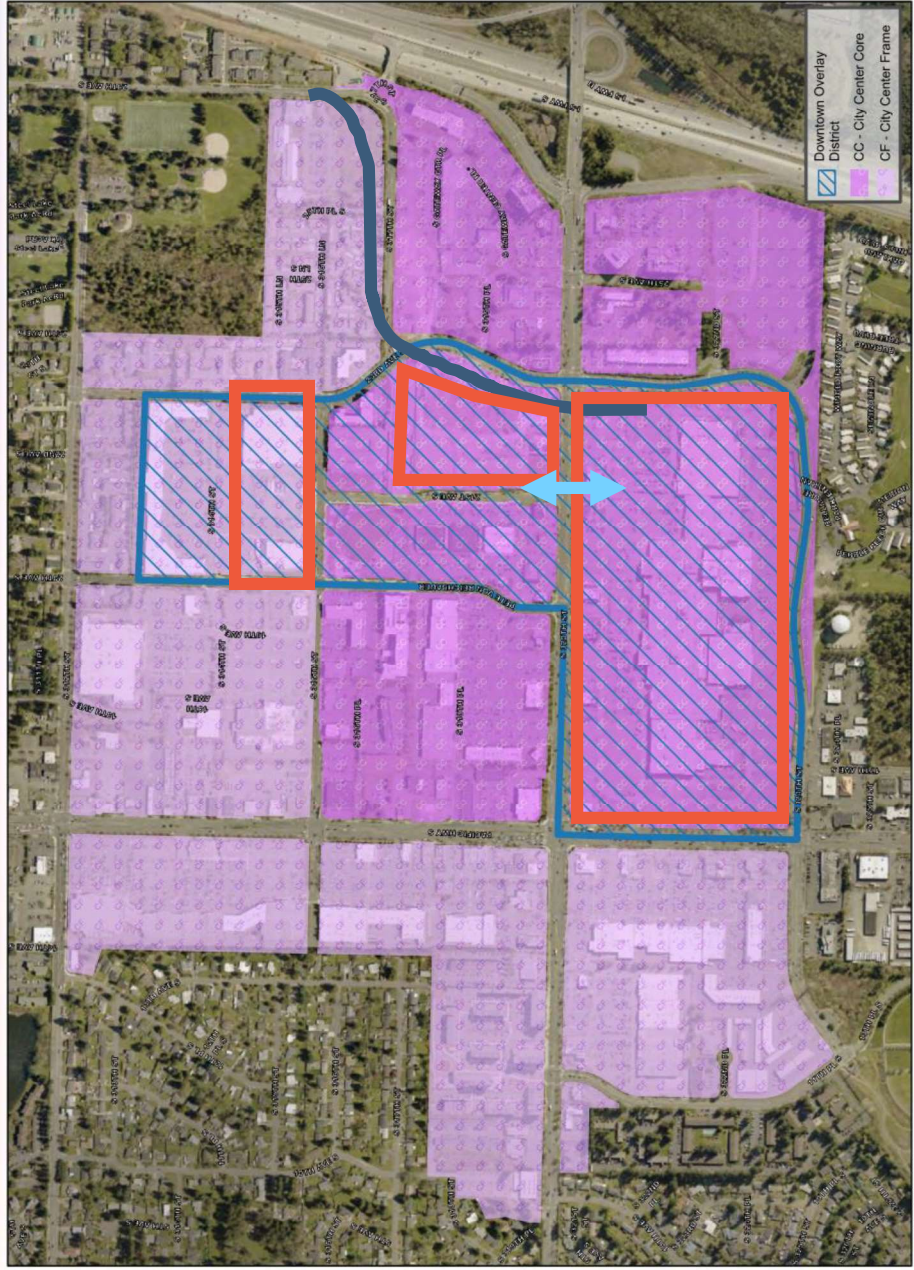




# Promote a dense, walkable, mixed-use City Center



## TRANSFORMING CITY CENTER & DEFINING DOWNTOWN



Approximately 5,000 housing units planned in City Center

Leverage light rail access

Improve development climate

Create a desirable neighborhood



# RISING FROM THE DUST

## DEMOLITION CEREMONY

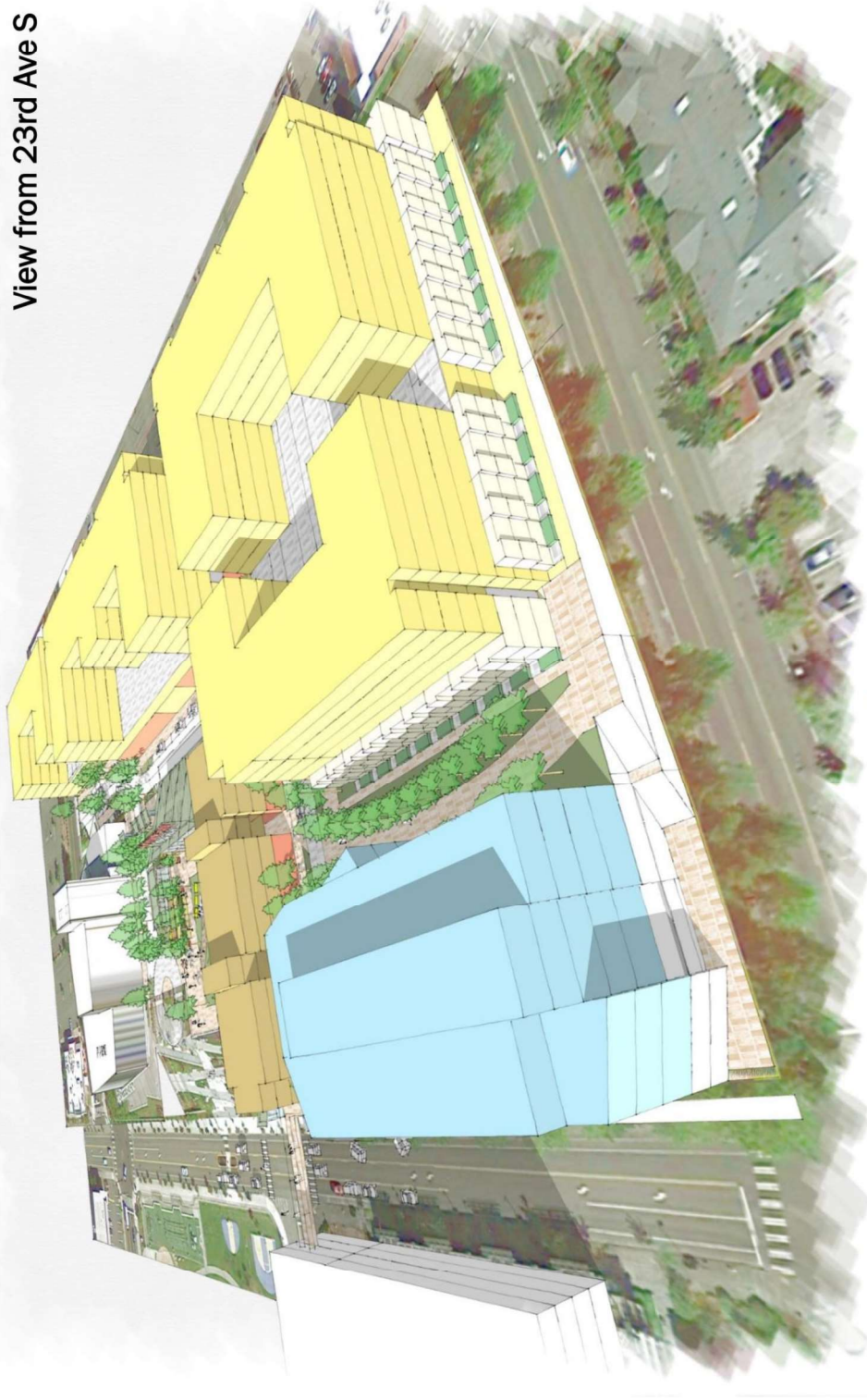
We are thrilled to unite the community and commemorate the demolition of the old Target building. "Rising From The Dust" marks the beginning of the TC-3 redevelopment plan in Federal Way!

**TUESDAY, JUNE 13 AT NOON**  
**PERFORMING ARTS AND EVENT CENTER**





## 4. Preferred Alternative



View from 23rd Ave S

## 4. Preferred Alternative

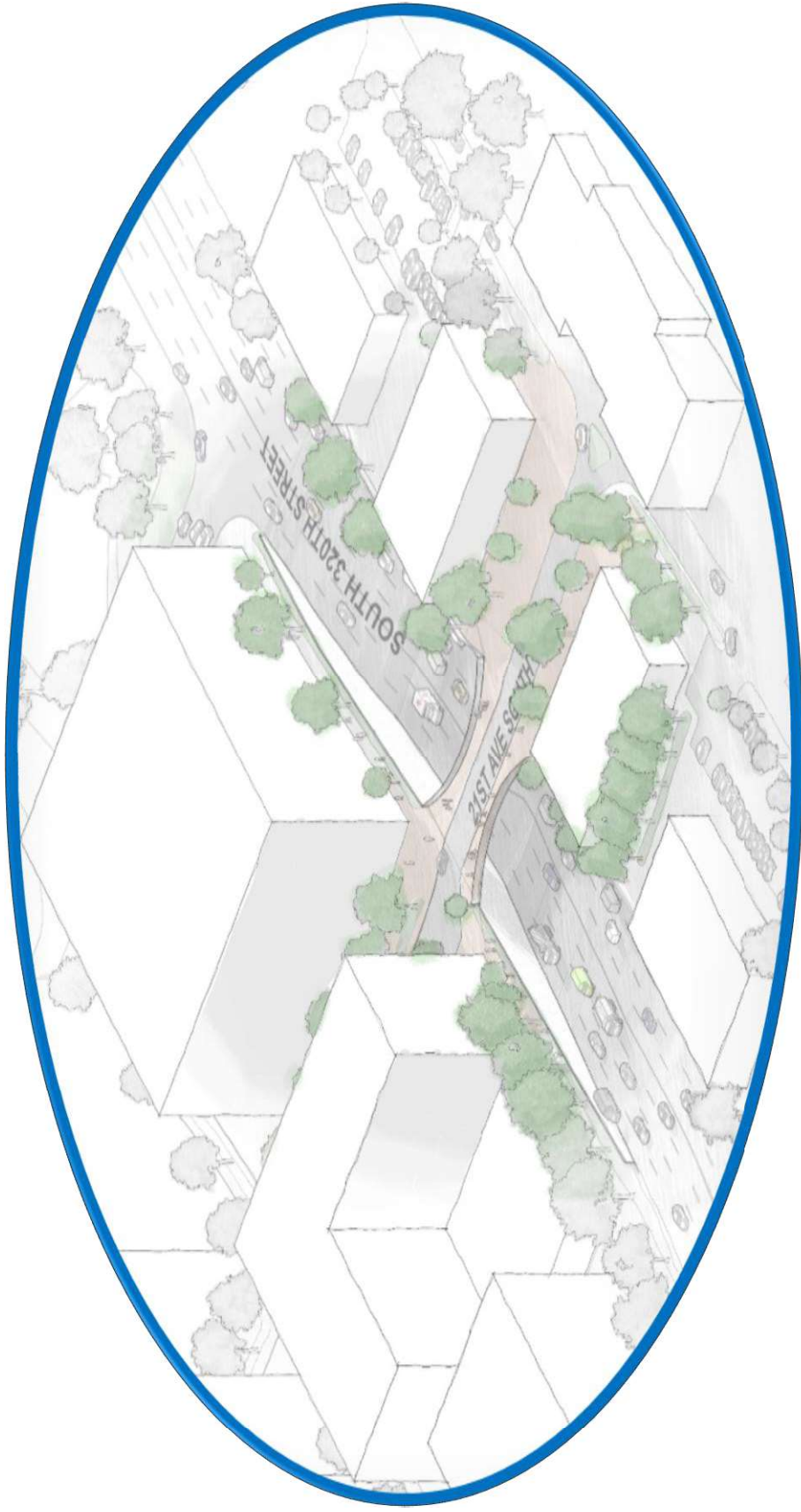






TRENT

# Prioritizing Pedestrians – The Dip



# Tax Increment Financing (TIF)

The theory of Tax Increment Areas is that the growth of investment, and therefore property taxes, will fund the public improvements in the area and that those promised public improvements have a direct impact on developer's decisions to invest in the area and the timing of those investments.

<b>Public Parking</b>	A stand-alone parking garage, public parking integrated into a private garage, shared parking agreements w/ other parties, other equivalent projects that would add parking
<b>Recreation</b>	New park or park expansion, civic plaza, park improvements, other equivalent projects that would add recreational amenities
<b>Mobility</b>	S 320 <sup>th</sup> dip, pedestrian promenade, protected bike lanes, transit shelters, bicycle lockers, City Center Access, other equivalent projects that would increase mobility
<b>Community Building</b>	Public market, senior center, City Hall, community center north, downtown meeting room, other equivalent projects that would add an indoor community space to the district
<b>Public Safety</b>	Improvements to benefit FWPD, improvements to benefit So. King Fire, improvements to lessen code compliance issues, other equivalent projects that would improve public safety
<b>Placemaking</b>	Gateway features, wayfinding signs, pedestrian nodes/public spaces, public art, lighting (e.g. catenary lights, etc.), special street furniture, other equivalent projects that would improve placemaking

# HAPI Grant Deliverables – Code Update

Revisions to MFTE have different procedural requirements than Title 19

1. Expand the Multi Family Tax Exemption (FWRC 3.30.030) to the Community Business (BC) zone;
2. Reduce the amount of ground floor non-residential space that is required;
3. Increase building height within 100 feet of single family for the BC zone;
4. Reduce the parking requirement for the BC zone;
5. Make consistent the open space requirement and allow for a fee in lieu of option;
6. Allow stormwater to be placed in vaults within the BC zone;
7. Provide predictability for school impact fees;
8. Remove the City’s inclusionary requirement; and,
9. Remove the restrictions on building form.

Proposed amendments for consideration

No proposed amendments

No proposed amendments

No proposed amendments at this time

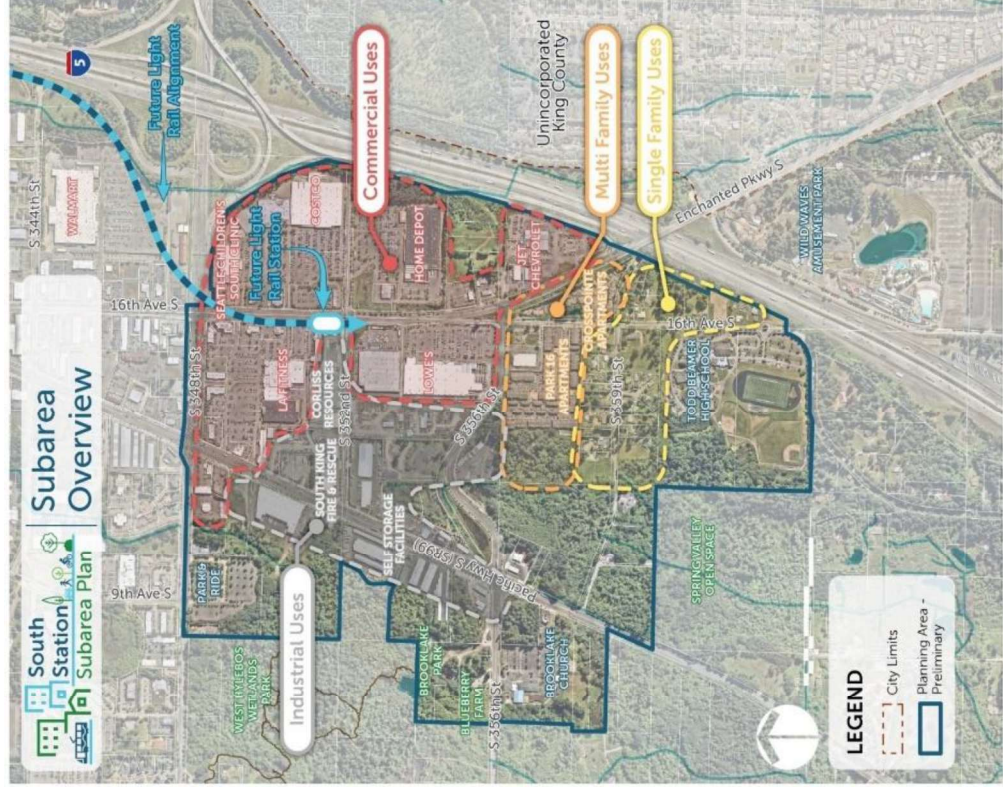
A change to Development Standards – planned for 2024

Proposed amendments for consideration

Proposed amendments for consideration

Proposed amendments for consideration

# #2: Promote mixed use, walkable, neighborhood centers



# #4: Encourage ADU production

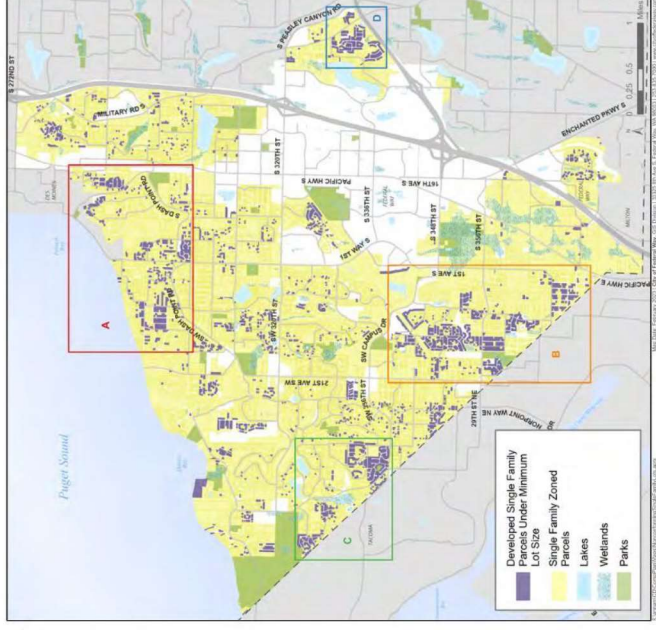
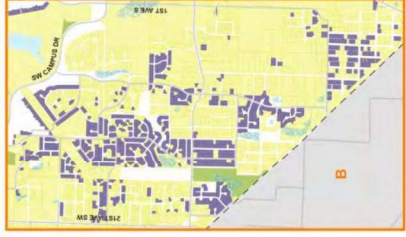
1. Streamline permitting process
2. Reduce cost for ADU production
3. Remove regulatory barriers

60 per  
35 built

## BREAKDOWN OF ADU TYPES

 **Developed Single Family Parcels with Nonconforming Lot Sizes**

 ADU



**Questions?**

# Housing Capital Fund Review

SKHHP Advisory Board Meeting 6.1.23



# Results of 2022 Housing Capital Fund

## Habitat for Humanity Seattle-King and Kittitas Counties: Burien

- Homeownership project, Phase 1 construction of 20 three-bedroom townhouses
- Average 50% of Area Median Income (AMI)
- \$300,000

## Mercy Housing Northwest: Burien Family Housing

- 89-unit multifamily affordable rental housing development
- Mixed income: 0-30%, 30-50%, and up to 60% of AMI
- Includes 20% set aside for households with a disability and 40% set aside for households experiencing homelessness
- \$1,093,308

## ecoTHRIVE: Burien

- Homeownership project with 26 houses
- 30-50% of AMI
- \$0

# 2023 Housing Capital Fund Schedule

Timeline	Task
July 2023	Application package available
By August 7, 2023	Provide intent to apply statement (optional)
Prior to application submittal	Pre-funding application meeting (mandatory)
September 15, 2023	Applications due
October 5, 2023	Advisory Board Application Review
November 2, 2023	Advisory Board Recommendation
November 17, 2023	Executive Board Considers Final Project Adoption
January – March 2024	SKHHP recommendation reviewed by City Councils

# 1406 Contributions in 2023

Jurisdiction	Total contributed to SKHHP Housing Capital Fund
Auburn	\$152,865.47
Burien	\$69,897.22
Des Moines	\$133,558.12
Federal Way	\$34,300.97
Kent	\$212,654.80
Normandy Park	\$6,992.34
Renton	\$246,642.85
Tukwila	\$155,097.30
Total	\$1,012,009.07

## ELIGIBLE ACTIVITIES for 2022 HCF

SKHHP funds may be used for the following activities:

- Acquisition, and related costs such as appraisals, financing costs, and transaction costs
- Rehabilitation and new construction costs
- Site development
- Off-site development only when necessary to assure utility service to the project site
- Mixed-income projects so long as Housing Capital Fund dollars assist units affordable at or below 60% of area median income

# INELIGIBLE ACTIVITIES for 2022 HCF

Housing Capital Funds may **NOT** be used for:

The development of any non-residential use. Housing capital funds may be used in a mixed use development only for that portion of the development that is specific to the residential use. This restriction also applies to site development and off-site development costs for non-residential uses.

- The cost of any program operating expenses
- The cost of any political or lobbying activities or materials
- Rehabilitation of single-family housing units in a manner that would duplicate participating jurisdictions' housing repair assistance programs
- Uses that are public capital facilities such as correctional facilities or inpatient treatment facilities

# FUNDING PRIORITIES

Collaboration

Community Connections and Engagement

Disproportionate impact

Extremely Low Income and Supportive Housing

Geographic Equity

Homeownership

Leverage of Private and Public Investment

Preservation

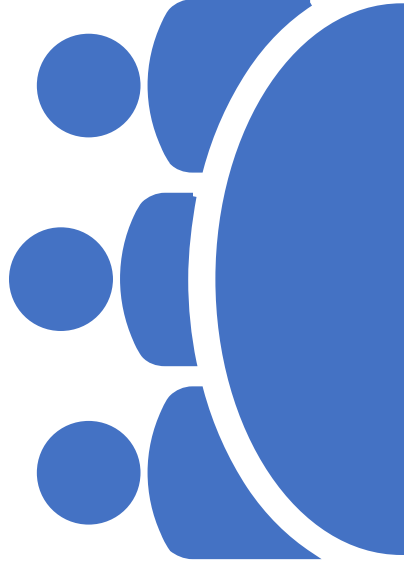
Racial Equity

Transit-Oriented Development



## Housing Capital Fund Application Addendum

- Please describe how your proposal proactively meet the needs of and will be available to populations most disproportionately impacted by housing costs in South King County, particularly among historically underserved, vulnerable, or marginalized communities. How will you engage the communities most directly impacted about the opportunities provided by this project?
- Please describe efforts specifically related to this project that have been undertaken to collaborate and/or partner with local community-based organizations.
- Please describe your project team's direct experience and connection to the populations proposed to be served in this project.
- Please describe your project team's experience in community engagement and involvement in decision-making. If possible, give examples of instances where community input has driven changes in your organization's policies, program implementation, staffing/hiring practices, or service delivery.



## Questions & Discussion

- Are the funding priorities from 2022 still reflective of the Advisory Board's priorities for 2023?
- Can we count on you to help get the word about the year's funding round?





**RESOLUTION NO. 2023-01**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2024 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 by the Executive Board, 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 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 mission 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 2024 work plan includes four goals with corresponding action items that further SKHHP’s mission.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The Executive Board adopts the 2024 SKHHP Work Plan in Attachment A.

**Section 2.** The Executive Board adopts the 2024 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.

\_\_\_\_\_

NANCY BACKUS, CHAIR, SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

**RESOLUTION 2023-01 – ATTACHMENT A**  
**SKHHP 2024 WORK PLAN**

**PURPOSE**

Establish a 2024 SKHHP work plan and budget that is guided by Executive Board priorities, is consistent with the SKHHP Interlocal Agreement, and furthers SKHHP’s mission.

**BACKGROUND**

Established by an interlocal agreement, SKHHP jurisdictions work together and share resources to increase options for South King County residents to access affordable housing and preserve existing affordable housing. The 2024 SKHHP work plan builds on work done in previous years and was developed in collaboration with the Executive Board, Advisory Board, and staff work group.

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

- Higher – Identified as higher priority by Executive Board or is necessary to carry out the Interlocal Agreements
- Medium – Identified as mid-level priority
- Lower – Identified as lower priority

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 2024 SKHHP work plan and budget will be approved by the SKHHP Executive Board and the legislative body of each member jurisdiction.

**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.

**GOALS & OBJECTIVES**

Number	Goal	Objective
1	Fund the expansion and preservation of affordable housing.	Coordinate public resources to attract greater private and public investment for affordable housing in South King County.
2	Develop policies to expand and preserve affordable housing.	Share technical information and resources to promote sound housing policy.
3	Serve as advocate for South King County.	Provide a unified voice to advocate for South King County needs at a local, regional, and state level.
4	Manage operations and administration.	Sustain operational commitments and Interlocal Agreement requirements.



## Goal 1

### Fund the expansion and preservation of affordable housing.

Actions	Priority of Actions ●●● = Higher ●● = Medium ● = Lower
1. Develop a long-term funding strategy for the Housing Capital Fund and facilitate conversations with member jurisdictions to identify and explore dedicated sources of revenue for affordable housing at the local and regional level.	●●●
2. Pool resources from member jurisdictions for the Housing Capital Fund, including SHB 1406 and HB 1590 funds.	●●●
3. Manage 2023 Housing Capital Fund funding round including facilitating approval from participating Councils and preparing contract documents.	●●●
4. Manage 2024 Housing Capital Fund funding round including adopting annual guidelines, updating application materials, soliciting proposals, and facilitating project selection.	●●●
5. Encourage investment by private investors, lenders, and philanthropies.	●●●
6. Work with member cities and project sponsors to start developing a pipeline of projects to be funded over the next five years.	●●
<b>Indicators</b>	
○ Number of housing units or number of projects funded with financial support from SKHHP	
○ Number of housing units preserved with financial support from SKHHP	
○ Total dollar amount pooled by member jurisdictions for Housing Capital Fund	
○ Total dollar amount from new sources of revenue added to the Housing Capital Fund	
○ Geographic diversity of applications received for annual Housing Capital Fund funding round	



## Goal 2

### Develop policies to expand and preserve affordable housing.

Actions	Priority of Actions ••• = Higher •• = Medium • = Lower
7. Develop subregional housing preservation strategies and facilitate implementation.	•••
8. Facilitate technical assistance and updates to the Affordable Housing Inventory Dashboard.	•••
9. Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing.	••
10. Continue to refine and update housing policy matrix.	•
11. Convene land use planners to increase coordination and collaboration on housing policy and planning.	•
12. Develop SKHHP Executive Board briefings on key housing and homelessness topics, especially as they relate to the goals of the work plan.	•
<b>Indicators</b>	
○ Number of preservation policies explored with members of the Executive Board	
○ Successful update of data and deployment of the Affordable Housing Inventory Dashboard	
○ Number of relationships built with developers	
○ Number of Executive Board briefings on key housing and homelessness topics	



### Goal 3

#### Serve as advocate for South King County.

<b>Actions</b>	<b>Priority of Actions</b> ••• = Higher •• = Medium • = Lower
13. Coordinate with the Advisory Board in collaboration with housing organizations and stakeholder groups to provide education and engagement opportunities for elected officials and community members.	••
14. Work collaboratively with public funders at the state and local levels to promote shared affordable housing goals and equitable geographic distribution of resources.	••
15. Produce public-facing communications content that highlights South King County through social media and newsletters.	•
16. 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.	•
<b>Indicators</b>	
○ Number of events or engagement opportunities Advisory Board members organize or support	
○ Number of communications published	
○ Number of meetings, forums, or events attended that advance SKHHP's mission	



## Goal 4

### Manage operations and administration.

<b>Actions</b>	<b>Priority of Actions</b> ●●● = Higher ●● = Medium ● = Lower
17. Develop annual work plan and budget.	●●●
18. Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.	●●●
19. Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund and SKHHP Operating Account.	●●●
20. Organize and host monthly Executive and Advisory Board public meetings.	●●●
21. Manage the Affordable Housing Inventory Dashboard contract.	●●●
22. Maintain and update the SKHHP website.	●●
23. Advance work on SKHHP Foundation efforts to establish logistics, administration, and pursue federal nonprofit status.	●●
<b>Indicators</b>	
○ Work plan and budget adopted	
○ Quarterly progress reports prepared and presented to Executive Board	
○ Financial reports and public records maintained	
○ Commitments of the Affordable Housing Inventory Dashboard contract fulfilled	
○ Website maintained	
○ Application submitted for SKHHP Foundation 501c3 status	

**RESOLUTION 2023-01 – ATTACHMENT B**

**2024 SKHHP Operating Budget**

Estimated beginning fund balance - January 1, 2024	\$ 205,736
Estimated ending fund balance -December 31, 2024	\$ 144,877

**REVENUES**

Auburn	\$ 39,543
Burien	\$ 22,814
Covington	\$ 11,407
Des Moines	\$ 11,407
Federal Way	\$ 51,710
Kent	\$ 51,710
Maple Valley	\$ 11,407
Normandy Park	\$ 6,084
Renton	\$ 51,710
Tukwila	\$ 11,407
King County*	\$ 51,710
Additional King County*	\$ 23,290
Interest earnings	\$ 2,100
Office space (in-kind donation)	\$ 12,000
<b>TOTAL REVENUES</b>	<b>\$ 358,299</b>
Spend down balance	\$ 60,859
<b>TOTAL</b>	<b>\$ 419,158</b>

**EXPENSES**

Salaries and benefits	\$ 305,344
Interfund IT	\$ 31,500
Advisory Board compensation	\$ 14,400
Office space (in-kind donation)	\$ 12,000
Other professional services/Misc.	\$ 6,400
Travel	\$ 5,250
Professional development	\$ 5,250
Supplies	\$ 2,000
<b>Subtotal</b>	<b>\$ 382,144</b>
Administering agency - 10% admin fee**	\$ 37,014
<b>TOTAL</b>	<b>\$ 419,158</b>

\*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.

\*\*10% administrative fee is calculated as a percentage of operating costs which excludes in-kind donations and carry-forwards.