



SKHHP Advisory Board
March 7, 2024, 3:30 – 5:30 PM
Zoom Meeting

Zoom Link: <https://us06web.zoom.us/j/89734407973?pwd=cnIISFU4dXFJaFN5TGlwTWIxZHINZz09>

Meeting ID: 897 3440 7973

Password: 981696

Phone: 253-215-8782

<u>Time</u>	<u>Agenda</u>
3:30	Welcome / Introductions / Opening
3:35	February 1, 2024 Meeting Minutes (<i>Attachment A</i>)
3:40	Executive Board Liaison Report
3:45	2025 SKHHP Work Plan Survey
4:00	Universal Design Concepts: Inclusive and Supportive Design
4:30	Housing Capital Fund Priorities
5:00	Advisory Board Education and Engagement Ideas
5:20	Updates / Announcements
5:30	Closing



SKHHP Advisory Board
February 1, 2024
MINUTES

I. CALL TO ORDER

Dorsol Plants called the meeting to order at 3:34 PM.

ROLL CALL/ESTABLISHMENT OF QUORUM

Advisory Board members present: Maria Arns, Tina Narron, Uche Okezie, Hamdi Abdulle, Olga Lindbom, Rumi Takahashi, Kathleen Hosfeld, Andrew Calkins, Kent Hay, Ashley Kenny, Menka Soni, Patience Malaba.

Other attendees: Claire Vanessa Goodwin, SKHHP; Dorsol Plants, SKHHP.

II. JANUARY 4, 2024 MEETING MINUTES

Tina Narron motioned to approve January 4, 2024 Minutes, Seconded by Uche Okezie. (10-0)

III. EXECUTIVE BOARD LIAISON REPORT

Tina Narron provided a brief update from the January Executive Board meeting. A lot was covered, including the confirmation of our six new Advisory Board members. There was also an opportunity for some of us to introduce ourselves to the Executive Board, and I hope we can find more opportunities this year to get to know each other. Dorsol Plants also provided a brief legislative update for this year's session. Most of the meeting was on Tax Increment Financing or TIF. This is a funding mechanism established in Washington where a city can use money from future tax earnings to support a current development. Federal Way is currently using this process, and some other cities are considering it. The whole meeting is available online if you want to learn more about it.

IV. ROLE AND PURPOSE OF THE ADVISORY BOARD

Dorsol Plants reviewed the role and purpose of the Advisory Board. The most critical element to remember during your service is that this is your board, and what we do together is determined by you. The decision-making is in the hearts and minds of the board members in this room.

The Advisory Board meets monthly, on the first Thursday from 3:30 to 5:30 PM. As a government board, we need at least eight people to attend to hold a meeting or to have a quorum. SKHHP staff will reach out the week before the meeting to try and determine if enough board members are available to meet. Dorsol Plants asked if the day and time of the meeting still worked or if there would be interest in sending out a survey to find a different day and time.

Rumi Takahashi said the day and time worked for her.

Tina Narron said she was happy with the day, but there seemed to be greater attendance during the evening meeting.

Menka Soni joined the meeting at 4:11 PM.

Hamdi Abdulle said she was okay with the first Thursday but thought the meeting was too long and asked if it would be possible to reduce it to one hour.

Dorsol Plants concluded that it sounded like Thursday worked, but the time or length of the meeting did not. He will assemble a brief survey for the board to complete by email.

Dorsol Plants added that if the first Thursday would continue to be our scheduled meeting, the July meeting would fall on the July 4 holiday. Dorsol Plants asked if the board wanted to find a different day or cancel the meeting.

Menka Soni suggested canceling it since many people will travel for vacation.

Hamdi Abdulle agreed with Menka Soni.

Dorsol Plants will remove the July 4 meeting from the schedule.

Dorsol Plants began discussing how the Advisory and Executive Board stay connected to complete SKHHP's mission. The Advisory Board has traditionally sent at least one member to each Executive Board meeting to provide an update for the Advisory Board. This is especially helpful when the Executive Board is considering recommendations from the Advisory Board. Last year, the Advisory Board opted to be randomly assigned a month out of the year to attend the Executive Board meeting. If the day and time don't work, SKHHP staff can work directly with the individual to find a replacement, and another month, they can attend as an alternative. The Advisory Board member who attends the Executive Board meeting provides a brief update at the following Advisory Board meeting. If an Advisory Board member is eligible for compensation, attendance at the Executive Board meeting is also covered. The Executive Board meets on the third Friday from 1:00 to 3:00 PM, and they appreciate having the Advisory Board in attendance.

Rumi Takahashi asked if the Executive Board meetings were virtual or in-person. Dorsol Plants said all the meetings are held over Zoom, but the Executive Board does hybrid meetings once a quarter, with the next one being in March.

Rumi Takahashi asked if the meetings were always held in Auburn when in person. Dorsol Plants confirmed that has been the case so far.

Patience Malaba joined the meeting at 4:18 PM.

Dorsol Plants reviewed suggested topics for the 2024 Advisory Board meetings. The suggestions were based on individual discussions with the board and at our January meeting. The list includes comprehensive plan updates focused on the housing element, affordable housing financing, and models of supportive services in housing. The list is incomplete, and Dorsol Plants is still meeting with Advisory Board members. Any ideas or suggestions can be brought forward in a meeting or directly to SKHHP staff.

Rumi Takahashi said she would be curious to hear more about what structures exist for inter-jurisdictional collaboration around prioritizing funding housing projects. She wondered if there a way to establish priorities so the funding mechanism can be smoother and not as much guesswork.

Patience Malaba wanted to target presenters who could talk about how to go further. 2024 is a major comprehensive plan year, and rather than a high-level discussion on a comprehensive plan, a presenter that can go deep where substantive change is possible.

Hamdi Abdulle said that any impact we will make needs to speak to how we will reduce homelessness. Having tools to measure the effect ensures we are doing the job.

Ashley Kenny wanted to learn more about what supportive services are working and how those services can be increased in our area.

V. SKHHP INTERLOCAL AGREEMENT (ILA) AND 2024 WORK PLAN

Dorsol Plants provided an overview of the documents that guide SKHHP. The SKHHP Interlocal Agreement (ILA) is the founding document for the Advisory Board and all SKHHP. If the ILA tells SKHHP who we are and what we do, the Bylaws and Group Agreement are the documents that tell us how we do it. Lastly, the annual work plan helps to frame how to take the extensive mission of SKHHP to increase affordable housing and turn it into steps on a ladder to reach our goal.

Briefly, here is how the ILA describes the Advisory Board and what they do. "Advisory Board - A board consisting of 12 to 15 community members appointed by the Executive 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."

According to our bylaws, these are the duties of the Advisory Board. "SKHHP is committed to amplifying and ensuring community voices inform policy, programming, and funding decisions that help increase housing stability throughout South King County. The purpose of the Advisory Board is to: Provide connection and advancement of the broader interests of local communities. Inform and influence SKHHP Executive Board decisions by drawing on collective knowledge and experience to provide recommendations to the Executive Board on land and/or money resource allocation for affordable housing projects, policy needs related to housing stability, program design and development, emergency shelter and other immediate affordable housing needs, and to provide public education and outreach. 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."

The Advisory Board utilizes consensus decision-making when developing recommendations or other shared work. "Consensus decision-making consists of a cooperative process for making decisions in which everyone consents to the decisions of the group. In this process, input is encouraged from everyone. Ideas are presented to the board and are modified by the board until a decision is unanimously made".

Dorsol Plants acknowledged that this process may be new and different for some people. When the Advisory Board makes a decision, the goal is not to outvote one another but to create a product or resolution that works for the entire Advisory Board. This isn't to stall or overcomplicate the process; it's a recognition that each board member is an expert with unique knowledge and experience. Consensus decision-making unites those ideas together to make something more robust. A strong, heavy rope is not made from a single piece but is smaller pieces woven together. It's that unification that empowers cloth to lift metal, and the unification around an idea can be just as strong.

The Advisory Board created the Group Agreement to help define how to interact positively and collaborate as a team around challenging ideas. Dorsol Plants said that during his time as an Advisory Board member and as SKHHP staff, the group agreement has never needed to be enforced. The Advisory Board regularly discusses moral issues that can be life or death for the community we serve. Every board member brings their passions and morals. The Advisory Board works more effectively when everyone feels free to express those values and be heard.

The Advisory Board Group Agreement includes.

"Listen to understand; be open to learning and willing to embrace some discomfort in order to learn.

Consider intent versus impact: take responsibility for what you say and do.

Respect everyone's ideas, experiences, voices, diversity of perspectives, and boundaries.

Include all voices and involve everyone, even when we don't agree.

Assume best intentions.

Step up and step back – recognize when we need to step up and when we need to step back.

Active participation and preparation

Keep an open mind.

Use intentional language but also do not nitpick others language.

Understand Advisory Board role – revisit agreements, purpose, etc., agree to look back.

Manage in respectful manner – listening and pausing.

Try to not take things personally.

Use 'I' statements.

Address conflict sooner rather than later.

Actively bring all of the responses from first question to conflict management

Be okay with calling each other out respectfully – could be private chat or to the full group letting the person the know.

Find ways to express ourselves when we're hurt.

Allow time and space if needed (creating space for pause button)

Recognize that people approach things differently.

Take ownership for mistakes.

Understand that might not be able to 'fix it.'"

Dorsol Plants asked if anything is missing or need to be added now that the Advisory Board has new members.

Patience Malaba said she didn't see anything missing, and some of the agreement could be consolidated. She expressed concern about the statement to avoid taking things personally. This can work against creating equitable spaces; sometimes, impact vs intent can be a more important consideration, and she suggests removing the statement from the group agreement.

Olga Lindbom suggested an alternative: "Be curious and ask for clarification." We are all people and take things personally sometimes, but switching that to curiosity and seeking to understand can help mitigate the issue.

Rumi Takahashi liked that suggestion and thought the intent of the bullet was more about not assuming that someone is trying to attack you personally; it's not intended to be a personal matter. Maybe rewording it to "assume the best" and include Olga's suggestion on curiosity.

Kathleen Hosfeld added that she learned a helpful tool is to clarify if it's a conversation about you, you and me, or a third thing. Often, the intent of a conversation is about a third thing and not the personal relationship. An example is a parent telling a child that they aren't doing a good job doing their chores and that they need to empty the dishwasher tomorrow. The child hears that I'm failing at my chores, or my parents are mad at me, but the parent is just communicating the need that the dishes to be done.

Patience Malaba agreed with curiosity, but we need to acknowledge that we live in a system that has harmed people, and asking someone not to take that personally isn't helpful.

Dorsol Plants committed to taking the notes and feedback from the board and providing an updated draft for their review at the next meeting.

The SKHHP 2024 Work Plan is broken down into goals. Every goal is defined by actions that must be taken to complete it within the year, and each action is ranked by priority. To ensure that any action taken by SKHHP has the intended impact, each goal has indicators to determine how effective our actions have been. An example would be Goal One, which is to fund the expansion and preservation of affordable housing; one way to know if SKHHP has been effective is by counting the number of units financed in 2024.

Goal Two is where we see how some actions are a higher priority. This year, preservation will be a primary focus of our work because some statistics show that we are losing two from disrepair or increasing rents for every new housing development. Adding air to a balloon only works if you ensure the air isn't escaping the other side. This focus on preservation was something both the Advisory and Executive Board decided would

be crucial this year, and as we begin to think about developing the 2025 Work Plan, it's essential to think about what SKHHP's priorities should be next year.

This year is the first that the Advisory Board has been provided with specific action in the Work Plan. Goal Three includes Action 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." We will spend the last portion of our meeting discussing how to implement Action 13.

Goal Four, the final goal, primarily falls on SKHHP staff and is focused on maintaining operations and doing the administrative work. Work to develop the 2025 will begin next month, and your input will be essential to help guide SKHHP's work over the next year.

Ultimately, the Advisory Board is an opportunity to represent and support our neighbors and community in South King County. Only you know what you are truly capable of doing, and this is your chance to express that through SKHHP's mission. SKHHP staff are happy to facilitate and empower your work, but this is your time, expertise, and board.

Claire Goodwin clarified that completing the Work Plan is the SKHHP staff's responsibility and that the Advisory Board does not have to complete the whole work plan.

VI. ADVISORY BOARD COMMUNITY ENGAGEMENT

Dorsol Plants began the discussion around implementing Action 13 by reminding the board that, as representatives of our community, we are responsible for providing our friends and community the resources and knowledge to participate on the topic of housing in South King County.

At our January Advisory Board meeting, the board produced a few topics to consider engaging the community around. Advisory Board members took a virtual poll to select the top two topics.

- Misconceptions around housing stability and homelessness (7/11)
- Fruitful Funding: Cost-effective strategies for ending homelessness and the housing crisis (7/11)
- Anti-Displacement and Homeless Prevention: Rental Assistance (5/11)
- Climbing the housing ladder: Moving toward a forever home (2/11)
- What is Permanent Supportive Housing: Demystifying Service Provision (1/11)
- Post-home purchase stewardship: How to keep the home you just bought (0/11)

Another suggested topic was jurisdictional support in advocating for property insurance relief for Permanent Supportive Housing providers.

The topic of engagement is essential, but the type or method of engagement is equally important. The Advisory Board produced some ideas from the January meeting, which include holding a public meeting or forum, hosting a housing trivia night, pairing individual Advisory Board members with a planner from the city of residence, arranging a community market/bazaar, and organizing a community potluck or food event. Dorsol Plants opened the floor for other ideas or suggestions.

Patience Malaba said there are many newly elected officials in South King County, and the first event should be an educational opportunity that includes them. It's essential that the event is not one touch but creates a space for new conversations on affordable housing.

Kathleen Hosfeld wants to help the community understand the different housing types and how they are funded. Often, outreach events will focus on rental housing and should include all housing types.

Menka Soni asked if we have considered engaging with the corporate world to provide education and engagement. Patience Malaba said that was an excellent idea and that the South Side Chamber of Commerce would be a great place to start. Dorsol Plants mentioned that Uche Okezie and Tina Narron have helped SKHHP staff with preliminary philanthropic conversations.

Patience Malaba suggested scheduling an affordable housing tour or open house to provide elected officials with real insight into what affordable housing looks like. Rumi Takahashi said that a tour would be a way to highlight funding challenges and how public investment can be lost without ongoing service support—a 'reality tour' that provides a realistic picture of what is happening on the ground.

Dorsol Plants continued that the Advisory Board cannot do this work alone. Last month, the board started to put together a list of housing organizations and stakeholder groups to collaborate with as we engage our community. The list includes South King County Cities, Black Home Initiative, Habitat for Humanity, Homestead Community Land Trust, King County Housing Authority, Multi-Service Center, and Catholic Community Services.

Rumi Takahashi suggested adding the Renton Housing Authority to the list.

Patience Malaba suggested adding the Housing Development Consortium.

Rumi Takahashi asked if it would be possible to add Sound Transit to the list. Patience Malaba supported connecting with Sound Transit.

Rumi Takahashi suggested adding African Community Housing & Development.

Kathleen Hosfeld suggested adding the Skyway Coalition.

Claire Goodwin asked if the group would be willing to commit to something in this meeting, acknowledging that it might be too soon.

Rumi Takahashi asked what level of collaboration SKHHP staff was looking for the board to commit to.

Claire Goodwin said that has yet to be decided. We may be organizing an event in partnership with one of these organizations or supporting one of these organizations' events.

Kathleen Hosfeld said we need to consider the intent and mission of each group, and often, when planning outreach, it brings together the providers and the builders but not the people served. She hoped to understand better what we hope to get from these groups.

Dorsol Plants provided one active example that he has been working on, which would have the Advisory Board partner with Habitat for Humanity to give a tour to show Middle Housing types.

Patience Malaba said that for her, the starting place was a convening of elected officials and developers; the community can be invited to attend. There should be a comprehensive education platform that leads into a conversation about the resources and funding needed to accomplish work such as preservation. She mentioned a similar event in Burien in 2018 or 2019.

Claire Goodwin said that was one idea for the Advisory Board to chew on, but the board would need to decide what role they would want to play in an event like that.

Kathleen Hosfeld asked what resonates with the Executive Board and the cities; as an Advisory Board, she wants to serve the cities.

Claire Goodwin said the value the Advisory Board provides is bringing the community voice to recommendations such as the annual work plan and the Housing Capital Fund. The community engagement piece is new for the Advisory Board and is an ongoing conversation.

Dorsol Plants added that his conversation with city planners around the Advisory Board has been around helping to break down barriers for greater participation in city planning.

Menka Soni suggested setting up an informational booth about SKHHP at the Festival of Color, which will be happening at the Seattle Center in March. The event is free; she would welcome everyone even if we do not do an informational booth.

Dorsol Plants concluded that community engagement is a big topic. The Advisory Board will continue to discuss how to engage throughout the year. SKHHP staff will take the ideas and discussions from tonight and create a draft action plan for us to review at our next meeting on March 7.

Rumi Takahashi asked for a working definition of community engagement for this context and what we are trying to communicate or provide information about.

Olga Lindbom asked what communities we want to engage in because there will be different strategies based on the audience.

VII. UPDATES & ANNOUNCEMENTS

Claire Goodwin shared that the City of SeaTac took action on January 23, 2024, to become a member of SKHHP. The next steps are for the Executive Board to approve the agreement that SeaTac moved forward, and we anticipate that happening at the February Executive Board meeting. SeaTac will contribute \$300,000 from its general fund to the SKHHP Housing Capital Fund.

Claire Goodwin informed everyone that she would be taking time off for maternity leave from May to September 2024. Jeff Tate from the City of Auburn will be helping to fill in during Claire's absence.

VIII. CLOSING/ADJOURN

The meeting was adjourned at 5:27 PM.

Universal Design Concepts: Inclusive and Supportive Design

March 7, 2024 – SKHHP Advisory Board Meeting

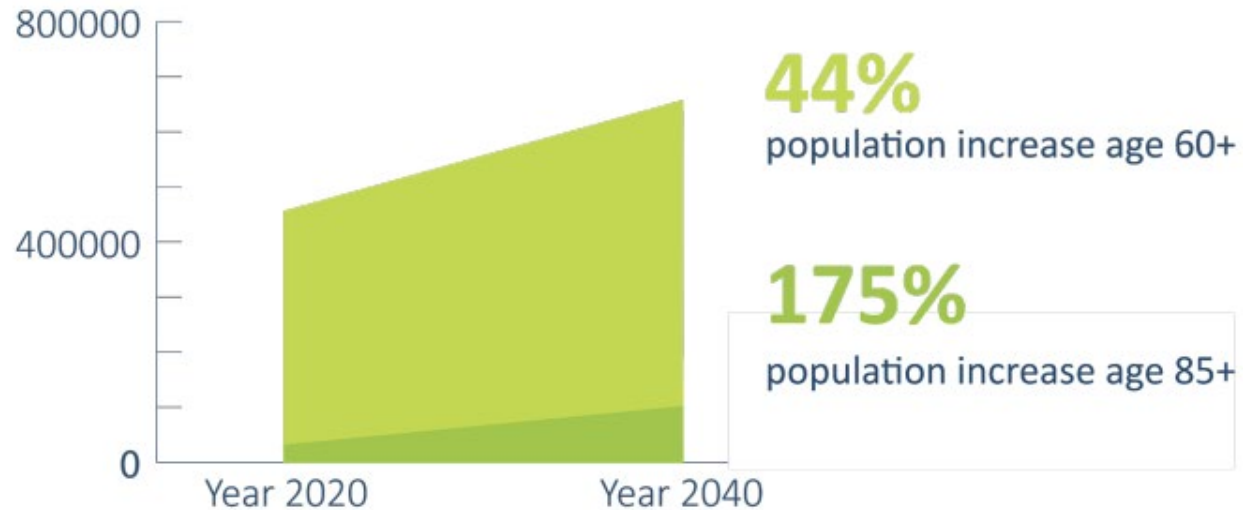
Presented by

Carli Hoki – Northwest Universal Design Council
and C. Hoki Design LLC



Timely Considerations

DEMOGRAPHICS



Aging Trends in King County

(WA State Office of Financial Management, Forecasting Division, 2022 Projections, "County Growth Management Population Projections by Age and Sex.")

Today we will discuss

What is
Universal Design?

The Social and
Economic Benefits
of Universal Design



Universal Design In Practice



Before



Functional and safe for the whole family



After

Beyond ADA

Accessibility

A feature or an attribute; removing barriers and creating products for people with disability

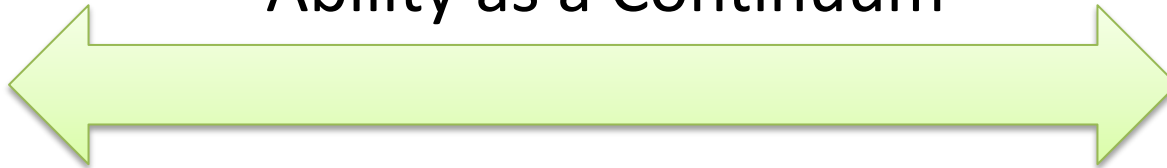
Universal Design

A design usable by all people, to the greatest extent possible, without need for adaptation

Inclusive Design

A human-centered design process that embraces the diversity and uniqueness of a community

Ability as a Continuum



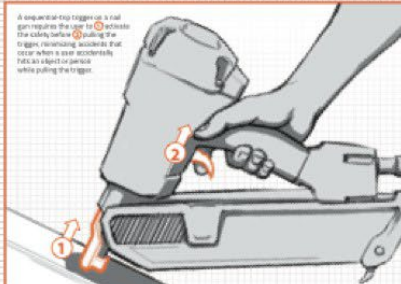
Universal Design assumes that the range of human ability is ordinary, not special.

The Principles of Universal Design



Placed door with narrow is convenient for all shoppers, regardless of basic use full.

1 Equitable Use
The design is useful and marketable to people with diverse abilities.

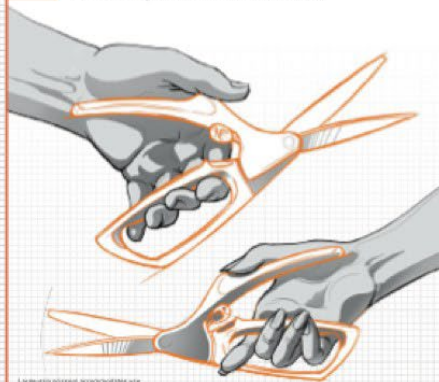


A warning trip trigger on a rail gun requires the user to pull the safety before pulling the trigger, minimizing accidents that occur when a user accidentally pulls an adjacent control while pulling the trigger.

5 Tolerance for Error
The design minimizes hazards and the adverse consequences of accidental or unintended actions.

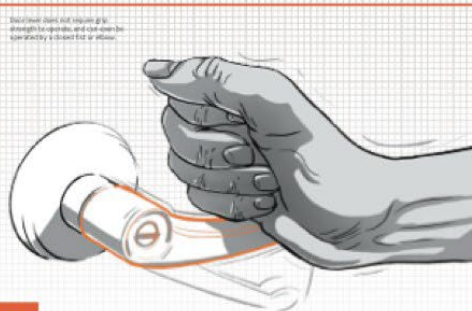
The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

2 Flexibility in Use
The design accommodates a wide range of individual preferences and abilities.

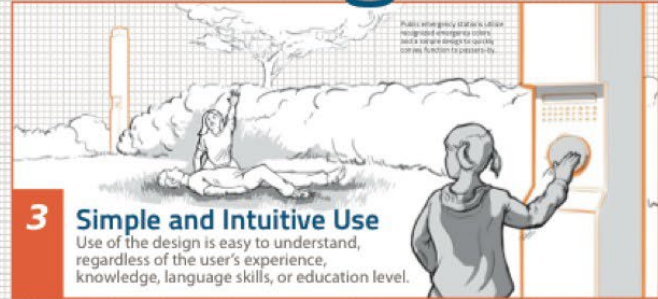


Large grip scissors accommodate use with either hand and various dexterity between the two in highly repetitive tasks.

6 Low Physical Effort
The design can be used efficiently and comfortably and with a minimum of fatigue.

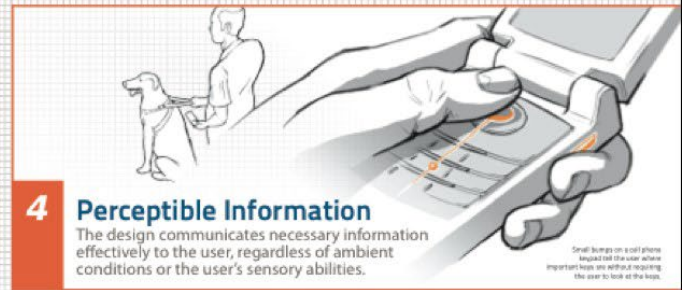


Warning sign for warning of strength to operate, and the danger of injury.



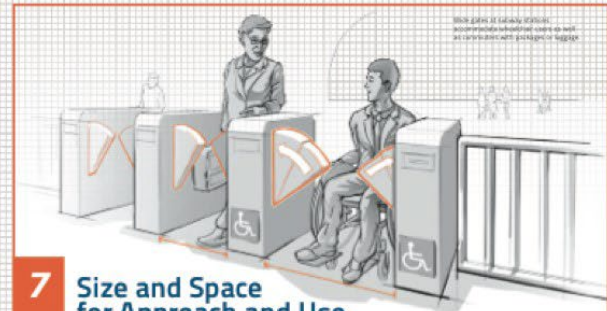
Public emergency services letter, recognized emergency colors, and a large arrow to clearly communicate the possibility.

3 Simple and Intuitive Use
Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or education level.



Small bumps on a cell phone keypad tell the user where important keys are without requiring the user to look at the keys.

4 Perceptible Information
The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.



Blue gates at transit station accommodate wheelchair users as well as commuters with prosthetic legs.

7 Size and Space for Approach and Use
Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

Visitability

Housing designed in such a way that it can be lived in or visited by people who use wheelchairs or walkers.

Visitability Requires Just Three Things...

- 1) At least one zero-step entrance
- 2) Doors with minimum widths
- 3) One bathroom on the main floor



Universal and Inclusive Design Benefits All



Universal and Inclusive Design adds value



Universal Design is sustainable because it anticipates change to avoid expensive renovation and waste of building materials.

Economic Benefits of Universal Design



The CDC reported in 2008 that every year, falls among older people cost the nation more than \$19 billion in direct medical costs. (visitability.org, *The Costs of NOT Changing*, 2008)

The cost of early implementation vs. cost of retrofitting

To widen a single interior doorway after construction would cost \$70, but the same widened doorway would cost just \$20 during construction.

Retrofitting housing to Universal Design takes 4 to 5 years to recoup the total cost.

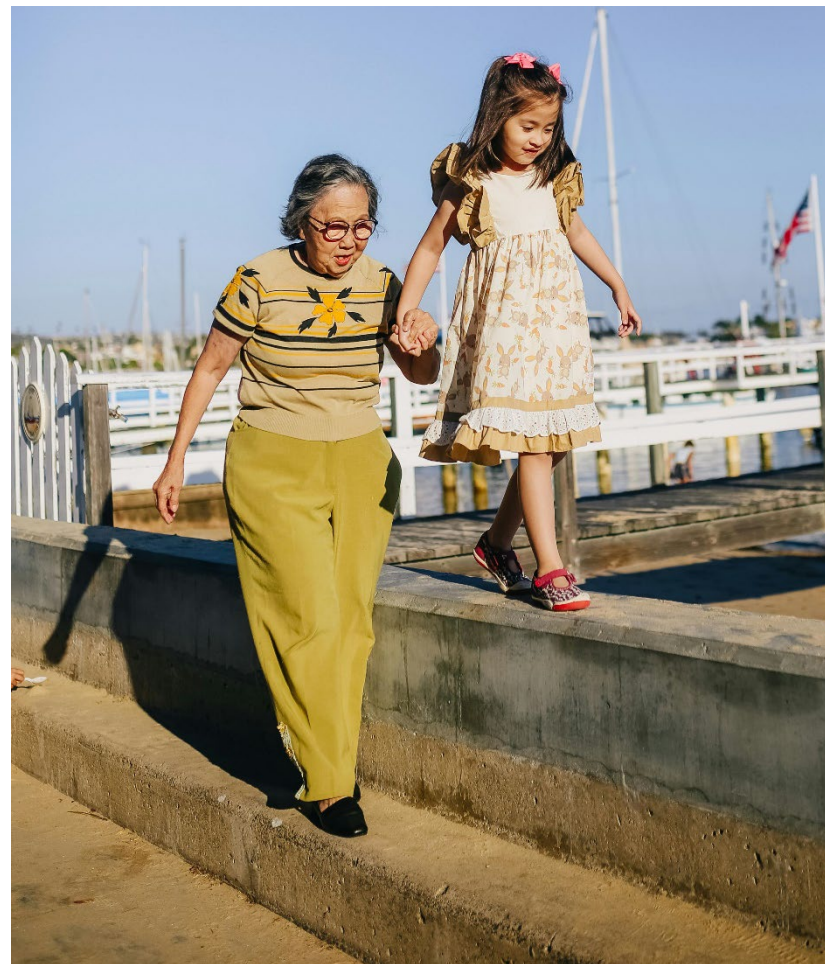
(visitability.org, *The Costs of NOT Changing*, 2008)



Universal Design benefits historically disadvantaged people

There are higher rates of disabilities experienced among people of color than white people, among renters than homeowners and among people with lower incomes than those with higher incomes.

In Seattle, 34% of Black people reported living with a disability, while 18% of white people reported living with a disability.



What is being done to Implement Universal and Inclusive Design?

- Many Communities start with Visitability
- Others Adopt Ordinances to encourage Universal Design
- Regional conversations about using Universal Design in project ranking systems for funding, etc.
- State funding/focus expanding Individual and Developmental Disability housing
- Redmond looking at polices, codes, incentives, and in some case requirements for Universal Design features.



Thank you!

To learn more about the Northwest Universal Design
Council visit our website
<https://www.environmentsforall.org/>



March Meeting

Dorsol Plants, SKHHP Program
Coordinator

March 7, 2024

SKHHP Advisory Board



2025 Housing Capital Fund Priorities





SKHHP and the Housing Capital Fund

- 2019: SHB 1406 (RCW 82.14.540) became law allowing jurisdictions to enact a local sales tax for the purpose of affordable housing; sales tax is a recapture of a portion of existing sales tax
- 2020: HB 1590 (RCW 82.14.530) became law allowing jurisdictions to impose a 0.1% local sales and use tax to support affordable housing; limited window to act before County collected revenue
- 2021 and 2023: Interlocal Agreements for the Purpose of Pooling Sales Tax Receipts with SKHHP
- 2022: Launched first funding round of the Housing Capital Fund
- 2024: City of SeaTac contributes \$300,000 from General Fund

2023 Eligible Activities



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, including construction site development and off-site development if necessary to ensure utility service to the project site
- Mixed-income projects so long as Housing Capital Fund dollars only assist units affordable at or below 60% of area median income

2023 Ineligible Activities

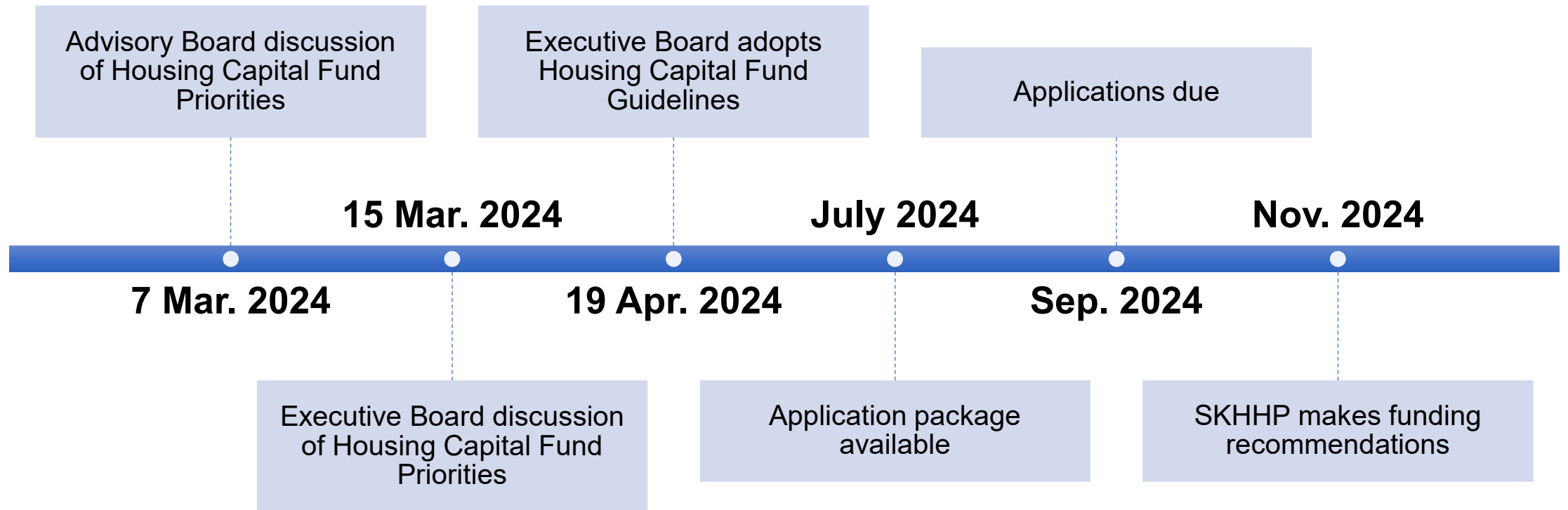
Housing Capital Funds may **NOT** be used for:

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 impatient treatment facilities



Tentative 2024 Housing Capital Fund Schedule



2023 Housing Capital Fund Priorities

Collaboration. Project sponsors working in collaboration/partnership with local community-based organizations are a high priority.

Community Connections and Engagement. Project sponsors that demonstrate connections and direct experience with populations they are proposing to serve, and proven success in community engagement and involvement in decision-making are a high priority.

Disproportionate Impact. Projects that ensure housing proactively meets the needs of and is available to populations most disproportionately impacted by housing costs while complying with relevant federal, state, and local fair housing laws.

Extremely Low Income and Supportive Housing. Proposals that provide rental housing for individuals and families earning 0-30% AMI and proposals that incorporate supportive services are a high priority.

2023 Housing Capital Fund Priorities

Geographic Equity. The SKHHP Housing Capital Fund has a long-term objective to produce housing across SKHHP member jurisdictions through the creation of a broad distribution in the location of all types of affordable housing over time to maximize choice for individuals and families seeking affordable homes within SKHHP's geographic purview.

Homeownership. Projects that are able to provide homeownership opportunities for individuals and families earning up to 60% AMI.

Leverage of Private and Public Investment. SKHHP encourages project sponsors to pursue private and public investment that provides maximum leverage of local resources. Projects that already have funding secured and/or leverage private and public investment are a high priority.

Preservation. Projects that preserve housing at risk of conversion to market-rate housing are a high priority. This includes housing units with expiring affordability requirements or preservation of residential rental properties that are affordable to households earning 60% AMI, but do not have affordability requirements.

2023 Housing Capital Fund Priorities

Racial Equity. SKHHP encourages proposals that advance racial equity through strategies that intentionally dismantle the racially disparate impacts of our current housing system and that interrupts cyclical generational poverty. Strategies may include but are not limited to: preserving communities at risk of displacement; creating project partnerships that give voice and ownership to communities of color; affirmatively marketing new housing opportunities to populations disproportionately experiencing cost burden and housing insecurity; and addressing historic inequities in access to homeownership.


Transit-Oriented Development. Projects located within ½ mile of an existing or planned high-capacity transit station, defined as fixed rail (light rail or Sounder train), bus rapid transit, or other high frequency bus stop are a high priority. Transit-oriented development is designed to support dense, walkable communities that increase access to employment, services, and other opportunities.

Economic Opportunity. Projects that support the advancement of economic opportunity are a high priority. This includes proximity to transit, commercial cores, and connections to workforce development and other services that promote upward mobility, including, but not limited to childcare centers, higher education institutions, and libraries.

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Racial Equity. SKHHP encourages proposals that advance racial equity through strategies that intentionally dismantle the racially disparate impacts of our current housing system and that interrupts cyclical generational poverty. Strategies may include but are not limited to: preserving communities at risk of displacement; creating project partnerships that give voice and ownership to communities of color; affirmatively marketing new housing opportunities to populations disproportionately experiencing cost burden and housing insecurity; and addressing historic inequities in access to homeownership.

Transit-Oriented Development. Projects located within ½ mile of an existing or planned high-capacity transit station, defined as fixed rail (light rail or Sounder train), bus rapid transit, or other high frequency bus stop are a high priority. Transit-oriented development is designed to support dense, walkable communities that increase access to employment, services, and other opportunities.



Economic Opportunity. Projects that support the advancement of economic opportunity are a high priority. This includes proximity to transit, commercial cores, and connections to workforce development and other services that promote upward mobility, including, but not limited to childcare centers, higher education institutions, and libraries.

Priorities in Practice

Rating Consideration	Rating Guide	Reference	Rating (Low - Medium Low - Medium- Medium High - High)
SKHHP Funding Priorities			
Collaboration	Developer is working in partnership with local community-based organizations.	Pg. 2	Medium
Community Connections and Engagement	Developer has a demonstrated connection to the population they are seeking to serve and proven success in community engagement and involvement in decision making.	Pg. 2	Medium Low
Disproportionate Impact	Project proactively meets the needs of and is available to populations most disproportionately impacted by housing costs.	Pg. 2	High

2024 Housing Capital Fund Priorities

- Do the 2023 priorities reflect the current priorities of SKHHP?
- Is there anything missing?
- Does anything need to be reprioritized?

Advisory Board Education and Engagement Ideas



SKHHP Education and Engagement

SKHHP Interlocal Agreement (ILA): A board consisting of twelve to fifteen community members appointed by the Executive Board to.....provide public education and community outreach services.

Work Plan Action 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.

Updates and Announcements



2023 SKHHP Housing Capital Fund Funding Priorities

Collaboration. Project sponsors working in collaboration/partnership with local community-based organizations are a high priority.

Community Connections and Engagement. Project sponsors that demonstrate connections and direct experience with populations they are proposing to serve, and proven success in community engagement and involvement in decision-making are a high priority.

Disproportionate Impact. Projects that ensure housing proactively meets the needs of and is available to populations most disproportionately impacted by housing costs while complying with relevant federal, state, and local fair housing laws.

Economic Opportunity. Projects that support the advancement of economic opportunity are a high priority. This includes proximity to transit, commercial cores, and connections to workforce development and other services that promote upward mobility, including, but not limited to childcare centers, higher education institutions, and libraries.

Extremely Low Income and Supportive Housing. Proposals that provide rental housing for individuals and families earning 0-30% AMI and proposals that incorporate supportive services are a high priority.

Geographic Equity. The SKHHP Housing Capital Fund has a long-term objective to produce housing across SKHHP member jurisdictions through the creation of a broad distribution in the location of all types of affordable housing over time to maximize choice for individuals and families seeking affordable homes within SKHHP's geographic purview.

Homeownership. Projects that are able to provide homeownership opportunities for individuals and families earning up to 60% AMI.

Leverage of Private and Public Investment. SKHHP encourages project sponsors to pursue private and public investment that provides maximum leverage of local resources. Projects that already have funding secured and/or leverage private and public investment are a high priority.

Preservation. Projects that preserve housing at risk of conversion to market-rate housing are a high priority. This includes housing units with expiring affordability requirements or preservation of residential rental properties that are affordable to households earning 60% AMI, but do not have affordability requirements.

Racial Equity. SKHHP encourages proposals that advance racial equity through strategies that intentionally dismantle the racially disparate impacts of our current housing system and that interrupts cyclical generational poverty. Strategies may include but are not limited to: preserving communities at risk of displacement; creating project partnerships that give voice and ownership to communities of color; affirmatively marketing new housing opportunities to populations disproportionately experiencing cost burden and housing insecurity; and addressing historic inequities in access to homeownership.

Transit-Oriented Development. Projects located within ½ mile of an existing or planned high-capacity transit station, defined as fixed rail (light rail or Sounder train), bus rapid transit, or other high frequency bus stop are a high priority. Transit-oriented development is designed to support dense, walkable communities that increase access to employment, services, and other opportunities.

SKHHP Advisory Board: Proposed Education and Engagement Events

No.	Event	Date	Topic	Audience	Challenge	Description	Advisory Board Participation	SKHHP Staff Participation
1	Comprehensive Plan Workshops	Various/TBD	Raise awareness and participation in Comprehensive Plan work	General Public and the municipalities	Low	Support outreach efforts for South King County cities' Comp Plans	Serving as trusted communicator to inform residents about event and attend to encourage participation	Provide event information and coordinate between organizers and the Advisory Board
2	Ground Breaking	Various/TBD	Support ribbon cutting and other events supporting Housing Capital Fund (HCF) awardees	General Public/Elected Officials	Low	Attend events connected to HCF award winners to support outreach and education	Attend the event and be willing to speak about the positive impact of regional collaboration and support for increased funding	Provide event information and coordinate between organizers and the Advisory Board
3	Presentation to Executive Board	8/16/24 1-3pm	What is supportive housing and who is eligible for it Open to other topics	SKHHP Executive Board and other interested parties	Low	Provide briefing on what supportive services are, what services have been data proven to be effective, and what criteria may serve as a barrier to access once built	Research, prepare, and present to the SKHHP Executive Board	Provide research support, presentation editing, and coordination
4	Support Affordable Housing Tour	9/20/24 1-3pm		SKHHP Board and other interested parties	Low	Tour housing sites connected to SKHHP or affordable housing such as Victorian Place II, Miller Creek, and Sunset Neighborhood	Support selection of tour sites, attend the tour, ride along and provide educational briefings when appropriate	Coordinate transportation and event
5	Open House	TBD	Affordable Housing Development and Operation	General Public/Elected Officials	Medium	Support an open house of affordable housing project not connected with the HCF in SKC	Attend the event and be willing to speak about the positive impact of regional collaboration and support for increased funding	Support event selection and coordination between organizers and the board
6	Public Gathering/Event	TBD	Lead topic with breakout sessions	General Public/Elected Officials	Very High	Hold a gathering of neighbors event which includes one primary speaker and breakouts on multiple topics related to housing	Select topic, coordinate attendance, staff the event	Coordinate location and assist event planning



Advisory Board Group Agreement

- ❖ Listen to understand; be open to learning and willing to embrace some discomfort in order to learn.
- ❖ Consider intent versus impact: take responsibility for what you say and do.
- ❖ Respect everyone's ideas, experiences, voices, diversity of perspectives, and boundaries.
- ❖ Include all voices and involve everyone, even when we don't agree.
- ❖ Assume best intentions.
- ❖ Step up and step back – recognize when we need to step up and when we need to step back.
- ❖ ~~Active participation and preparation~~
- ❖ Keep an open mind.
- ❖ ~~Use intentional language but also d~~Do not nitpick other people's words and language. ~~language.~~
- ❖ Understand Advisory Board role – revisit agreements, purpose, etc., agree to look back.
- ❖ ~~Manage in respectful manner – listening and pausing.~~
- ❖ ~~Try to not take things personally. Be curious and ask for clarification.~~
- ❖ Use 'I' statements.
- ❖ Address conflict sooner rather than later.
- ❖ Actively bring all theyour responses from first question to conflict management
- ❖ Be ok with calling each other out respectfully – could be private chat or to the full group letting the person know.
- ❖ Find ways to express ourselves when we're hurt.
- ❖ Allow time and space if needed (creating space for a pause button)
- ❖ Recognize that people approach things differently.
- ❖ Take ownership of mistakes.
- ❖ Understand that you might not be able to 'fix it.'

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SKHHP Cities Forms of Government

Within the 11 SKHHP cities represented on the Executive Board there are two different forms of government. Below is a table where you can see the form of government that each city is managed by. Page two of this document describes the difference in the forms of government.

Jurisdiction	Form of Government	SKHHP Executive Board member
Auburn	Mayor–Council	Nancy Backus, Mayor
Burien	Council–Manager	Colleen Brandt-Schluter, Human Services Manager
Covington	Council–Manager	Kristina Soltys, Councilmember
Des Moines	Council–Manager	Traci Buxton, Mayor
Federal Way	Mayor–Council	Brian Davis, City Administrator
Kent	Mayor–Council	Dana Ralph, Mayor
Maple Valley	Council–Manager	Sean Kelly, Mayor
Normandy Park	Council–Manager	Eric Zimmerman, Mayor
Renton	Mayor–Council	Carmen Rivera, Councilmember
SeaTac	Council–Manager	James Lovell, Councilmember
Tukwila	Mayor–Council	Thomas McLeod, Mayor

Forms of Local Government

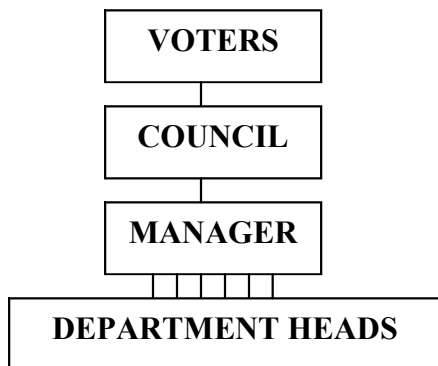
Council-Manager

In the council-manager form of government, the council is the governing body of the city, elected by the public, and the manager is hired by the council to carry out the policies it establishes. The council usually consists of five to nine members including a mayor (or council president) who is either selected by the council or elected by the people as defined in the city charter. The size of the council is generally smaller than that of a mayor-council municipality and council elections are usually nonpartisan.

The council provides legislative direction while the manager is responsible for day-to-day administrative operations of the city based on the council's recommendations. The mayor and council, as a collegial body, are responsible for setting policy, approving the budget, and determining the tax rate. The manager serves as the council's chief advisor. Managers also serve at the pleasure of the council and are responsible for preparing the budget, directing day-to-day operations, and hiring and firing personnel.

Typically, the mayor is recognized as the political head of the municipality but is a member of the legislative body and does not have the power to veto legislative actions.

Council-Manager Organizational Structure



Mayor-Council

The mayor-council (council-elected executive counties) form of government is the form that most closely parallels the American federal government with an elected legislature and a separately elected executive.

The mayor or elected executive is designated as the head of the city or county government. The extent of his or her authority can range from purely ceremonial functions to full scale responsibility for day-to-day operations. But the mayor's or elected executive's duties and powers generally include the following: hiring and firing department heads, preparation and administration of the budget, and veto power (which may be overridden) over acts of legislature. The legislature has the following responsibilities: adoption of the budget, passage of resolutions with legislation, auditing the performance of the government, and adoption of general policy positions.

In some communities, the mayor or executive may assume a larger policy-making role, and responsibility for day-to-day operations is delegated to an administrator appointed by and responsible to the chief executive.

Mayor-Council Organizational Structure

