



**SKHHP Advisory Board
April 4, 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 | March 7, 2024 Meeting Minutes (<i>Attachment A</i>) |
| 3:40 | Executive Board Liaison Report |
| 3:45 | 2024 Work Plan Action Item: Education and Engagement |
| 4:15 | 2025 SKHHP Work Plan and Budget |
| 4:50 | Housing Capital Fund Priorities |
| 5:10 | Advisory Board Group Agreement |
| 5:20 | Updates / Announcements |
| 5:30 | Closing |



I. CALL TO ORDER

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

ROLL CALL/ESTABLISHMENT OF QUORUM

Advisory Board members present: Tina Narron, Uche Okezie, Hamdi Abdulle, Olga Lindbom, Rumi Takahashi, Kathleen Hosfeld, Andrew Calkins, Kent Hay, Ashley Kenny, Patience Malaba, Cathy Sisk, Maju Qureshi.

Other attendees: Claire Vanessa Goodwin, SKHHP; Dorsol Plants, SKHHP; Carli Hoki, NW Design Council; Tom Minty, NW Design Council; Dinah Stephen, Age Friendly Seattle; Abby Anderson, KCRHA.

II. FEBRUARY 1, 2024 MEETING MINUTES

Kathleen Hosfeld motioned to approve the February 1, 2024, Minutes, Seconded by Rumi Takahashi. (10-0)

III. EXECUTIVE BOARD LIAISON REPORT

Dorsol Plants informed the Advisory Board that Maria Arns was able to attend the January Executive Board meeting but could not make tonight's meeting. A few highlights from the Executive Board meeting included the election of the Chair and Vice-Chair, the City of SeaTac being officially accepted into SKHHP, and a presentation from the Multi-Service Center (MSC) on its programs and future developments. The meeting is available on the SKHHP YouTube channel.

IV. 2025 SKHHP WORK PLAN SURVEY

Claire Goodwin reviewed the SKHHP formation Interlocal Agreement (ILA) requirement to develop an annual work plan. The Advisory and Executive boards collaborate to produce the work plan, which the SKHHP member jurisdictions adopt. The Work Plan survey will be used to determine if anything is missing or if there are items to remove. SKHHP staff is at capacity, so adding new items would likely require removing or reconsidering other items. Additionally, a couple of questions are related to the Advisory Board meeting schedule.

The Advisory Board completed the survey in fifteen minutes.

V. UNIVERSAL DESIGN CONCEPTS: INCLUSIVE AND SUPPORTIVE DESIGN

Carli Hoki from the NW Universal Design Council provided an overview of Inclusive and Universal design. Carli Hoki is an interior designer with C Hoki Designs, which focuses on Inclusive and Universal Design. Inclusive and Universal Design recognition that people's experiences with the environment will change over a lifetime. Some of those changes may stem from a cognitive or physical change, and the goal is to design a structure to increase flexibility to suit users' needs.

The NW Universal Design Council's mission is to create opportunities to engage and educate others on incorporating good design for all. The council offers resources and seeks to promote Universal Design principles so everyone can live actively by design.

The Washington Office of Financial Management estimates that between 2020 and 2040, King County's population of 60 and over will increase by 44%. Approximately, growing from 456,000 residents aged over 60 to 658,000 residents. Within that number, the population of residents in King County aged 80 and over will increase by 175%. People live longer lives today, and communities must prepare to address the health, economic, and social needs of an increasing number of older adults.

Universal Design is an approach that looks at an individual's changing characteristics over a lifetime. It starts with accessibility and calls for a more creative design of places, products, and technology. It goes beyond the Americans with Disabilities Act (ADA) guidelines, which apply to public spaces but are not included in residential construction. Often, accessibility is focused on mobility and removing barriers; it does not focus on hearing or vision loss, cognitive function, or other disabilities. Universal Design is intended to be usable by the greatest number of people without needing adaptation. The goal is to eliminate disabling environments in favor of enabling environments for everyone. Good design can facilitate equal opportunities for everyone to participate in all aspects of society.

In comparison, Inclusive Design is a human-centered design that embraces the diversity and uniqueness of a community. Inclusive Design addresses accessibility, age, culture, economic situation, education, gender, geographic location, language, and race. Ultimately, it is about observing, acknowledging, and designing environments that recognize our shared humanity and the rich tapestry of our unique experiences. By adopting Universal or Inclusive Design, we can create a more inclusive world one place at a time.

Every person will experience reduced function at some point in their lives. A person's ability can change over their lifetime, and this ability should be considered a continuum. Universal Design acts on a set of principles designed to maximize access. Everyone uses elements of Universal Design daily, often without realizing it. Examples include curb cuts on our streets, closed captions in our movies, and text messaging via a smartphone.

The original principles of Universal Design were developed in 1997 at the Center for Universal Design at North Carolina State University. The seven principles are:

1. Equitable Use
2. Flexibility in Use
3. Simple and Intuitive Use
4. Perceptible Information
5. Tolerance for Error
6. Low Physical Effort
7. Size and Space for Approach and Use

Implementing these principles early in the design stage can cause them to have little to no impact on the project's overall cost but increase usability. An example of equitable use, such as a no-step entry, benefits an individual in a wheelchair and a delivery driver using a pushcart to bring in multiple packages. An example of flexibility in use is a kitchen, which includes counters that can be used for sitting and some that can be used for standing. The design empowers a

person required to sit down due to a medical condition to utilize the kitchen, but it would also benefit a person who has spent hours preparing a large holiday meal.

If you broke your ankle tomorrow, what door would you use to enter your home? Visitability is the term used to describe design, which creates housing that can be lived in or visited by someone using a wheelchair or walker. Concrete Changes is an organization that started in the 1980s focusing on visitability. They aim to implement core accessibility features as a routine construction practice in all newly built residential homes. The founder is a survivor of Polio who experienced this lack of access her whole life. She struggled to find housing that could support her physical needs, and at one point, she lived for six months in a home where she had to crawl to be able to access the bathroom. Stairs and narrow doorways can cause unsafe living conditions, social isolation, and forced institutionalization. Visitability requires three things:

1. One, No-Step Entrance
2. Door Width Minimums
3. One Bathroom on the Main Floor

Common misconceptions about Universal Design include that it is too expensive or difficult to implement. As our lifespan increases, these features will be needed to support and keep people housed. Using Universal Design principles creates sustainable housing by anticipating change and preventing the need for expensive remodels as people experience permanent or temporary changes to their ability. The Centers for Disease Control (CDC) reported in 2008 that every year falls from older adults cost the United States more than \$19 billion in direct medical costs.

Concrete Change researched the cost of Universal Design in 2008 and reported that widening a doorway after construction would cost around \$700, but installing the same widened doorway during construction would cost \$20. Retrofitting a house to accommodate someone who needs a motorized wheelchair can take four to five years for the housing provider to recover the total retrofit cost. Disability disproportionately impacts People of Color and renters and can cause displacement if the housing cannot support the changing needs of an individual.

Universal Design concepts are being implemented in several ways in our area. About thirty communities have passed visitability ordinances, and others have adopted laws to encourage Universal Design. Regional conversations have started about including Universal Design in scoring criteria or as funding priorities for capital projects. Washington State will begin to provide funding for projects specifically designed to serve families with intellectual or developmental disabilities, and the City of Redmond is including Universal Design components in its Comprehensive Plan work.

Maju Qureshi asked how best to uplift the Universal Design model. Carli Hoki said to speak with the designer or developer when hiring them to find out if they use Universal Design. SKHHP could also include an ask or some elements of Universal Design in the funding priorities for the Housing Capital Fund.

Hamdi Abdulle asked if Universal Design was just the house's interior or included larger buildings or the external elements of a home. Carli Hoki responded that Universal Design has been used for the interior, exterior, and landscaping of residential spaces. Tom Minty added that Universal Design seeks to make the built environment usable by the greatest extent of people. By including it in the initial design of the building, it will reduce the cost of retrofitting. Universal Design can drive the long-term costs of residential housing down.

Rumi Takahashi mentioned having experience with these concepts as a part of her work as an architect. Federal funding for projects requires ADA in any Type A units. The International Code Council has embedded some visitability in the building code, meaning that if the building has an elevator, there must be a level entry and a bathroom that can accommodate a wheelchair. Recent changes in the 2017 building code will include expanding width requirements to accommodate motorized wheelchairs. One area of difference is that Universal Design seeks to capture not just physical differences but also sensory differences or neurodiversity, which are not currently codified well. Rumi Takahashi would like to see a matrix that looks at the current codes and how they interplay with accessibility and visitability.

Olga Lindbom asked what enabled the City of Redmond to encourage Universal Design. Carli Hoki said that the planning department has educated itself and is considering ways to incorporate it. There are also planning department members with experience with disability, which helps center the community's needs. The City of Redmond will hold a presentation in the spring on some of the changes. Tom Minty added that SMR Architects was able to support the effort to include Universal Design in the Evergreen Building Standards as an incentive, not a requirement.

Claire Goodwin asked who is using Universal Design on the developer side that is working locally and what the actual cost differences are for integrating it into Affordable Housing. Carli Hoki said that in the projects she has worked on, there has been a slight increase in something like widening the door width, but it is negligible compared to the project's overall cost. Carli Hoki will confirm that the developers the NW Design Council has worked with are okay with sharing their names and will provide them to SKHHP staff. Tom Minty mentioned that it can be helpful for funding organizations that are looking at the long-term costs to encourage planning ahead.

Patience Malaba added that affordable housing projects that get capital funding are required to meet the Evergreen Development Standard. The developer may not fully implement Universal Design, but there is encouragement through incentives to include some elements.

VI. HOUSING CAPITAL FUND PRIORITIES

Dorsol Plants provided a brief background about the Housing Capital Fund. SKHHP's initial funding round in 2022 was financed solely by SHB 1406 funds, which is a recapture of sales tax that some cities could opt into receiving in 2019. For 2023, SKHHP added HB 1590 funds collected by Kent and Covington, which brought in significantly more money but had slightly more restrictions. The HB1590 funds were higher in 2023 than what should be expected moving forward. The higher amount is due to the funds built during the planning period to include HB 1590. Moving forward, SHB 1406 and HB 1590 will reflect a year's worth of tax collection, which may mean we have slightly fewer funds this year. SKHHP staff will have a more accurate picture of the funds available in April or May, and the City of SeaTac add \$300,000 in new funds to the SKHHP Housing Capital Fund for 2024.

Claire Goodwin updated the Advisory Board that the City of Maple Valley took action last week to pool \$500,000 from its HB 1590 funds into the Housing Capital Fund. This means that all SKHHP cities are contributing to the Housing Capital Fund.

SKHHP Housing Capital Funds in 2023 were eligible 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.

Activities ineligible for funding in 2023 include 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, and uses that are public capital facilities such as correctional facilities or inpatient treatment facilities.

One element needing clarification is that SKHHP funds can only support residential uses. A project can have something like a community center, but our contribution can only go to residential space. The RCW governing SHB 1406 and HB 1590 determined much of what is eligible, but SeaTac's contribution doesn't have restrictions in the same way. The Executive Board will be reviewing the full Housing Capital Fund guidelines later this month and may refine some of the eligibility criteria as we consider the SeaTac contributions and other opportunities.

Dorsol Plants reviewed a tentative timeline for this year's funding round. This meeting allows the Advisory Board to discuss the Housing Capital Fund priorities before they move to the Executive Board. The Executive Board will have an in-person workshop in March to review the Housing Capital Fund guidelines and the SKHHP Work Plan. The goal will be for the Executive Board to adopt both in April. This should allow us to open applications in July, aligning with other regional public funders.

Dorsol Plants reviewed the 2023 Housing Capital Fund priorities and highlighted Economic Opportunity, a new priority added by the Advisory Board in 2023.

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.

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.

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.

Dorsol Plants briefly reviewed how the priorities were implemented during the 2023 funding round. Advisory Board members were provided a copy of each application and a form listing each priority and the definition. Board members were asked to rate how the application aligned with the priority by providing a rating from low to high.

Claire Goodwin facilitated a discussion on the Housing Capital Fund priorities by asking the Advisory Board three questions.

1. Do the 2023 priorities reflect the current priorities of SKHHP?
2. Is there anything missing?
3. Does anything need to be reprioritized?

Kathleen Hosfeld wanted to ensure the priorities reflect the recently amended uses for sales tax revenue, including 80% AMI, which enables the creation of homeownership opportunities. Claire Goodwin responded that it is a topic for the Executive Board, but it might not be possible to make the change in this funding round due to a handful of jurisdictions needing to amend their legislation. The current legislation does not have the flexibility to reflect the recent change. Claire Goodwin asked what the effective date of the bill would be. Kathleen Hosfeld responded that it was as soon as the Governor signed the bill and encouraged SKHHP to work to get legislation changed this year. Claire Goodwin confirmed she would bring up the topic with the Executive Board.

Rumi Takahashi asked about the priority of Transit Oriented Development (TOD) and if Sound Transit and other transportation authorities could be relied on to include affordable housing in their funding. If so, does SKHHP need to maintain a specific call-out for TOD? Since there is already a priority with other funders, it might be something other than one for SKHHP. Claire

Goodwin responded that SKHHP has used it to rate the TOD project slightly higher than other projects that are not as close to transit. Dorsol Plants called attention to the fact that proximity to transit is included in the Economic Opportunity priority, which causes proximity to transit to be evaluated twice in our process. Maju Qureshi said that since it's included in Economic Opportunity, maybe reframe that priority to call out TOD.

Andrew Calkins, Olga Lindbom, and Kent Hay supported keeping TOD as a priority.

Claire Goodwin appreciated the suggestion and will keep TOD as a priority.

Maju Qureshi said it would be nice to include language about Universal Design.

Claire Goodwin mentioned that the state does require some elements of Universal Design but does not necessarily prioritize it.

Olga Lindbom said, as someone who works with disabled families, that there are not enough units that can accommodate them. It is always a struggle to find housing that can accommodate disabilities, and understanding the long-term benefits to the community would be helpful. Olga Lindbom added that including these designs at the beginning can be cheaper, and she supports including it as a priority.

Uche Okezie agreed to include Universal Design as a priority. SKHHP prioritizes racial and geographic equity, and we should include equity of all types. More of our community is aging, and disability disproportionately impacts people of color. If we truly create opportunities for folks, it would be good if they could use the housing provided.

Andrew Calkins said that Universal Design is the direction we need to go.

Claire Goodwin asked if Universal Design should be a stand-alone item or be included with Racial Equity. She suggested that it should be a stand-alone item.

Uche Okezie said Universal Design should not be incorporated into Racial Equity but on its own.

Maju Qureshi also agreed that it should be stand-alone.

Kent Hay said he wasn't sure about including Universal Design but that it should be stand-alone if we did.

Hamdi Abdulle said she was unsure about including Universal Design as a priority.

Kathleen Hosfeld said she recently attended a meeting where she learned how disabled residents are often left out of the housing conversation, which is a concern. However, she would not want Universal Design to be a requirement for all homes built. Universal Design would be a challenge when building townhomes. She suggested language around an increased number of units instead of a blanket requirement that it be applied to all homes.

Claire Goodwin clarified that the priorities are not requirements but a point-ranking system. She will bring the idea of including Universal Design to the Executive Board at the next meeting and bring the draft back to the Advisory Board at their April meeting.

VII. ADVISORY BOARD EDUCATION AND ENGAGEMENT IDEAS

The Advisory Board decided unanimously to table discussing the education and engagement ideas due to a lack of time remaining in the scheduled meeting. Dorsol Plants asked Board members to review the education and engagement handout before the April meeting.

VIII. UPDATES & ANNOUNCEMENTS

Dorsol Plants informed the Advisory Board that changes were made to the group agreement and asked the Advisory Board to review them before the April Meeting.

Dorsol Plants let the Advisory Board know that Dr. Linda Smith had submitted her resignation to the SKHHP Advisory Board. SKHHP staff will meet to discuss the following steps to bring in a new board member.

IX. CLOSING/ADJOURN

The meeting was adjourned at 5:29 PM.

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 |

RESOLUTION NO. 2024-02

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH KING HOUSING AND HOMELESSNESS PARTNERS (SKHHP), ADOPTING THE 2025 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 2025 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 2025 SKHHP Work Plan in Attachment A.

Section 2. The Executive Board adopts the 2025 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 _____, 2024.

NANCY BACKUS, CHAIR, SOUTH KING HOUSING AND HOMELESSNESS PARTNERS

RESOLUTION 2024-02 – ATTACHMENT A
SKHHP 2025 WORK PLAN

PURPOSE

Establish a 2025 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 2025 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 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 2025 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 & ACTIONS

| Goal | Actions |
|--|---------------|
| 1. Fund the expansion and preservation of affordable housing. | 1 through 5 |
| 2. Develop policies to expand and preserve affordable housing. | 6 through 10 |
| 3. Serve as an advocate for South King County. | 11 through 15 |
| 4. Manage operations and administration. | 16 through 20 |



Goal 1

Fund the expansion and preservation of affordable housing.

| Actions | Priority of Actions ●●● = Higher ●● = Medium ● = Lower |
|---|---|
| 1. Pool resources from member cities for the Housing Capital Fund, including SHB 1406 funds, HB 1590 funds, and general funds. | ●●● |
| 2. Develop and execute contract documents and covenants for projects ready to move forward (Burien Family Housing – 2022; Kent Multicultural Village – 2023; Skyway Affordable Housing and Early Learning Center – 2023). | ●●● |
| 3. Facilitate approval from participating Councils of recommended projects from 2024 Housing Capital Fund funding round and preparing contract documents and covenants if any projects are ready to move forward. | ●●● |
| 4. Manage 2025 Housing Capital Fund funding round including adopting annual guidelines, updating application materials, soliciting proposals, and facilitating project selection. | ●●● |
| 5. Encourage investment in South King County by private investors, lenders, and philanthropies. | ●● |
| Indicators | |
| ○ 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 |
|--|--|
| 6. Facilitate implementation of any subregional housing preservation strategies. | ••• |
| 7. Facilitate technical assistance and updates to the Affordable Housing Inventory Dashboard. | ••• |
| 8. Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing. | •• |
| 9. Convene land use planners to increase coordination and collaboration on housing policy and planning. | • |
| 10. Develop SKHHP Executive Board briefings on key housing and homelessness topics, especially as they relate to the goals of the work plan. | • |
| Indicators | |
| ○ Number of subregional housing preservation strategies facilitated or supported | |
| ○ Successful update of data to 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 an advocate for South King County.

| Actions | Priority of Actions ••• = Higher •• = Medium • = Lower |
|---|--|
| 11. 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. | •• |
| 12. Work collaboratively with public funders at the state and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. | •• |
| 13. 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. | • |
| 14. Meet with legislators as opportunities arise to inform about SKHHP’s mission, goals, and the Housing Capital Fund. | • |
| 15. Connect affordable housing developers with property owners who intend to sell naturally occurring affordable housing. | • |
| Indicators | |
| ○ Number of events or engagement opportunities Advisory Board members organize or support | |
| ○ Number of meetings, forums, or events attended that advance SKHHP's mission | |
| ○ Number of meetings with legislators that promote SKHHP and South King County | |
| ○ Number of affordable housing developers connected with property owners intending to sell naturally occurring affordable housing | |



Goal 4

Manage operations and administration.

| Actions | Priority of Actions ●●● = Higher ●● = Medium ● = Lower |
|--|--|
| 16. Develop annual work plan and budget. | ●●● |
| 17. Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions. | ●●● |
| 18. Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund and SKHHP Operating Account. | ●●● |
| 19. Organize and host monthly Executive and Advisory Board public meetings. | ●●● |
| 20. Maintain and update the SKHHP website. | ●● |
| Indicators | |
| ○ Work plan and budget adopted | |
| ○ Quarterly progress reports prepared and presented to Executive Board | |
| ○ Financial reports and public records maintained | |
| ○ Monthly Executive and Advisory Board meetings held | |
| ○ Website maintained | |

RESOLUTION 2024-02 – ATTACHMENT B

2025 SKHHP Operating Budget

| | |
|--|------------|
| Estimated beginning fund balance - January 1, 2025 | \$ 344,131 |
| Estimated ending fund balance -December 31, 2025 | \$ 285,588 |

REVENUES

| | |
|---------------------------------|-------------------|
| Auburn | \$ 45,474 |
| Burien | \$ 26,236 |
| Covington | \$ 13,118 |
| Des Moines | \$ 13,118 |
| Federal Way | \$ 59,466 |
| Kent | \$ 59,466 |
| Maple Valley | \$ 13,118 |
| Normandy Park | \$ 6,996 |
| Renton | \$ 59,466 |
| SeaTac | \$ 13,118 |
| Tukwila | \$ 13,118 |
| King County* | \$ 59,466 |
| Additional King County* | \$ 15,534 |
| Office space (in-kind donation) | \$ 12,000 |
| TOTAL REVENUES | \$ 409,694 |
| Spend down balance | \$ 58,543 |
| TOTAL | \$ 468,237 |

EXPENSES

| | |
|--|-------------------|
| Salaries and benefits | \$ 320,611 |
| Interfund IT | \$ 35,000 |
| Advisory Board compensation | \$ 14,400 |
| Office space (in-kind donation) | \$ 12,000 |
| Professional services/Misc. | \$ 37,500 |
| Travel | \$ 5,250 |
| Supplies | \$ 2,000 |
| Subtotal | \$ 426,761 |
| Administering agency - 10% admin fee** | \$ 41,476 |
| TOTAL | \$ 468,237 |

*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.



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.
- ❖ Keep an open mind.
- ❖ Do not nitpick other people's words and language.
- ❖ Understand Advisory Board role – revisit agreements, purpose, etc., agree to look back.
- ❖ Be curious and ask for clarification.
- ❖ Use 'I' statements.
- ❖ Address conflict sooner rather than later.
- ❖ Actively bring all your 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.'



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)
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Commented [DP1]: Stated elsewhere with stronger examples

Commented [DP2]: Stated elsewhere with stronger examples

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