

**SKHHP Executive Board  
April 17, 2026, 1:00 – 3:00 PM  
Virtual Meeting**

**Video conference:**

<https://us06web.zoom.us/j/99857398028?pwd=eXFiMmJpQm1abDZmMmRQbHNOYS8ydz09>

**OR by phone: 253-205-0468**

**Meeting ID: 998 5739 8028**

**Password: 085570**

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<b>I.</b>	<b>CALL TO ORDER</b>	1:00
	<b>a.</b> ROLL CALL	
	<b>b.</b> INTRODUCTIONS OF STAFF WORK GROUP MEMBERS AND ADVISORY BOARD REPRESENTATIVE	
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<b>II.</b>	<b>PUBLIC COMMENT</b>	1:05
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<b>III.</b>	<b>APPROVAL OF MARCH 20, 2026 MEETING MINUTES</b>	1:10
	<u>Motion</u> is to approve the March 20, 2026 SKHHP Executive Board meeting minutes.	
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<b>IV.</b>	<b>AGENDA MODIFICATIONS</b>	1:15
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<b>V.</b>	<b>BOARD BRIEFING</b>	1:20
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	<b>a. A REGIONAL COALITION FOR HOUSING (ARCH)</b>	
	<u>Presenter:</u> Lindsay Masters, ARCH Executive Director	
	<u>Purpose:</u> Review the history and organizational growth of ARCH since its founding in 1992, examining how its relationship with member jurisdictions has evolved to meet East King County's affordable housing needs.	
	<u>Background:</u> Established in 1992, ARCH operates with a staff of fourteen full-time employees dedicated to supporting its members in developing housing policies, strategies, and regulations. The organization efficiently administers housing programs, coordinates municipal investments in affordable housing, and provides direct assistance to individuals seeking affordable rental and ownership opportunities. ARCH's membership includes Beaux Arts Village, Bellevue, Bothell, Clyde Hill, Hunts Point, Issaquah, Kenmore, King County, Kirkland, Medina, Mercer Island, Newcastle, Redmond, Sammamish, Woodinville, and Yarrow Point.	
	<b>For review, discussion, and receipt of Board feedback, no action proposed.</b>	
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<b>VI.</b>	<b>BOARD BUSINESS</b>	1:50
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**a. SMALL INVESTMENTS FOR AFFORDABLE HOUSING TAX EXEMPTIONS**

Presenter: Dorsol Plants, Program Coordinator

Purpose: Discuss an opportunity to preserve affordable housing through acquisition.

Background: Nonprofit organizations that provide housing for households earning 60% or less of Area Median Income can receive a property tax exemption under RCW 84.36.560. Starting in 2024, a change to RCW 84.55.050 allows even small amounts of city or county funding to qualify a project for this tax break. SKHHP has received requests to provide these small investments for housing projects in Burien, Des Moines, and Kent. These modest contributions would allow the projects to meet state requirements and save significantly on taxes, helping keep the housing affordable.

**Motion is to approve Resolution 2026-01**

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**a. 2027 ANNUAL WORK PLAN AND BUDGET DRAFT REVIEW**

2:10

Presenter: Dorsol Plants, Program Coordinator

Purpose: Review a draft 2027 work plan and budget.

Background: The SKHHP Interlocal Agreement (ILA) requires the Executive Board to adopt a work plan and budget annually. While the Board previously considered a biennial cycle for 2027–2028, it has since supported postponing that transition pending a formal ILA amendment. In alignment with this direction, staff has incorporated feedback from the March 20 workshop, the Staff Work Group, SoKiHo, and the SKHHP Advisory Board to further develop the draft work plan, with tentative adoption scheduled for May 15, 2026.

**For review, discussion, and receipt of Board feedback, no action proposed.**

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**b. 2026 HOUSING CAPITAL FUND GUIDELINES**

2:40

Presenter: Dorsol Plants, Program Coordinator

Purpose: Review a draft of the 2026 Housing Capital Fund Guidelines.

Background: Each year, the Executive Board establishes guidelines and priorities for the SKHHP Housing Capital Fund's annual funding round. These guidelines function as both the Request for Proposals (RFP) and the Notice of Funding Availability (NOFA). The Board is scheduled to consider the 2026 guidelines for formal adoption at its May 15, 2026 meeting.

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**For review, discussion, and receipt of Board feedback, no  
action proposed.**

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**VII. UPDATES/ANNOUNCEMENTS 2:55**

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**VIII. ADJOURN 3:00**

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## I. CALL TO ORDER

Nancy Backus called the meeting to order at 1:09 PM.

## ROLL CALL/ESTABLISHMENT OF QUORUM

**Executive Board members present:** Nancy Backus, City of Auburn; Dana Ralph, City of Kent; Gene Achziger, City of Des Moines; Victoria Schroff, City of Maple Valley; Eric Zimmerman, City of Normandy Park; James Lovell, City of SeaTac; Brian Davis, City of Federal Way; Liz Stead, City of Burien; Kristina Soltys, City of Covington; Dennis Martinez, City of Tukwila; Carmen Rivera, City of Renton; Jelani Jackson, King County.

**Others present:** Dorsol Plants, SKHHP Program Coordinator; Brady Nordstrom, SKHHP Advisory Board; James Alberson, City of Renton (alternate); Owen Goode, City of Auburn; Anyah Zupancic, City of Burien (alternate); Matt Torpey, City of Maple Valley; Laurel Humphrey, City of Tukwila; Merina Hanson, City of Kent; Angie Mathias, City of Renton; McCaela Daffern, King County; Dafne Hernandez, City of Covington.

James Lovell joined at 1:12 PM

Kristina Soltys joined at 1:30 PM

Brian Davis joined at 1:45 PM

## II. PUBLIC COMMENT

No public comment was received.

## III. APPROVAL OF FEBRUARY 20, 2026 MINUTES

Dana Ralph moved to approve the February 20, 2026 minutes, seconded by Dennis Martinez. Motion was approved. (10-0)

## IV. AGENDA MODIFICATIONS

No modifications to the agenda were made.

## V. BOARD BUSINESS

### a. ICEBREAKER

The Board participated in an icebreaker activity to facilitate introductions and encourage future collaboration.

### b. 2027-28 BIENNIAL WORK PLAN AND BUDGET DEVELOPMENT WORKSHOP

Dorsol Plants presented an initial draft of the 2027 Work Plan and informed the Board that the 2027 budget is currently under development. The draft budget is scheduled for presentation at the April 17, 2026 meeting. Dorsol Plants recommended that the Board postpone the transition to a biennial work plan and budget cycle to allow for a comprehensive review and amendment of the Interlocal Agreement (ILA). This delay ensures the agreement remains aligned with the requirements of each SKHHP member.

The Board reached a consensus to postpone the transition to a biennial work plan and budget. Members provided direct feedback through a survey tool, and the full results of this assessment are included as Attachment A.

**c. UPDATE ON TWG AWARD REALLOCATION**

Dorsol Plants informed the Board that TWG Development was not awarded funding from Amazon for the Pandion at Star Lake project. SKHHP will reallocate the \$1,940,000 previously awarded to Pandion at Star Lake to the 2026 SKHHP Housing Capital Fund funding round.

**d. 2026 LEGISLATIVE UPDATE**

Dorsol Plants updated the Board on the 2026 Washington State Legislative Session.

**VI. UPDATES/ANNOUNCEMENTS**

Dorsol Plants informed the Board that the homebuyer identification process has commenced for the Miller’s Creek project in Burien and noted that SKHHP staff have started income certifications for prospective buyers.

Dorsol Plants reported that Vice-Chair Dana Ralph spoke at the groundbreaking ceremony for the Kent Multicultural Village project and noted that a photo of the event is available on SKHHP’s social media.

Dorsol Plants indicated he will distribute a flyer prepared by ARCH about the 21st Century ROAD to Housing Act recently passed by the U.S. Senate.

James Lovell advised the Board that the City of SeaTac has closed on the “Bullpen” property and is actively developing an adjacent parcel, which is expected to create various community opportunities, including the potential for affordable housing.

Dennis Martinez informed the Board that the City of Tukwila held a ribbon-cutting ceremony for a new tiny home project supported by Church by the Side of the Road and the Low Income Housing Institute (LIHI), marking the first tiny home village dedicated to serving families in Tukwila.

**VII. ADJOURN**

Nancy Backus adjourned the meeting at 2:51 PM.

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Dorsol Plants, Program Coordinator

**RESOLUTION 2026-02 – ATTACHMENT A**  
**SKHHP 2027 WORK PLAN**

**PURPOSE**

Establish a 2027 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 2027 SKHHP work plan builds on work done in previous years and was developed in collaboration with the Executive 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 2027 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 9
3. Serve as an advocate for South King County.	10 through 15
4. Manage operations and administration.	16 through 23



**Goal 1**

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

<b>Actions</b>	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 from 2023-25 Housing Capital Fund funding rounds.	●●●
3. Facilitate approval from participating Councils of recommended projects from 2026 Housing Capital Fund funding round and prepare contract documents and covenants for any projects ready to move forward.	●●●
4. Manage 2027 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.	●●●
<b>Indicators</b>	
○ Number of housing units and 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 a review of inclusionary zoning models and feasibility requirements among member jurisdictions.	••
7. Convene land use planners (SoKiHo) to increase coordination and collaboration on housing policy and planning.	•
8. Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing.	•
9. Develop SKHHP Executive Board briefings on key housing and homelessness topics, especially as they relate to the goals of the work plan.	•
Indicators	
○ Subregional inclusionary zoning feasibility report prepared and presented	
○ Number of relationships fostered 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
10. Work collaboratively with public funders at the state and local levels to increase alignment and promote shared affordable housing goals and equitable geographic distribution of resources.	••
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. 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.	•
13. Connect affordable housing developers with property owners who intend to sell naturally occurring affordable housing in coordination with member cities.	•
14. Meet with legislators as opportunities arise to inform about SKHHP’s mission, goals, and the Housing Capital Fund and host a legislative forum (odd numbered years).	•
15. Host a South King County legislative forum to amplify awareness of SKHHP’s work and subregional housing needs.	•
<b>Indicators</b>	
○ Number of collaborative work sessions held with public funders	
○ 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	
○ South King County legislative forum successfully executed	



### Goal 4

**Manage operations and administration.**

<b>Actions</b>	<b>Priority of Actions</b> ●●● = 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. Implement and refine monitoring and compliance process to ensure Housing Capital Fund projects maintain affordability for tenants.	●●●
21. Facilitate membership outreach to interested South King County cities to engage potential partners and scale regional housing impact.	●●
22. Evaluate current staff capacity and establish comparative growth models to inform SKHHP’s long-term expansion.	●●
23. Maintain and update the SKHHP website.	●●
<b>Indicators</b>	
○ 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	
○ Process established for monitoring and compliance of Housing Capital Fund projects	
○ Number of outreach meetings, informational briefings, or regional workshops conducted with non-member South King County cities.	
○ Staffing capacity report and growth models prepared and presented to Executive Board	
○ Website maintained	

NANCY BACKUS, CHAIR, SOUTH KING HOUSING AND HOMELESSNESS PARTNERS  
**RESOLUTION 202~~65~~-0~~24~~ – ATTACHMENT A**

**SKHHP 202~~76~~ WORK PLAN**

**PURPOSE**

Establish a 202~~76~~ 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 202~~76~~ SKHHP work plan builds on work done in previous years and was developed in collaboration with the Executive 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 202~~76~~ 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 <del>9</del> <del>4</del> 0
3. Serve as an advocate for South King County.	<del>1</del> 04 through <del>1</del> 56
4. Manage operations and administration.	<del>1</del> 67 through <del>2</del> 32



**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 from 2023-254 Housing Capital Fund funding rounds.	●●●
3. Facilitate approval from participating Councils of recommended projects from 20265 Housing Capital Fund funding round and prepare contract documents and covenants for any projects ready to move forward.	●●●
4. Manage 20276 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.	●●●●●
<b>Indicators</b>	
○ Number of housing units and 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. <del>Facilitate a review of inclusionary zoning models and feasibility requirements among member jurisdictions. Facilitate implementation of subregional affordable housing preservation strategies in coordination with South King County long-range planners.</del>	••
<del>7. Facilitate updates to the Affordable Housing Inventory Dashboard.</del>	<del>••</del>
8.7. _____ Convene land use planners (SoKiHo) to increase coordination and collaboration on housing policy and planning.	•
9.8. _____ Build relationships with developers to learn from their perspective the ways to encourage housing development, especially affordable housing.	•
10.9. _____ 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>	
○ <del>Subregional inclusionary zoning feasibility report prepared and presented</del> <del>Number of subregional housing preservation strategies facilitated or supported</del>	
○ <del>Successful progress on update to the Affordable Housing Inventory Dashboard</del>	
○ Number of relationships fostered 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
<a href="#">11.10.</a> _____ Work collaboratively with public funders at the state and local levels to increase alignment and promote shared affordable housing goals and equitable geographic distribution of resources.	••
<a href="#">12.11.</a> _____ 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.	•
<a href="#">13.12.</a> _____ 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.	•
<a href="#">14.13.</a> _____ Connect affordable housing developers with property owners who intend to sell naturally occurring affordable housing in coordination with member cities.	•
<a href="#">15.14.</a> _____ Meet with legislators as opportunities arise to inform about SKHHP’s mission, goals, and the Housing Capital Fund and host a legislative forum (odd numbered years).	•
<a href="#">16.15.</a> _____ <u>Host a South King County legislative forum to amplify awareness of SKHHP’s work and subregional housing needs.</u> <del>Organize a tour of affordable housing sites</del>	•

<del>in South King County with priority given to visiting Housing Capital Fund supported projects (even numbered years).</del>
<b>Indicators</b>
○ Number of collaborative work sessions held with public funders
○ 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
○ South King County legislative forum <del>or affordable housing tour</del> successfully executed



**Goal 4**

**Manage operations and administration.**

<b>Actions</b>	<b>Priority of Actions</b> ●●● = Higher ●● = Medium ● = Lower
<del>17.16.</del> _____ Develop annual work plan and budget.	●●●
<del>18.17.</del> _____ Generate and distribute quarterly progress reports to SKHHP Executive Board and member jurisdictions.	●●●
<del>19.18.</del> _____ Work with administering agency to maintain records and produce regular financial reports for the SKHHP Housing Capital Fund and SKHHP Operating Account.	●●●
<del>20.19.</del> _____ Organize and host monthly Executive and Advisory Board public meetings.	●●●
<del>21.20.</del> _____ <del>Establish and implement and refine</del> monitoring and compliance process to ensure Housing Capital Fund projects maintain affordability for tenants.	●●●
<u>21. Facilitate membership outreach to interested South King County cities to engage potential partners and scale regional housing impact.</u>	●●
<u>22. Evaluate current staff capacity and establish comparative growth models to inform SKHHP's long-term expansion.</u>	●●

<u>22-23.</u> Maintain and update the SKHHP website.	••
<b>Indicators</b>	
<ul style="list-style-type: none"> <li>○ Work plan and budget adopted</li> </ul>	
<ul style="list-style-type: none"> <li>○ Quarterly progress reports prepared and presented to Executive Board</li> </ul>	
<ul style="list-style-type: none"> <li>○ Financial reports and public records maintained</li> </ul>	
<ul style="list-style-type: none"> <li>○ Monthly Executive and Advisory Board meetings held</li> </ul>	
<ul style="list-style-type: none"> <li>○ Process established for monitoring and compliance of Housing Capital Fund projects</li> </ul>	
<ul style="list-style-type: none"> <li>○ <u>Number of outreach meetings, informational briefings, or regional workshops conducted with non-member South King County cities.</u></li> </ul>	
<ul style="list-style-type: none"> <li>○ <u>Staffing capacity report and growth models prepared and presented to Executive Board</u></li> </ul>	
<ul style="list-style-type: none"> <li>○ Website maintained</li> </ul>	

**RESOLUTION 2026-02 – ATTACHMENT B**  
**2027 SKHHP Operating Budget**

Estimated beginning fund balance - January 1, 2027	\$ 942,838
Estimated ending fund balance - December 31, 2027	\$ 875,929

**REVENUES**

Auburn	\$ 52,295
Burien	\$ 30,171
Covington	\$ 15,086
Des Moines	\$ 15,086
Federal Way	\$ 68,386
Kent	\$ 68,386
Maple Valley	\$ 15,086
Normandy Park	\$ 8,045
Renton	\$ 68,386
SeaTac	\$ 15,086
Tukwila	\$ 15,086
King County*	\$ 68,386
Additional King County*	\$ 6,614
Office space (in-kind donation)	\$ 12,000
<b>TOTAL REVENUES</b>	<b>\$ 458,099</b>
Spend down balance	\$ 66,909
<b>TOTAL</b>	<b>\$ 525,008</b>

**EXPENSES**

Salaries & Wages	\$ 269,648
Benefits	\$ 85,662
Professional Services	\$ 63,970
Interfund Allocations	\$ 44,000
Office Space (in-kind donation)	\$ 12,000
Supplies	\$ 2,000
<b>Subtotal</b>	<b>\$ 477,280</b>
Administering agency - 10% admin fee**	\$ 47,728
<b>TOTAL</b>	<b>\$ 525,008</b>

**RESERVE**

<b>TOTAL</b>	<b>\$ 1,026,983</b>
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\*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.

**RESOLUTION 2026-02 – ATTACHMENT B**  
**2027 SKHHP Operating Budget**

Estimated beginning fund balance - January 1, 2027	\$ 942,838
Estimated ending fund balance - December 31, 2027	\$ 894,482

**REVENUES**

Auburn	\$ 54,910
Burien	\$ 31,680
Covington	\$ 15,840
Des Moines	\$ 15,840
Federal Way	\$ 71,805
Kent	\$ 71,805
Maple Valley	\$ 15,840
Normandy Park	\$ 8,447
Renton	\$ 71,805
SeaTac	\$ 15,840
Tukwila	\$ 15,840
King County*	\$ 71,805
Additional King County*	\$ 3,195
Office space (in-kind donation)	\$ 12,000
<b>TOTAL REVENUES</b>	<b>\$ 476,652</b>
Spend down balance	\$ 48,356
<b>TOTAL</b>	<b>\$ 525,008</b>

**EXPENSES**

Salaries & Wages	\$ 269,648
Benefits	\$ 85,662
Professional Services	\$ 63,970
Interfund Allocations	\$ 44,000
Office Space (in-kind donation)	\$ 12,000
Supplies	\$ 2,000
<b>Subtotal</b>	<b>\$ 477,280</b>
Administering agency - 10% admin fee**	\$ 47,728
<b>TOTAL</b>	<b>\$ 525,008</b>

**RESERVE**

<b>TOTAL</b>	<b>\$ 1,026,983</b>
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\*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.



## SOUTH KING HOUSING AND HOMELESSNESS PARTNERS Housing Capital Fund – 2026 Funding Guidelines

### INTRODUCTION AND PURPOSE

The Cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Maple Valley, Normandy Park, Renton, SeaTac, and Tukwila, plus King County have entered into an interlocal agreement to cooperatively plan for and provide affordable housing in South King County through an organization called the South King Housing and Homelessness Partners (SKHHP).

To accomplish this, SKHHP member cities provide funding to affordable housing projects through the SKHHP Housing Capital Fund. The general purpose of the Housing Capital Fund is to create and preserve affordable housing that meets the needs of low-income households earning up to 60% of area median income (AMI) for renters and up to 80% AMI for homeownership.

SKHHP welcomes all groups or agencies considering preserving or adding inventory of affordable housing available to low-income households. We encourage interested parties to contact SKHHP as early in the process as possible. SKHHP welcomes all inquiries, and our goal is to help project proponents connect to partners and leverage funding to move forward in as coordinated an approach as possible.

### AVAILABLE FUNDING

Approximately **\$5.5 million** in funding is anticipated to be available for the 2026 application round. This total is comprised of revenue collected from SKHHP member city sales and/or use taxes authorized by [RCW 82.14.530](#) from House Bill (HB) 1590, [RCW 82.14.540](#) from Substitute House Bill (SHB) 1406, corresponding local enacting legislation, and pooled as authorized by RCW 82.14.540(10) and the SKHHP pooling interlocal agreements.

**Table 1: Available Funding Amount by Source**

Revenue Source	Amount
RCW 82.14.530 (HB 1590)	\$4,666,016
RCW 82.14.540 (SHB 1406)	\$919,772
<b>Total</b>	<b>\$5,585,788</b>

## FUNDING PRIORITIES

SKHHP has established the following priorities for the Housing Capital Fund in 2026 which are listed in alphabetical order:

**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 applicable tax revenue restrictions and 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.

**Environmental Benefit.** Projects that encourage positive health outcomes based on environmental factors are a high-priority and may include, but are not limited to, housing within 0.5 mile to open spaces, parks, neighborhood gardens, and tree-canopies and projects which avoid or mitigate exposure to environmental hazards and pollutants.

**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 Distribution.** 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 80% 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 affordable housing through acquisition and/or rehabilitation are a high priority. This includes housing units with expiring affordability requirements, income-restricted properties, and residential rental properties that are affordable to households earning up to 60% AMI, but do not have affordability requirements (naturally occurring affordable housing).

**Racial Equity.** SKHHP encourages proposals that advance racial equity through strategies that intentionally dismantle the racially disparate impacts of the current housing system and that interrupt 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.

**SCHEDULE**

The following schedule is anticipated for the 2026 Housing Capital Fund application round:

May 18, 2026	Application package available
No later than August 5, 2026	Intent to apply form and pre-application meeting
September 2, 2026	Applications due by 3pm
December 11, 2026	SKHHP makes funding recommendations
February – March 2027	SKHHP recommendation reviewed by City Councils
April 2027	Award letters sent

**INTENT TO APPLY FORM AND PRE-APPLICATION MEETING**

**Applicants are required to schedule a pre-application meeting held no later than August 5, 2026 and to submit an intent to apply form in advance of the required pre-application meeting to identify and discuss potential issues.** An intent to apply form and pre-application meeting are required to be eligible to apply to the funding round.

Pre-application meetings will include SKHHP staff as well as staff from the jurisdiction where the project is proposed to be located. First-time applicants will benefit from meeting early and often with SKHHP. Applicants should be prepared to provide a project description identifying the population to be served, approximate number of units, income and affordability, type of construction (rehabilitation or new), neighborhood issues, whether relocation or displacement will be required, team members (developer, architect, property manager), likely funding sources, and demonstration of how the proposed project meets SKHHP’s goals and priorities. The intent to apply form will assist in providing this information in advance of the pre-application meeting.

For projects located in cities, SKHHP staff shall notify the Mayor and City Manager (if applicable) of the applicant’s intent to apply. For projects located in unincorporated King County, SKHHP staff shall notify the County’s SKHHP Board Member. Within thirty days of being notified, a jurisdiction may submit a statement on the project proposal to SKHHP staff as part of the project’s Housing Capital Fund

application. Should the jurisdiction not be supportive, the proposal shall not move forward for consideration in the current funding cycle.

**Pre-application meetings will be held between May 18 and August 5, 2026. To set up a pre-application meeting, please email Dorsol Plants, SKHHP Program Coordinator, at [dplants@skhhp.org](mailto:dplants@skhhp.org).**

**ELIGIBLE APPLICANTS**

Housing Capital Funds may be applied for by applicants or a group of applicants that are:

- Non-profit organizations
- Private for-profit organizations
- Public housing authorities
- Public development authorities
- Units of local government

Partnerships involving combinations of the above groups are encouraged, especially in the case where a private for-profit organization and/or applicants with less experience looking to strengthen affordable housing development skills and abilities applies for funding. Partnerships are seen as opportunities to build organizational capacity, achieve community outcomes, and reduce investment risk for the Housing Capital Fund.

**ELIGIBLE BENEFICIARIES**

The general purpose of the Housing Capital Fund is to create and preserve affordable housing that meets the needs of low-income households earning up to 60% AMI for renters and up to 80% AMI for homeownership. SKHHP uses the United States Department of Housing and Urban Development income limits and rent limits developed for the Seattle-Bellevue Metro Area.

**2025 Income and Rent Limits – King County AMI \$157,100**

**Table 2: Maximum 2025 Household Income for Multifamily Rental Properties<sup>1</sup>**

% of AMI	Household Size							
	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
20%	\$22,000	\$25,140	\$28,280	\$31,420	\$33,940	\$36,460	\$38,980	\$41,480
30%	\$33,050	\$37,750	\$42,450	\$47,150	\$50,950	\$54,700	\$58,500	\$62,250
35%	\$38,500	\$43,995	\$49,490	\$54,985	\$59,395	\$63,805	\$68,215	\$72,590
40%	\$44,000	\$50,280	\$56,560	\$62,840	\$67,880	\$72,920	\$77,960	\$82,960
45%	\$49,500	\$56,565	\$63,630	\$70,695	\$76,365	\$82,035	\$87,705	\$93,330
50%	\$55,000	\$62,850	\$70,700	\$78,550	\$84,850	\$91,150	\$97,450	\$103,700
60%	\$66,000	\$75,420	\$84,840	\$94,260	\$101,820	\$109,380	\$116,940	\$124,440
70%	\$77,000	\$87,990	\$98,980	\$109,970	\$118,790	\$127,610	\$136,430	\$145,180
80%	\$88,000	\$100,560	\$113,120	\$125,680	\$135,760	\$145,840	\$155,920	\$165,920

<sup>1</sup> <https://www.huduser.gov/portal/datasets/mtsp.html>; <https://www.huduser.gov/portal/datasets/il/il25/Section8-IncomeLimits-FY25.pdf>; and <https://www.huduser.gov/portal/datasets/il.html>

**Table 3: Maximum Rent and Utilities for Projects Based on Unit Size\***

% of AMI	Number of Bedrooms					
	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom	5-bedroom
20%	\$550	\$589	\$707	\$817	\$911	\$1,005
30%	\$826	\$885	\$1,061	\$1,226	\$1,367	\$1,509
35%	\$962	\$1,031	\$1,237	\$1,429	\$1,595	\$1,760
40%	\$1,100	\$1,178	\$1,414	\$1,634	\$1,823	\$2,011
45%	\$1,237	\$1,325	\$1,590	\$1,838	\$2,050	\$2,262
50%	\$1,375	\$1,473	\$1,767	\$2,042	\$2,278	\$2,514
60%	\$1,650	\$1,767	\$2,121	\$2,451	\$2,734	\$3,017
70%	\$1,925	\$2,062	\$2,474	\$2,859	\$3,190	\$3,520
80%	\$2,200	\$2,357	\$2,828	\$3,268	\$3,646	\$4,023

\*Maximum rent and utilities for projects based on unit size includes the cost of basic utilities paid by resident. Unless the property pays ALL utilities, property must allow for the estimated amount the resident pays for utilities when calculating rent charges, so that both together do not exceed the rent limits. Most properties use public housing authority utility allowances. [King County Housing Authority energy assistance supplements \(formerly called utility allowances\)](#).

Funds sourced from and authorized under [RCW 82.14.530](#) (HB 1590) must support at least one of the following population groups whose income is at or below 60% AMI:

- Persons with behavioral health disabilities
- Veterans
- Seniors
- Persons who are homeless or at-risk of being homeless<sup>2</sup>, including families with children
- Unaccompanied homeless youth or young adults
- Persons with disabilities
- Survivors of domestic violence

**ELIGIBLE ACTIVITIES**

SKHHP funds provided from RCW 82.14.540 (SHB 1406) 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% AMI or up to 80% AMI for homeownership projects

SKHHP funds provided from RCW 82.14.530 (HB 1590) may be used for the following activities:

<sup>2</sup> At-risk of being homeless defined by HUD as earning less than 30% AMI with other conditions: [https://files.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition\\_Criteria.pdf](https://files.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf)

- Construction or acquisition of affordable housing, which may include supportive housing and new units of affordable housing within an existing structure
- Acquisition of land for affordable housing

Currently, SKHHP does not have funds to support early technical assistance or predevelopment costs. Applicants in preliminary stages are encouraged to apply to [Impact Capital](#) for predevelopment funding.

SKHHP member cities understand that certain County, State, and Federal housing programs require some level of matching by local resources. The SKHHP Housing Capital Fund is encouraged to be used as a local match for these programs.

It is SKHHP's preference not to be the sole public funder on a project. Applicants are encouraged to apply to other public funders in addition to SKHHP such as the Department of Commerce's Housing Trust Fund, King County's Housing Finance Program, and/or the Washington State Housing and Finance Commission's various programs.

### **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 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
- Construction or acquisition of behavioral health-related facilities, or acquiring land for these purposes
- Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers
- Operation, delivery, or evaluation of behavioral health treatment programs and services or housing-related services
- Emergency shelter, transitional housing, or emergency housing

### **PROJECT LOCATION**

All projects funded under this program must be located within the SKHHP sphere of influence (**see ATTACHMENT A**).

## **LOAN AND REGULATORY TERMS**

Housing Capital Fund dollars will be made available as either secured grants or loans. SKHHP has flexible terms designed to accommodate a range of projects and loan terms will vary based on the financial needs of the project. Applicants should indicate in the application whether they are applying for a grant or loan, and what loan terms are proposed for the project. Loan applicants will not receive priority over grant applicants.

## **PERIOD OF AFFORDABILITY**

SKHHP expects that projects will commit to providing long-term affordability in the form of a 50-year covenant. A covenant will be recorded against the property that requires continued use of the property for low-income housing for the period of affordability. During this period the owner or property manager will be required to do annual reporting of tenant incomes and rents to ensure that affordability requirements are met, and SKHHP will monitor those reports to ensure compliance. If the project is converted to an alternative use or is otherwise not meeting the agreed upon terms in the covenant any time during the project's agreed-to term of affordability, the SKHHP Housing Capital Fund contribution to the project will be subject to immediate repayment, and potentially a proportionate share of appreciation.

## **REPORTING REQUIREMENTS**

Additional funding conditions will be spelled out in an award letter to successful applicants. At a minimum, the following reporting requirements shall apply during development and occupancy:

### *Quarterly Status Reports*

Quarterly status reports are required for all Housing Capital Fund funded projects during the development stage (from the time funds are awarded until the project's completion and occupancy). The quarterly reports must at a minimum include the status of funds expended and progress to date. A final budget must be prepared and submitted at the time of construction start and project completion. SKHHP will rely on these quarterly reports to determine if satisfactory progress is being made on the project. SKHHP staff will be entitled to inspect the project site during the project's construction.

### *Ongoing Monitoring*

After occupancy, the project sponsor will submit annual reports to SKHHP summarizing the number of project beneficiaries, housing expenses for the target population, and the proportion of those beneficiaries that are low- and/or moderate-income and that meet other eligibility criteria established in the SKHHP contract and covenant. In addition, the annual report shall include certifications to SKHHP that it is in compliance with the covenant, which shall include the most current occupancy information, rent schedule (showing which units are in each income class), a calculation justifying any increases in rents from the previous rent schedule, consistent with the covenant and the contract, and the actual rents being charged to each unit. For projects supported by other public funders such as King County, the Washington State Department of Commerce, and/or the Washington Housing Finance Commission,

SKHHP shall accept the same annual report produced for those agencies so long as it contains the necessary detail required by SKHHP to ensure compliance with the contract and covenant. The annual reports shall be submitted by June 30 of each year and will be required for the full duration of the affordability period. SKHHP will also periodically evaluate all projects for long term sustainability.

## **OTHER AWARD TERMS**

The terms of the award will be detailed in the final contract and funding documents. For common questions SKHHP receives regarding award terms, the following are provided:

### *Timeframe for Funding Commitment*

The funding commitment continues for thirty-six (36) months from the date of final Council approval and shall expire thereafter. An extension may be requested to SKHHP staff no later than sixty (60) days prior to the expiration date. At that time, the project sponsor will provide a status report on progress to date and expected schedule for start of construction and project completion. The SKHHP Executive Board will consider a twelve-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the project sponsor will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period.

### *Compensation and Method of Payment*

SKHHP only provides funding based on documented invoices and only for activities agreed to in the contract. SKHHP retains 5% of the funding award (“retention”) and shall release the retention only after construction is complete and all other obligations outlined in the contract have been satisfied.

### *Procurement Requirements*

Project sponsors shall use and document an open and competitive bidding process for construction and related consultant services associated with the project, regardless of the source of funds used to pay their costs, and shall keep records of its process in the event of an audit. Awardees shall pay RCW 39.12 prevailing wages in all projects funded by SKHHP that include construction activities, unless federal funds awarded to the project mandate use of federal prevailing wage rates.

## **APPLICATION CONTENTS**

SKHHP uses the Combined Funders Application, developed jointly with other public funders including the Washington State Department of Commerce and King County. The Combined Funders Application forms, SKHHP application addendums, and SKHHP notice of intent to apply are available on SKHHP’s website at: <http://skhhp.org/home/housing-capital-fund/>

### *Letter of consistency*

Projects that are selected for funding must demonstrate consistency with community priorities and plans. Applicants must include a letter of consistency from the jurisdiction where the project is located affirming the project is consistent with the Consolidated Plan, local comprehensive plan and its housing

element, and any local housing action plans. The jurisdiction will be provided a template from SKHHP which can be used to provide the needed information to the applicant.

### *Letter of community support*

Projects that are selected for funding must demonstrate community support. Applicants must include at least one letter of support from a community organization, faith-based institution, community center, or school that serves the community where the project is proposed to be located.

### **The following materials are to be submitted for each application:**

1. A letter of consistency from the jurisdiction where the project is proposed (PDF format)
2. A letter of community support (PDF format)
3. SKHHP Addendum with narrative responses (Word format)
4. Underwriting Standards Addendum (PDF format)
5. Combined Funders Application that meets the following:
  - Attachments under each Tab should be placed in a separate folder labeled with the Tab number.
  - The Project Workbook must be in Excel format with linked sheets unlocked and formulas visible.

**To submit an application please send an email with a link from OneDrive, Dropbox, Google Drive, or other file sharing services to Dorsol Plants, SKHHP Program Coordinator, at [dplants@skhhp.org](mailto:dplants@skhhp.org) no later than 3pm Pacific Standard Time on Wednesday, September 2, 2026.**

If you applied for funding in a previous funding round of the SKHHP Housing Capital Fund, were not selected for funding, and were provided feedback on your application, please include a letter in your application describing how any previously identified issues have been resolved.

If you were awarded funding from SKHHP in a previous funding round and are returning for an additional award, please include a letter in your application describing why additional funds are needed.

If you have any questions about application requirements, please contact Dorsol Plants, SKHHP Program Coordinator, at (253) 804-5089 or email [dplants@skhhp.org](mailto:dplants@skhhp.org).

### **REVIEW PROCESS**

Proposals will be reviewed using the following process:

**Step 1.** An initial screening will be conducted by SKHHP staff to determine the completeness of each application. Staff reserves the right to deny applications that are incomplete.

**Step 2.** SKHHP will evaluate the applications at the Advisory and Executive Board meetings in October and November and develop a recommendation to the respective City Councils. SKHHP’s initial recommendation will be made by its Advisory Board with the final recommendation provided by the SKHHP Executive Board.

**Step 3.** SKHHP member City Councils that have contributed funding will review and approve the funding recommendation submitted by SKHHP, or will return the recommendation, with comments, for further investigation before a final decision is made.

## **EVALUATION CRITERIA**

### **General**

Evaluation of applications will focus on an overall evaluation of all of the following key areas:

- **Advancing the goals of equity**, including the extent that projects are community-driven and/or reduce or undo disproportionate harm to communities most impacted by historic injustice and displacement, including extremely low-income households with incomes at or below 30% AMI, households with disabilities, and Black, Indigenous, and People of Color (BIPOC) communities.
- **Feasibility, timeliness, and cost effectiveness**, including total development cost per unit/square feet, reasonableness and feasibility of schedule, budgets, and proforma, adequacy of resources and ongoing sustainability, and site control to ensure timely completion. Project sponsor should be in good standing with other public funders.
- **Relevance of the project to local housing needs and funding priorities**, including the extent to which the project is consistent with the local plans (e.g., Consolidated Plan, Housing Element, or area plans), and the extent to which housing need will be met and help to achieve SKHHP’s stated priorities.
- **Suitability of the project sponsor and development team**, including any track record and/or housing development for success, adequacy of management plans, duration of affordability, ongoing sustainability, adequacy of support services, and firmness of financial commitments or likelihood of receiving those commitments.
- **Consistency with underwriting standards**, [Language pending the completion of the updated underwriting standards by the King County Public Funders.]

### **Specific**

The following specific information areas will be evaluated for data to support the key focus areas described above.

#### **A. Development and Operating Budgets**

Projects will be evaluated for cost effectiveness based on both immediate impact and long-term benefit. Higher up-front development costs may be justified to create long-term operational

efficiencies (e.g., through use of high-efficiency building systems), provided that those increased costs have a relatively short payback period. Higher land costs may be justified to account for strategic location such as proximity to transit or other local amenities. SKHHP may use third party reviewers to evaluate estimated construction costs and feasibility of the overall project. Development and operating budget forms should provide detailed explanation to support estimated expenses. If support services are identified as an integral part of the project, a detailed services budget must also be submitted as part of the Combined Funders Application. Proposed financing will be evaluated for feasibility based on expressed interest from lenders and investors, and applicant (or applicant team, including more-experienced consultants and partners) should have experience in obtaining financing, and other competitive criteria (e.g., estimated tax credit score if LIHTC equity is proposed).

#### B. Project Readiness

Projects will be evaluated for their readiness to proceed. Applications should be complete and thoroughly reviewed and vetted prior to submission to ensure accuracy of reported information. For projects not proposing land acquisition, applicants should demonstrate full site control. Projects that propose significant fundraising should demonstrate steps taken to prepare for and implement a capital campaign, including a plan and timeline for the proposed capital fundraising and, preferably, a track record of past or current capital fundraising ability. Projects that will rely on public funding to cover the costs of ongoing operations or services should identify and describe the availability of such funding, and report on the project's competitiveness for such funds based on discussions with likely funders.

#### C. Development Team Track Record

Project review will take into consideration how experienced development teams have performed on previously funded projects and, in the interest in increasing the diversity of housing and community developers, how less experienced developers (or partners/consultants on their team) demonstrate an understanding of the steps and structures needed for success. When there is an applicable track record (for the applicant or partner/consultants), the application should identify lessons learned from those projects and describe how performance/actions have been modified as a result.

#### D. Property and Asset Management Capacity

The proposed property and asset management entities will be evaluated on their experience, performance, or developing capacity in managing comparable developments. Successful asset managers will have a detailed understanding of the physical and financial condition of their properties, regularly updated capital needs assessments, and thoughtful policies for balancing the objective of maintaining affordable rents and planning for healthy reserves and operating income to cover current and future expenses. If a project is in its preliminary stages, a boiler plate management plan may be submitted with the application. A final management plan will be required prior to contracting.

A successful management plan will include the following information:

- **Occupancy:** Information in the occupancy management plan must include lease information (length, tenant eligibility and selection standards, standards for termination of lease, eviction, lease renewal) and marketing strategies including local outreach.
- **Facility:** The facility management plan should include provisions for both routine and long-term building maintenance.
- **Supportive services:** If applicable, the applicant must describe how any supportive services identified as an integral part of the project will be provided, either directly or through linkages with an existing network of service agencies and describe how those services will be in accordance with best practices for the intended population including number of staff providing the supportive services and hours dedicated solely to service provision at the project location.

#### E. Displacement and Relocation

Any activity which would result in the displacement of existing residents, especially low- and/or moderate-income residents and/or BIPOC residents is discouraged. If displacement may occur, the applicant must submit, as part of the application for capital funds, a plan for providing relocation assistance to the displaced residents. Relocation costs should be included in the project budget. Projects funded with federal dollars (e.g., CDBG funds) must meet all applicable federal relocation requirements.

#### F. Supporting Equity

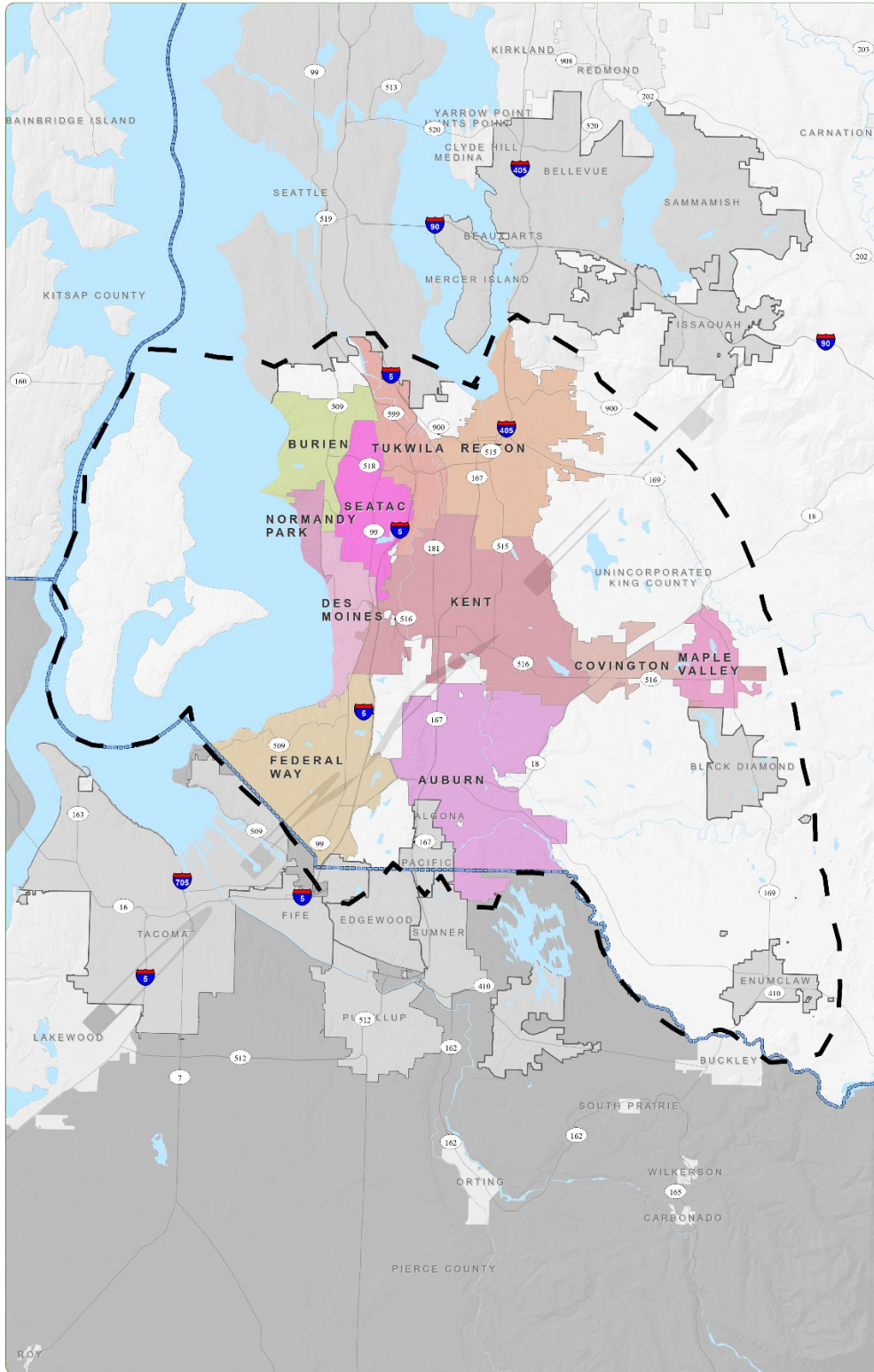
The proposed project will be evaluated based on whether the development will advance SKHHP’s goals of equity, including preserving existing communities at risk of displacement (which includes manufactured housing communities); increasing opportunities for extremely low-income households (households with incomes at or below 30% AMI); creating meaningful project partnerships (including with BIPOC-lead organizations) that give voice and ownership to residents and communities of color; affirmatively marketing new housing opportunities to communities less likely to access opportunities in South King County; providing affordable housing as a public investment – and potential catalyst – in areas that have traditionally received less services and/or public investments; and addressing historic inequities in access to homeownership.

#### G. Nature of Location

As part of the decision process, reviewers will want to understand how the proposed development fits into the neighborhood and would help further any number of public policy goals. Examples of furthering public policy goals could include:

- Locating in a “high opportunity” location, with proximity to or easy access to jobs, grocery stores, pharmacies, schools, childcare, transportation, and community or cultural centers.
- Providing affordable housing in areas at high-risk of displacement or experiencing a loss of naturally occurring affordable housing.
- Investing public dollars in areas traditionally/historically underserved or as a catalyst for further investments and development.

**ATTACHMENT A: SKHHP SPHERE OF INFLUENCE**





## Memorandum

TO: SKHHP Executive Board

FROM: Dorsol Plants, Program Coordinator

DATE: April 10, 2026

SUBJECT: Small Investment Opportunity to Preserve 64-units of Affordable Housing

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### SUMMARY

SKHHP received a proposal to preserve a 64-unit apartment community in Des Moines, which consists of 15 studio units with an average rent of \$1,310 and 49 one-bedroom units averaging \$1,446. Following the expiration of the property's Low-Income Housing Tax Credit restrictions in December 2025, the site is currently eligible for market-rate conversion. To prevent this, a targeted public investment of \$5,000 would facilitate a property tax abatement through a nonprofit partnership, allowing for the execution of a recorded affordability covenant. This \$5,000 investment strategically leverages \$3.6 million in private capital to ensure the long-term preservation of the community. To secure this arrangement, a funding commitment is required by April 20, 2026, with final documentation and funding to be completed by May 15, 2026.

### BACKGROUND

Under RCW 84.36.560, nonprofit organizations that provide housing for households earning 60% or less of the Area Median Income (AMI) are eligible for a property tax exemption. This state law is intended to support the financial stability of affordable housing by reducing annual operating costs. Historically, the criteria for obtaining this exemption required specific types of public funds.

A 2024 amendment (SHB 1212) expanded the eligibility criteria under RCW 84.36.560 to include properties assisted by local funds or levies authorized under RCW 84.55.050. This allows a modest local investment to serve as the qualifying 'assistance' required to trigger a full property tax exemption, significantly improving the project's financial viability.

SKHHP has received requests to provide these qualifying investments for specific housing developments in Burien, Des Moines, Burien, and Kent. By contributing these modest amounts, the projects can meet the updated state criteria and secure the property tax exemption. This process lowers the fixed expenses for the property owners, which helps ensure the housing remains viable and affordable for the target income groups over the long term.

### RECOMMENDATION

- Adopt resolution 2026-01 to utilize \$5,000 from the Spend Down Reserve to support the acquisition of a 64-unit apartment community in the City of Des Moines.
  - Estimated funds in Spend Down Reserve at end of 2026: \$942,838