



**SKHHP Advisory Board
Special Meeting
May 7, 2026 – 3:30 PM
Auburn City Hall Annex
Conference Room 2
1 East Main Street
Auburn, WA 98001**

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The SKHHP Advisory Board Meeting scheduled for Thursday, May 7, 2026, at 3:30 PM will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: +12532158782,,89734407973# US

Toll Free: +12532050468,,89734407973# US

Zoom: <https://us06web.zoom.us/j/89734407973>

Meeting ID: 897 3440 7973

ROLL CALL

AGENDA MODIFICATIONS

Public Comment

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: SKHHP

25 W Main St

Auburn, WA 98001

Email written comments to: info@skhhp.org

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the SKHHP requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting.

Participants can request accommodation to be able to provide a remote oral comment by contacting SKHHP in person, by phone (253) 804.5089-3043, or by email (info@skhhp.org).

APPROVAL OF MINUTES

- A. Approval of SKHHP Advisory Board April 2, 2026 Meeting Minutes

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Report on the April 17, 2026 SKHHP Executive Board Meeting – Board member Maria Arns

RESOLUTIONS

- A. Resolution No 2026-01
A Resolution establishing an in-person location for regular public attendance of the SKHHP Advisory Board.

(RECOMMENDED ACTION: Move to approve Resolution No 2026-01)

DISCUSSION ITEM

- A. Community Partnership Framework – Program Coordinator Dorsol Plants
- B. 2026 Housing Capital Fund Evaluation Process – Program Coordinator Dorsol Plants
- C. 2026 Education and Engagement Opportunity: Lived Experience Listening Session Supporting the Evergreen Sustainable Development Standards (ESDS) update – Program Coordinator Dorsol Plants

ADJOURNMENT

Agendas and minutes are available to the public at the SKHHP Office and on the SKHHP website (<https://skhhp.org/advisory-board/>).



I. CALL TO ORDER

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

ROLL CALL/ESTABLISHMENT OF QUORUM

Advisory Board members present: Kent Hay, Kathleen Hosfeld, Brady Nordstrom, Maria Arns, Ryan Donohue, Amanda McElvaney, Angela Weikel, Dr. Damaris Espinoza, Saja Ahmed, Marc Cote, Jessica de Barros, Rumi Takahasi, Hamdi Abdulle, Reagan Wheelock.

Other attendees: Dorsol Plants, SKHHP.

Brady Nordstrom joined at 4:20 PM.

II. PUBLIC COMMENT

No public comment was received.

III. APPROVAL OF MARCH 5, 2026 MEETING MINUTES

Rumi Takahashi moved to approve the March 5, 2026 minutes with a correction to the spelling of Rumi Takahashi; the motion was seconded by Reagan Wheelock. Motion was approved. (12-0-1)

IV. BOARD BRIEFINGS

a. EXECUTIVE BOARD MEETING REPORT

Brady Nordstrom provided a summary of the March 20 Executive Board meeting.

V. BOARD BUSINESS

a. 2027 SKHHP WORK PLAN DEVELOPMENT

Dorsol Plants presented an overview of the development process and the current draft of the 2027 SKHHP Work Plan and Budget to the Board.

The Board recommended that the SKHHP Executive Board maintain Action Item 11 within the 2027 Work Plan, which directs SKHHP staff to 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.

b. 2026 HOUSING CAPITAL FUND GUIDELINES DEVELOPMENT

Dorsol Plants presented the 2025 Housing Capital Fund Guidelines to the Board to solicit feedback and guidance for the development of the 2026 Housing Capital Fund Guidelines. The Board directed SKHHP staff to revise the SKHHP Narrative Addendum to provide more detail regarding community partnerships and project connections during the evaluation process.

SKHHP staff was further instructed to draft specific language for the 2026 Housing Capital Fund guidelines that establishes support for households with disabilities as a part of the general evaluation criteria. Additionally, the Board recommended that the SKHHP Executive Board expand eligibility for the Housing Capital Fund to include applications for transitional housing projects.

c. 2026 EDUCATION AND ENGAGEMENT OPPORTUNITY: LIVED EXPERIENCE LISTENING SESSION

Dorsol Plants updated the Board on the progress of the upcoming listening session. The event will be hosted by the Board, supported by Age Friendly Seattle, the NW Universal Design Council, and the Washington State Department of Commerce.

The Board reached a consensus to hold the session as a special in-person meeting on June 4. Additionally, the Board requested that SKHHP staff identify an event location that is easily accessible by transit.

V. UPDATES & ANNOUNCEMENTS

Dorsol Plants informed the Board that Claire Goodwin was no longer with SKHHP.

VI. CLOSING/ADJOURN

Dorsol Plants adjourned the meeting at 5:28 PM.

Dorsol Plants, Program Coordinator

May Meeting

Dorsol Plants, SKHHP Program
Coordinator

May 7, 2026

SKHHP Advisory Board



Photo Credits: Southcenter Mall, Tukwila, July 31, 1968 (Dudley, Hardin & Yang, Inc.,
Courtesy UW Special Collections (SOC6955))

Community Partnership Framework



Photo Credits: Boating on the Duwamish River, Tukwila, 1909 (Tukwila Historical Society)

Community Partnership Framework

What is the Community Partnership Framework (CPF)

The CPF is a collaborative, tiered system designed to ensure that new projects integrate meaningfully into their local neighborhoods. It serves as a proactive roadmap for communication between developers, jurisdictions, and residents.

CPF Goals

Proactive Coordination: Establishing clear expectations and communication channels before issues arise.

Community Stability: Ensuring every resident feels safe, welcome, and has peaceful enjoyment of their home.

Transparency: Providing a clear, non-regulatory roadmap for project success and resource sharing.

CPF Level 1 (Standard): Baseline Coordination

All SKHHP Housing Capital Fund (HCF) applicants are required to complete CPF Level 1 as part of the application process. Applicants are encouraged to consider higher CPF levels to further support community integration.

CPF Level 1 (Standard): Requirements

Project Name

Project Address

Community Boundaries

Primary Point of Contact

Secondary Point of Contact

Mailing Address

Community and Service Partners

[Provide a comprehensive list of all community groups, neighborhood associations, or service organizations contacted regarding this project. Include the date of the most recent outreach for each organization.]

CPF Level 1 (Standard): Requirements

Point of Contact: Identify a primary representative for the project to receive and respond to inquiries.

Initial Notification: Distribute a project overview to the immediate neighborhood, including contact information and anticipated timelines.

Responsiveness: Commit to a standard timeframe of _____ business days for responding to general community inquiries.

Quarterly Updates: Provide SKHHP with a brief status report every three months to keep the community informed of upcoming milestones or changes.

Information Channel: Maintain an updated website or digital flyer where residents and neighbors can find basic project facts and progress updates.

CPF Level 2 (Enhanced): Focused Engagement

Projects with the following characteristics may be required to complete CPF Level 2 as part of the SKHHP HCF application.

- **Community Context:** Projects located in transitioning neighborhoods or areas with a history of displacement where intentional relationship-building is vital.
- **Inclusive Growth:** Medium-sized developments (10–50 units) where proactive outreach can help integrate new residents into the existing neighborhood fabric.
- **Shared Infrastructure:** Projects involving zoning variances or street-level changes that offer an opportunity to coordinate shared resources like parking or public access.
- **Tailored Updates:** Programs serving populations that benefit from a more personal introduction to neighbors to build long-term social support.

CPF Level 2 (Enhanced): Requirements

All Tier 1 Requirements, plus:

Community Briefings: Host a localized meeting or "open house" to walk neighbors through project details and answer questions directly.

Proactive Outreach: Engage with established local groups or neighborhood associations to ensure project integration aligns with local needs and interests.

Collaborative Design Feedback: Provide a clear channel for neighbors to offer input on visible elements, such as landscaping, lighting, or street-facing aesthetics.

Issue Resolution Roadmap: Establish a clear, step-by-step process for documenting, addressing, and escalating concerns to ensure consistent follow-through and resolution. The number of issues raised and resolved must be included in the quarterly updates to SKHHP.

CPF Level 3 (Formal Partnership): Active Collaboration

Projects with the following characteristics may be required to complete CPF Level 3 as part of the SKHHP HCF application.

- **Civic Anchors:** Large-scale or campus-style developments (50+ units) that play a significant role in the neighborhood's future and long-term vitality.
- **High-Support Communities:** Permanent Supportive Housing (PSH) or 24/7 service models where a formal partnership helps weave supportive services into the broader safety and wellness of the neighborhood.
- **Restorative Coordination:** Neighborhoods that have faced past challenges (such as nuisance properties) where a structured agreement is used to rebuild trust and ensure all parties are invested in each other's success.
- **Integrated Operations:** This includes projects with complex needs, such as 24-hour security or transit coordination, that work best when planned in direct collaboration with the local community.

CPF Level 3 (Formal Partnership): Requirements

All Level 1 & 2 Requirements, plus:

Priority Response Protocol: Establish a direct contact method for urgent concerns with a guaranteed response or acknowledgement within 24 hours.

Emergency Response Plan: Develop a comprehensive, step-by-step response plan to ensure the continuity of support and resident safety in the event of a significant incident, facility emergency, or infrastructure damage to the project. This plan must outline specific protocols for immediate stabilization, internal and external communication, and the process for transitioning back to standard long-term operations.

Neighborhood Partnership Group: Form a representative group that meets regularly to support community integration, empower residents to participate in local activities, and proactively address ongoing neighborhood needs.

Annual Operational Review: Conduct a yearly meeting with SKHHP to assess the effectiveness of the partnership and update the coordination plan as the project moves into long-term operation.

Questions & Discussion

2026 Housing Capital Fund Evaluation Process

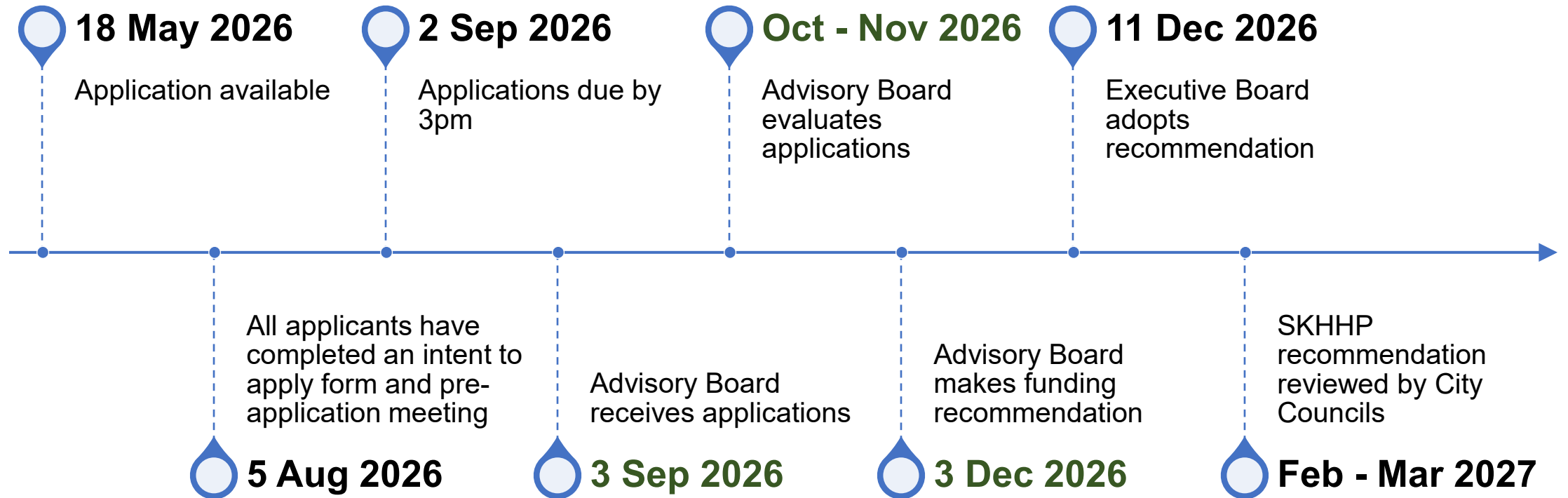


Photo Credits Old Red covered bridge, Renton Road, built 1903, 1960 (Tukwila Historical Society)

Estimated 2026 Fund Amount



HCF Tentative Timeline



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 or emergency housing**

Draft 2026 General Criteria

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.]

Evaluation Form

Project: _____

General Criteria	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.	
Strengths		Weaknesses
Word Rating: _____		

Evaluation Form

<i>SKHHP Funding Priorities</i>		
Collaboration	Project sponsors working in collaboration/partnership with local community-based organizations are a high priority.	Yes/No
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.	Yes/No

Questions & Discussion

2026 Education and Engagement Opportunity



Photo Credits: Female Passenger Returning from Seattle at the Tukwila Interurban Station, 1904 (Tukwila Historical Society)

Evergreen Sustainable Development Standards (ESDS) Listening Session

Date: June 4, 2026

Set-up Time: 3:00 to 3:30 PM

Event Time: 3:30 to 5:00 PM (30-minute set-up/30-minute clean-up)

Clean-up Time: 5:00 to 5:30 PM

Location: 2650 S. 200th St, Suite 101, SeaTac, WA 98198

Participants: Up to 50 individuals, including affordable housing residents with disabilities and the service providers who support them.

Suggested Agenda

3:30 – 3:40: Introduction (10 min)

3:40 – 4:05: ESDS Overview & Funding Impact (25 min)

4:05 – 4:35: Breakout Groups (30 min)

4:35 – 4:55: Group Report Out & Full Room Discussion (20 min)

4:55 – 5:00: Closing & Next Steps (5 min)

Breakout Groups: Will include four to five participants and a facilitator.
(Advisory Board member, NW Design Board member, or Age Friendly Staff)

Suggest Breakout Questions

- When navigating the common areas or your individual unit, where do you still feel a 'pinch point' or friction, despite the accessible design features?
- Beyond the ADA-mandated minimums, which ESDS Universal Design features (e.g., rocker switches, lever handles, or no-step entries) have made the biggest difference in your daily routine?
- ESDS focuses heavily on physical mobility. How well do the current features support residents with sensory, cognitive, or neurodivergent needs (e.g., lighting levels, acoustic dampening, or clear wayfinding)?
- What are the most common 'wear and tear' issues you see with accessibility hardware (like automatic door openers or adjustable counters), and how quickly are they typically repaired?
- For those who have moved from a standard unit to a unit with accessibility features, what is one thing you can do now that you couldn't do before? What is one thing that is surprisingly still difficult?
- If an accessibility feature breaks (like a lift or a braille sign is damaged), what is the clear process for a resident to report it, and how is that timeline tracked and communicated?
- How can public funders better encourage developers who go beyond the 'Mandatory' ESDS criteria to reach the 'Optional' Universal Design points?

Questions & Discussion



AGENDA BILL APPROVAL FORM

Meeting Date: May 7, 2026

Agenda Subject: Advisory Board Resolution No 2026-01

Attachments: None

Budget Impact: None

Background for Motion: This resolution establishes that SKHHP meetings will now include an in-person attendance option at the City of Auburn Annex to improve public access. (1 East Main Street, Auburn, WA 98001)

Background Summary: The Washington State Open Public Meetings Act (OPMA), enacted in 1971, requires most governing bodies to provide a physical location for public attendance to ensure government transparency and oversight. An exception is only granted to organizations that conducted meetings fully remotely prior to March 1, 2020. Because the SKHHP Advisory Board began meeting in November 2021, it does not qualify for this exception. To maintain compliance with OPMA requirements and facilitate public participation, the Board must establish a designated in-person location for its general meetings. As the host jurisdiction, the City of Auburn provides the necessary meeting space to fulfill these statutory obligations.

Staff: Dorsol Plants, Program Coordinator

RESOLUTION NO. 2026-01

A RESOLUTION OF THE ADVISORY BOARD OF THE SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS ESTABLISHING AN IN-PERSON MEETING LOCATION FOR ITS REGULAR MONTHLY MEETING

WHEREAS, in 1971 Washington State enacted the Open Public Meetings Act (OPMA) to ensure public access and participation in the government; and

WHEREAS, the OPMA requires most governing bodies to provide a physical, in-person meeting location to ensure public access; and

WHEREAS, the SKHHP Advisory Board meets on the first Thursday of every month from 3:30 PM to 5:30 PM.

NOW, THEREFORE, THE ADVISORY BOARD RESOLVES as follows:

Section 1. The Advisory Board establishes that a physical meeting space will be provided at the Auburn City Hall Annex Conference Room 2 located on 1 East Main Street Auburn, WA 98001 for its regular monthly meeting.

Section 2. The Executive Manager is authorized to implement those administrative procedures necessary to carry out the directives of this legislation.

Section 3. SKHHP staff is authorized to make necessary corrections to this Resolution including, but not limited to, the correction of scrivener's/clerical errors, references, Resolution numbering, section/subsection numbers, and any references thereto.

Section 4. This Resolution will take effect and be in full force on passage and signatures.

Dated and Signed this _____ day of _____, 2026.

SOUTH KING COUNTY HOUSING AND HOMELESSNESS PARTNERS

Dated and signed this _____ day of _____, 2026.

Dorsol Plants, FACILITATOR



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
Total	\$5,585,788

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.

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 Properties¹

% 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

¹ <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 homeless², 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:

² 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

- 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)~~ Community Partnership Framework Form (PDF 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 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.

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

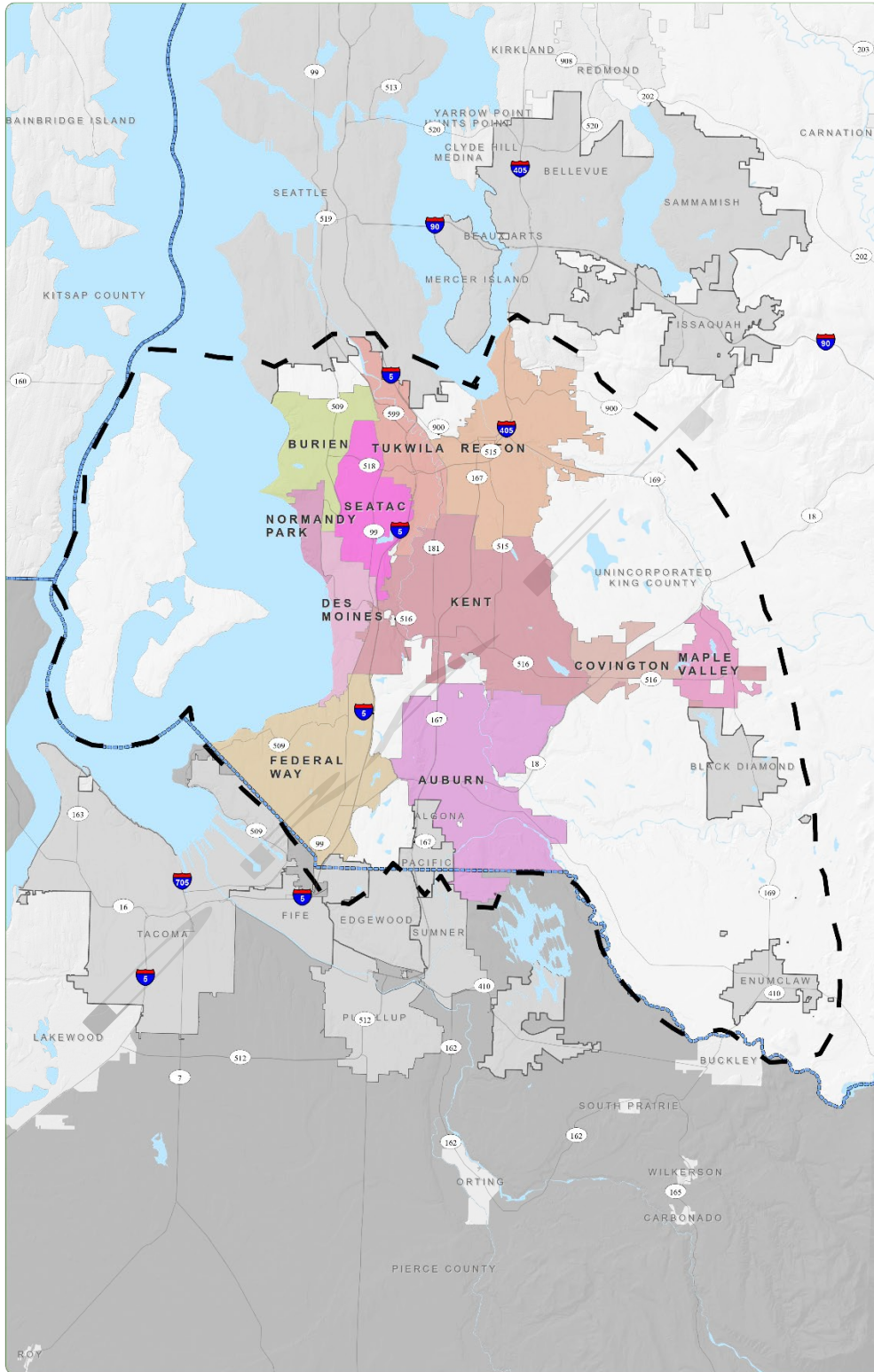
The proposed project will be evaluated based on whether the development will advance SKHHP’s goals of equity, including preserving existing communities at risk of displacement (which includes manufactured housing communities); increasing opportunities for extremely low-income households (households with 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



Community Partnership Framework

The Community Partnership Framework (CPF) serves as a collaborative, tiered system designed to foster proactive communication and coordination between projects, jurisdictions, and residents. By establishing a shared understanding early in the process, the framework ensures that projects supported by SKHHP funds integrate meaningfully and healthily into the local neighborhood. This criteria-based approach benefits everyone involved: it provides developers with a clear roadmap for success, offers jurisdictions a structured coordination tool, and empowers residents with a transparent look at the opportunities and resources coming to their community—all while ensuring the creation of safe, healthy, and affordable homes.

Purpose, Assumptions, & Goals

The purpose of this agreement is to support the successful integration of [Project Name] into the neighborhood by establishing clear communication, shared expectations, and a positive working relationship among all parties. Like any new development, this project may bring changes that require ongoing coordination, and this framework is intended to provide a practical, proactive approach to addressing questions or concerns as they arise. This framework is intended to support project success and community stability, not to create additional regulatory requirements; and supports coordination among the project, jurisdiction, and community stakeholders.

Inherent in this agreement is the assumption that everyone in the community has certain basic rights; these include:

- All residents benefit from a collaborative and supportive community.
- Every person has the right to feel safe and welcome in their neighborhood.
- All residents have the right to the safe and peaceful enjoyment of their homes and public spaces.
- Every individual has the right to access available community resources, services, and public facilities to meet their needs.

CPF Tiers

During the pre-application meeting, SKHHP and jurisdiction staff will collaborate with you to determine the appropriate tier for your specific project, ensuring the coordination level aligns with the project's scale and neighborhood context. Tier assignments will be based on pre-established criteria and project characteristics identified during the pre-application or funding review process.

Level 1 (Standard): Baseline Coordination

Essential communication and contact protocols required for all SKHHP-funded projects to maintain consistent neighborhood awareness.

Level 2 (Enhanced): Focused Engagement

Increased outreach and tailored feedback channels for projects with unique neighborhood considerations or higher complexity.

Level 3 (Formal Partnership): Active Collaboration

A structured agreement defining specific roles, priority response timelines, and ongoing community integration meetings.

Legal Status

The participants in this agreement are committed to maintaining the safety and livability of the area and enter into this partnership to achieve those shared goals. It is understood that this document is not a legally binding contract, nor is it intended to be. However, maintaining the Community Partnership Framework is a key component of project success, and a failure to do so may impact eligibility for future SKHHP funding opportunities. All parties acknowledge they have been given sufficient time to review this framework and, if desired, to consult with independent counsel.

Communication Framework

Designated Contact: The property owner/operator will maintain a clearly identified point of contact for communication with residents, jurisdictions, and service providers.

Direct Engagement: As the main point of contact, the property owner/operator manages communication between residents, providers, and the neighborhood. Success depends on professional conduct and a shared effort by all parties to understand and support each other's goals.

Post-Opening Review: Meet with SKHHP approximately 90 days after the project opens to review the framework and ensure the coordination level still aligns with the project's operational reality.

Inclusive Dialogue: Create opportunities for service providers and residents to share updates and insights at upcoming neighborhood association or community meetings to maintain ongoing integration.

Timely Resolution: The property owner/operator will address livability concerns in a timely manner once notified through established communication channels.

Jurisdiction Role: The jurisdiction will serve as a coordinating partner and may assist in facilitating communication when appropriate, but will not serve as the primary responder for day-to-day operational concerns.

Collaborative Mediation: If concerns related to this agreement remain unresolved, participants agree to seek local mediation services as a constructive first step before pursuing other remedies.

Level 1 (Standard): Baseline Coordination

All SKHHP Housing Capital Fund (HCF) applicants are required to complete CPF Level 1 as part of the application process. Applicants are encouraged to consider higher CPF levels to further support community integration.

Level 2 (Enhanced): Focused Engagement

Projects with the following characteristics may be required to complete CPF Level 2 as part of the SKHHP HCF application.

Community Context: Projects located in transitioning neighborhoods or areas with a history of displacement where intentional relationship-building is vital.

Inclusive Growth: Medium-sized developments (10–50 units) where proactive outreach can help integrate new residents into the existing neighborhood fabric.

Shared Infrastructure: Projects involving zoning variances or street-level changes that offer an opportunity to coordinate shared resources like parking or public access.

Tailored Updates: Programs serving populations that benefit from a more personal introduction to neighbors to build long-term social support.

Level 3 (Formal Partnership): Active Collaboration

Projects with the following characteristics may be required to complete CPF Level 3 as part of the SKHHP HCF application.

Civic Anchors: Large-scale or campus-style developments (50+ units) that play a significant role in the neighborhood's future and long-term vitality.

High-Support Communities: Permanent Supportive Housing (PSH) or 24/7 service models where a formal partnership helps weave supportive services into the broader safety and wellness of the neighborhood.

Restorative Coordination: Neighborhoods that have faced past challenges (such as nuisance properties) where a structured agreement is used to rebuild trust and ensure all parties are invested in each other's success.

Integrated Operations: This includes projects with complex needs, such as 24-hour security or transit coordination, that work best when planned in direct collaboration with the local community.

Community Partnership Framework Form

Project Name

Project Address

[Street Address of Project]

Community Boundaries

[Describe area w/ geographic border, and/or attach map]

Primary Point of Contact

Name:

Primary Phone Number:

Secondary Phone Number:

Email Address:

Mailing Address:

Secondary Point of Contact

Name:

Primary Phone Number:

Secondary Phone Number:

Email Address:

Mailing Address:

Community and Service Partners

[Provide a comprehensive list of all community groups, neighborhood associations, or service organizations contacted regarding this project. Include the date of the most recent outreach for each organization.]

Tier 1 Requirements

Point of Contact: Identify a primary representative for the project to receive and respond to inquiries.

Initial Notification: Distribute a project overview to the immediate neighborhood, including contact information and anticipated timelines.

Responsiveness: Commit to a standard timeframe of _____ business days for responding to general community inquiries.

Quarterly Updates: Provide SKHHP with a brief status report every three months to keep the community informed of upcoming milestones or changes.

Information Channel: Maintain an updated website or digital flyer where residents and neighbors can find basic project facts and progress updates.

Tier 2 Requirements

All Tier 1 Requirements, plus:

Community Briefings: Host a localized meeting or "open house" to walk neighbors through project details and answer questions directly.

Proactive Outreach: Engage with established local groups or neighborhood associations to ensure project integration aligns with local needs and interests.

Collaborative Design Feedback: Provide a clear channel for neighbors to offer input on visible elements, such as landscaping, lighting, or street-facing aesthetics.

Issue Resolution Roadmap: Establish a clear, step-by-step process for documenting, addressing, and escalating concerns to ensure consistent follow-through and resolution. The number of issues raised and resolved must be included in the quarterly updates to SKHHP.

Tier 3 Requirements

All Level 1 & 2 Requirements, plus:

Priority Response Protocol: Establish a direct contact method for urgent concerns with a guaranteed response or acknowledgement within 24 hours.

Emergency Response Plan: Develop a comprehensive, step-by-step response plan to ensure the continuity of support and resident safety in the event of a significant incident, facility emergency, or infrastructure damage to the project. This plan must outline

specific protocols for immediate stabilization, internal and external communication, and the process for transitioning back to standard long-term operations.

Neighborhood Partnership Group: Form a representative group that meets regularly to support community integration, empower residents to participate in local activities, and proactively address ongoing neighborhood needs.

Annual Operational Review: Conduct a yearly meeting with SKHHP to assess the effectiveness of the partnership and update the coordination plan as the project moves into long-term operation.

Signature

By signing below, all participants acknowledge their commitment to the Community Partnership Framework and the goals outlined in this document. The parties agree to engage in a timely, respectful, and collaborative manner with SKHHP, the local jurisdiction, and the community to support the successful integration of the project. Participants confirm that the information provided is accurate and that they will work in good faith to maintain the safety, livability, and well-being of the neighborhood for the benefit of all residents.



SKHHP Advisory Board Housing Capital Fund Evaluation Form

Project: _____

General Criteria	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.	
	Strengths	Weaknesses
Word Rating: _____		

General Criteria	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.	
	Strengths	Weaknesses
Word Rating: _____		



General Criteria	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.	
	Strengths	Weaknesses
Word Rating: _____		

General Criteria	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.	
	Strengths	Weaknesses
Word Rating: _____		

General Criteria	Consistency with underwriting standards, [Language pending the completion of the updated underwriting standards by the King County Public Funders.]	
	Strengths	Weaknesses

Word Rating: _____	

Specific Criteria	<p>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).</p>	
	Strengths	Weaknesses
Word Rating: _____		



Specific Criteria	<p>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.</p>	
	Strengths	Weaknesses
<p>Word Rating: _____</p>		

Specific Criteria	<p>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.</p>	
	Strengths	Weaknesses



Word Rating: _____

Specific Criteria	<p>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.</p> <p>A successful management plan will include the following information:</p> <ul style="list-style-type: none">• 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.
Strengths	Weaknesses
<p>Word Rating: _____</p>	

Specific Criteria	<p>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.</p>	
	Strengths	Weaknesses
<p>Word Rating: _____</p>		

Specific Criteria	<p>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.</p>	
	Strengths	Weaknesses
<p>Word Rating: _____</p>		

Specific Criteria	<p>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:</p> <ul style="list-style-type: none"> • 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.
Strengths	Weaknesses
Word Rating: _____	

<i>SKHHP Funding Priorities</i>		
Collaboration	Project sponsors working in collaboration/partnership with local community-based organizations are a high priority.	Yes/No
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.	Yes/No

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.	Yes/No
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.	Yes/No
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.	Yes/No
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.	Yes/No
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.	Yes/No

Homeownership	Projects that are able to provide homeownership opportunities for individuals and families earning up to 60% AMI or 80% AMI pending all funding jurisdictions have adopted any needed amendments to enabling legislation granting this as an allowable use per the passage of SB 6173 (2024).	Yes/No
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.	Yes/No
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).	Yes/No
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 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.	Yes/No

<p>Transit-Oriented Development</p>	<p>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.</p>	<p>Yes/No</p>
<p>Other comments</p>		
<p>Questions or thoughts about the application?</p>		



SKHHP Advisory Board Special Meeting

ESDS Listening Session

June 4, 2026

2650 S. 200th St, Suite 101, SeaTac, WA 98198

3:30 – 3:40: Introduction (10 min)

3:40 – 4:05: ESDS Overview & Funding Impact (25 min)

4:05 – 4:35: Breakout Groups (30 min)

4:35 – 4:55: Group Report Out & Full Room Discussion (20 min)

4:55 – 5:00: Closing & Next Steps (5 min)

Breakout Groups: Likely 8 to 10 groups of four to five people, include one facilitator (Advisory Board member, NW Design Board member, or Age Friendly Staff)

Suggested Questions

1. When navigating the common areas or your individual unit, where do you still feel a 'pinch point' or friction, despite the accessible design features?
2. Beyond the ADA-mandated minimums, which ESDS Universal Design features (e.g., rocker switches, lever handles, or no-step entries) have made the biggest difference in your daily routine?
3. ESDS focuses heavily on physical mobility. How well do the current features support residents with sensory, cognitive, or neurodivergent needs (e.g., lighting levels, acoustic dampening, or clear wayfinding)?
4. What are the most common 'wear and tear' issues you see with accessibility hardware (like automatic door openers or adjustable counters), and how quickly are they typically repaired?
5. For those who have moved from a standard unit to a unit with accessibility features, what is one thing you can do now that you couldn't do before? What is one thing that is surprisingly still difficult?
6. If an accessibility feature breaks (like a lift or a braille sign is damaged), what is the clear process for a resident to report it, and how is that timeline tracked and communicated?
7. How can public funders better encourage developers who go beyond the 'Mandatory' ESDS criteria to reach the 'Optional' Universal Design points?