



**South Sound Housing Affordability Partners  
Executive Board**

**Regular Meeting AMENDED Agenda**

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: 253-215-8782 Meeting ID: 983 7464 3754

Webinar Link: <https://piercecountywa.zoom.us/j/98374643754>

December 1, 2023, 8:30 a.m.

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Chair Councilmember Hunter George, Vice Chair Mayor Tracie Markley, Mayor Nancy Backus, Councilmember Kevin Ballard, Mayor Daryl Eiding, Mayor Kim Roscoe, Councilmember Paul Bocchi, Mayor Shanna Styron Sherrell, Executive Bruce Dammeier, Councilmember Ryan Mello, Deputy Mayor Ned Witting, Mayor Kathy Hayden, Mayor Dick Muri, Mayor Victoria Woodards, Councilmember Stan Flemming

Deputy Mayor Mike Winkler (Alternate), Councilmember Christi Keith (Alternate), Councilmember Doug Fagundes (Alternate), Mayor Pro Tempore Joe Barrentine (Alternate), Councilmember Mike Brandstetter (Alternate), Councilmember Nancy Henderson (Alternate), Deputy Mayor Kristina Walker (Alternate), Councilmember Edward Wood (Alternate)

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**I. CALL TO ORDER**

8:30

ROLL CALL

INTRODUCTORY QUESTION

**Question:** Which TV show or movie have you been most often recommending to friends?

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**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

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**III. CONSENT AGENDA**

ATTACHMENTS: November 3, 2023, Executive Board meeting

[Document Link](#)

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**IV. PUBLIC COMMENT**

This is the time set aside for the public to comment on Resolutions, Ordinances, and Final Action. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone; if speaking in person, please sign in on the on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak.

The Executive Board meeting can be heard by dialing 253-215-8782 or through Zoom at <https://piercecountywa.zoom.us/j/98374643754> and entering the Meeting ID 983 7464 3754. Written comments may be submitted to [jason.gauthier@piercecountywa.gov](mailto:jason.gauthier@piercecountywa.gov) Friday before 8:00 a.m. prior to the monthly Executive Board meeting for the Public Comment period. Comments will be compiled and sent to the Executive Board and posted on the SSHA<sup>3</sup>P website at: [southsoundaffordablehousing.org](http://southsoundaffordablehousing.org)

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**V. RESOLUTIONS AND PRESENTATIONS**

**A. Resolution No. 2023-09, 2024 SSHA<sup>3</sup>P Operating Budget**

8:45

**Purpose:** Consideration of Resolution No. 2023-09 to adopt the 2024 SSHA<sup>3</sup>P Operating Budget

ATTACHMENTS: Resolution No. 2023-09

[Document Link](#)

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**B. Resolution No. 2023-08, SSHA<sup>3</sup>P Housing Capital Fund**

8:55

**Purpose:** Consideration of Resolution No. 2023-08 establish the SSHA<sup>3</sup>P Housing Capital Fund and adopt Rules and Procedures of the SSHA<sup>3</sup>P Housing Capital Fund.

ATTACHMENTS:      Resolution No. 2023-08 Presentation  
                                 Resolution No. 2023-08

[Document Link](#)

[Document Link](#)

**C. SSHA<sup>3</sup>P Advisory Board DRAFT Work Plan Presentation**

9:05

**Purpose:** Presentation by Mary Connolly, SSHA<sup>3</sup>P Program Specialist II, of the SSHA<sup>3</sup>P Advisory Board's DRAFT Work Plan.

ATTACHMENTS:      Advisory Board DRAFT Work Plan Presentation  
                                 2024 SSHA<sup>3</sup>P Advisory Board DRAFT Work Plan

[Document Link](#)

[Document Link](#)

**D. Chair and Vice Chair Election**

9:35

**Purpose:** Election of the Executive Board Chair and Vice Chair for the 2024 calendar year.

ATTACHMENTS:      South Sound Housing Affordability Partners – Rules and Procedures

[Document Link](#)

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**VI. REPORT BY THE SSHA<sup>3</sup>P MANAGER**

ATTACHMENTS:      December 2023 SSHA<sup>3</sup>P Manager Report

[Document Link](#)

DRAFT 2024 SSHA<sup>3</sup>P Executive Board Meeting Calendar

[Document Link](#)

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**VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD**

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**VIII. ADJOURN**

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# SSHA<sup>3</sup>P

## South Sound Housing Affordability Partners Executive Board Meeting Minutes

November 3, 2023

8:30 – 9:59 a.m.

**Executive Board:** Mayor Nancy Backus, City of Auburn – absent  
 Councilmember Kevin Ballard, City of DuPont – present  
 Deputy Mayor Mike Winkler, City of DuPont – excused  
 Mayor Daryl Eiding, City of Edgewood – present  
 Councilmember Christi Keith, City of Edgewood (alternate) -excused  
 Mayor Kim Roscoe, City of Fife – present  
 Councilmember Doug Fagundes, City of Fife – excused  
 Chair, Councilmember Hunter George, City of Fircrest – present  
 Mayor Pro Tempore Joe Barrentine, City of Fircrest - excused  
 Mayor Tracie Markley, City of Gig Harbor – excused  
 Councilmember Mike Brandstetter, (alternate) City of Lakewood – absent  
 Councilmember Paul Bocchi, City of Lakewood – absent  
 Mayor Shanna Styron Sherrell, City of Milton – absent  
 Executive Bruce Dammeier, Pierce County - present  
 Councilmember Ryan Mello, Pierce County – present  
 Deputy Mayor Ned Witting, City of Puyallup – present  
 Mayor Dick Muri, Town of Steilacoom – present  
 Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – excused  
 Mayor Kathy Hayden, City of Sumner - present  
 Mayor Victoria Woodards, City of Tacoma – present  
 Deputy Mayor Kristina Walker, City of Tacoma (alternate) – excused  
 Councilmember Stan Flemming, City of University Place – present

**Staff:** Jason Gauthier, SSHA<sup>3</sup>P Manager  
 Mary Connolly, Program Specialist  
 Becki Foutz, Administrative Assistant

**Guests:** Jason Wilson, Derek Matheson, Cynthia Stewart, Katie Baker, Trish Crocker, Faith Pettis, Taylor Jones, John Howell, Tiffany Speir, Paul Loveless

### MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair George called the meeting to order at 8:32 a.m. SSHA <sup>3</sup> P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Effective Government Award Executive Dammeier	Executive Dammeier discussed the recent EI&R reception recognizing County employees for exemplary work. An Effective Government Standing Ovation Team award was presented to Jason's effort, a collaboration among Human Services and the Assessor-Treasurer's office affecting many jurisdictions, conducting seminars to help seniors get the discounted property tax they're entitled to. This was a great example of the positive work SSHA <sup>3</sup> P's doing!	Informational

TOPIC/WHO	DISCUSSION	ACTION																								
<b>Award</b> continued	Jason thanked Mary for her work on the collaboration, and Mayor Eidinger for reaching out to have a seminar held in Edgewood (on Nov 27). Chair George thanked the group; the seminar in Fircrest that was well-attended.	Well-done Jason & team!!																								
<b>Agenda &amp; October Minutes</b> Hunter George	Any modifications to the agenda? Councilmember Flemming moved to approve the consent agenda. Mayor Woodards seconded. Vote was taken, none opposed.	Today's agenda was approved.																								
<b>Public Comment</b>	Chair George invited the public to comment.	None																								
<b>Affordable &amp; Workforce Housing</b> Faith Pettis, Pacific Law Group	Faith Pettis provided an informative presentation about how affordable housing is financed in Washington. It can be complicated.  <i>Terms of Art: AMI</i> – annual median income for a household of a given size in an area, usually using HUD calculations.	Informa-tional																								
<table border="1"> <thead> <tr> <th data-bbox="298 978 748 1125">County</th> <th colspan="2" data-bbox="748 978 1370 1125">2023 HUD Calculations 60% &amp; 80% of Area Median Income (4 person household)</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 1125 748 1184">Adams</td> <td data-bbox="748 1125 911 1184">\$50,100</td> <td data-bbox="911 1125 1370 1184">\$66,800</td> </tr> <tr> <td data-bbox="298 1184 748 1243">Chelan</td> <td data-bbox="748 1184 911 1243">\$50,580</td> <td data-bbox="911 1184 1370 1243">\$67,440</td> </tr> <tr> <td data-bbox="298 1243 748 1302">Clark</td> <td data-bbox="748 1243 911 1302">\$67,680</td> <td data-bbox="911 1243 1370 1302">\$90,240</td> </tr> <tr> <td data-bbox="298 1302 748 1360">King/Snohomish</td> <td data-bbox="748 1302 911 1360">\$82,200</td> <td data-bbox="911 1302 1370 1360">\$117,200</td> </tr> <tr> <td data-bbox="298 1360 748 1419">Pierce</td> <td data-bbox="748 1360 911 1419">\$64,500</td> <td data-bbox="911 1360 1370 1419">\$90,080</td> </tr> <tr> <td data-bbox="298 1419 748 1478">Spokane</td> <td data-bbox="748 1419 911 1478">\$53,400</td> <td data-bbox="911 1419 1370 1478">\$71,200</td> </tr> <tr> <td data-bbox="298 1478 748 1528">Yakima</td> <td data-bbox="748 1478 911 1528">\$50,100</td> <td data-bbox="911 1478 1370 1528">\$66,800</td> </tr> </tbody> </table>		County	2023 HUD Calculations 60% & 80% of Area Median Income (4 person household)		Adams	\$50,100	\$66,800	Chelan	\$50,580	\$67,440	Clark	\$67,680	\$90,240	King/Snohomish	\$82,200	\$117,200	Pierce	\$64,500	\$90,080	Spokane	\$53,400	\$71,200	Yakima	\$50,100	\$66,800	
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<p><i>Low Income:</i> federal: typically no more than 60% AMI; State – 80% AMI, but may be more flexible.</p>																										
<p><i>Extremely low or Very low income</i> – no more than 30% or 50% AMI, respectively</p>																										
<p><i>Moderate income</i> – between 80 and 120% AMI</p>																										
<p><i>Cost Burdened:</i> paying more than 30% of income on rent</p>																										



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<p><b>Affordable &amp; Workforce Housing</b> continued</p>	<p>Chair George asked Jason if SSHA<sup>3</sup>P has obtaining additional tax credits on its federal legislative agenda? Yes, this will be front and center on SSHA<sup>3</sup>P's legislative agenda.</p>	<p>Discus- sion</p>																																				
<p><b>SSHA<sup>3</sup>P Housing Capital Fund Presentation</b> Jason Gauthier</p>	<p>Jason provided background information and an update on the multi-jurisdictional work to create the SSHA<sup>3</sup>P Housing Capital Fund Account. The ILA allows for creation of this fund, but does not require it.</p> <p>SSHA<sup>3</sup>P's 2023 Work Plan called for the exploration of collaborative funding for affordable housing development using dedicated local revenue sources.</p> <p>1406 funds:</p> <p><b>ANNUAL SALES TAX CREDIT BY SSHA<sup>3</sup>P MEMBERS</b></p> <table border="1" data-bbox="310 894 1313 1295"> <thead> <tr> <th>City/County</th> <th>FY 2020</th> <th>FY 2021</th> <th>FY 2022</th> </tr> </thead> <tbody> <tr> <td>City of Auburn</td> <td>\$59,243</td> <td>\$129,338</td> <td>\$149,338</td> </tr> <tr> <td>City of Fife</td> <td>-</td> <td>\$61,819</td> <td>\$71,422</td> </tr> <tr> <td>City of Lakewood</td> <td>\$106</td> <td>\$97,697</td> <td>\$97,697</td> </tr> <tr> <td>Pierce County</td> <td>\$712,787</td> <td>\$1,601,254</td> <td>\$1,601,254</td> </tr> <tr> <td>City of Puyallup</td> <td>\$10,429</td> <td>\$194,101</td> <td>\$194,101</td> </tr> <tr> <td>City of Sumner</td> <td>-</td> <td>\$43,682</td> <td>\$51,630</td> </tr> <tr> <td>City of Tacoma</td> <td>\$481,091</td> <td>\$435,389</td> <td>\$853,070</td> </tr> <tr> <td>City of University Place</td> <td>-</td> <td>\$23,468</td> <td>\$25,412</td> </tr> </tbody> </table> <p>Auburn, Lakewood, Pierce County, and Tacoma are highlighted because they've created a process for the use of these funds.</p> <p>RCW 82.14.540 allows cities and counties to enter into interlocal agreements to pool and allocate their 1406 funds. Projects funded by pooled funds include homeownership and a multi-family rental in Burien (109 units), and a multi-family rental in Olympia (64 units).</p> <p>Jason provided draft rules and procedures for the Fund in member meeting packets. Parties will commit funds annually, advising in December how much will be committed for the following year, to be transferred by August 1. Funding within boundaries of contributing parties will be prioritized. Notifications of awards will be made thirty days ahead of action. Pierce County will serve as fund administrator and produce an annual report.</p>	City/County	FY 2020	FY 2021	FY 2022	City of Auburn	\$59,243	\$129,338	\$149,338	City of Fife	-	\$61,819	\$71,422	City of Lakewood	\$106	\$97,697	\$97,697	Pierce County	\$712,787	\$1,601,254	\$1,601,254	City of Puyallup	\$10,429	\$194,101	\$194,101	City of Sumner	-	\$43,682	\$51,630	City of Tacoma	\$481,091	\$435,389	\$853,070	City of University Place	-	\$23,468	\$25,412	<p>Informa- tional</p>
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<p><b>SSHA<sup>3</sup>P Manager Report</b> Jason Gauthier</p>	<p>Recently SSHA<sup>3</sup>P staff helped with a housing element focus group for the Comprehensive Plan, helped Fircrest with a plan for assisting low-income homeowner, met with Senator Nobles regarding homeownership opportunities, held a work session in Gig Harbor and helped them to prevent displacement in mobile home communities.</p> <p>The Q3 budget progress report was provided in the meeting packet. Invoices went out late; that's why some jurisdictions haven't paid yet. The Middle Housing Grant contract was for up to \$230,000, and Berk considerably underspent that, so some of that has been reallocated to cover staff funds. Reserves are being built up. Staff met with Councilmember Brandstetter last month to discuss a funds balance policy. We'll enter 2024 with a considerable fund balance.</p> <p>Board elections will be held at the December meeting. Jason will be reaching out to members to discuss their interest in holding office. Mayor Markley's interested in moving from Vice Chair to Chair.</p>	<p>Informa- tional</p>
<p><b>Executive Board Updates/ Comments</b></p>	<p>Chair George shared that a Tacoma Church is interested in converting some property to mixed use. A toolkit is being developed for affordable housing on religious-owned property. Fircrest applied for and received the middle housing grant. Fircrest has reorganized and created a Community Development Director position, hiring Mark Newman from the City of Pacific who's diving in!</p> <p>Chair Mello reported that the Council approved funding recommendations for the County's 1406 funds and some other funding sources, totaling about \$6.2M. A NOFA was issued and \$27M in requests were received. The \$6.2M was approved for projects across the County, to yield 210 new rental units and 20 new homeownership units. Re: 590 funds, Human Services will be presenting to the Council Health &amp; Human Services committee in early December re: their investment strategy for these dollars. A NOFA will be released very early next year.</p> <p>Chair George thanked all who were able to attend the in-person meeting in Fircrest last month. He's hoping it will become a tradition for the Chair to host an annual in-person meeting in their city.</p>	<p>Informa- tional</p>
<p><b>Adjourn- ment</b></p>	<p>Chair George adjourned the meeting at 9:59 a.m.</p>	<p>Meeting ad- journed!</p>

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, December 1, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz, Administrative Assistant





**RESOLUTION NO. 2023-09**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (“SSHA<sup>3</sup>P”) ADOPTING THE 2024 SSHA<sup>3</sup>P OPERATING BUDGET

WHEREAS, Section 13 of the SSHA<sup>3</sup>P Intergovernmental Agreement (“IGA”) requires the SSHA<sup>3</sup>P Executive Board to prepare, review, recommend, and transmit an annual operating budget to each Party of the IGA on or before July 1; and

WHEREAS, during the June 26, 2023 special meeting of the SSHA<sup>3</sup>P Executive Board, the Executive Board adopted Resolution No. 2023-04 to recommend an annual operating budget to the Parties of the IGA; and

WHEREAS, pursuant to the IGA, the recommended annual budget included an itemization of all categories of budgeted expenses and an itemization of each Party’s contribution; and

WHEREAS, the recommended annual budget was transmitted to each Party of the IGA on June 27, 2023 for approval by their legislative body; and

WHEREAS, the 2024 operating budget does not become effective until approved by the legislative body of each jurisdiction and adopted by the SSHA<sup>3</sup>P Executive Board; and

WHEREAS, if a Party does not approve the budget in a timely manner, the Executive Board may adopt the budget with a two-thirds majority vote; and

WHEREAS, the purpose of the annual operating budget is to support SSHA<sup>3</sup>P’s mission to create and preserve affordable, attainable, and accessible housing through regional coordination and collaboration between Parties of the IGA and aligned



27 organizations.

28 NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

29  
30 **Section 1.** The Executive Board adopts the 2024 SSHA³P Operating Budget in  
31 Exhibit A.

32  
33 **Section 2.** This Resolution will take effect and be in full force upon passage and  
34 signature.

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38 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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41 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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49 HUNTER GEORGE, CHAIR

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53 ATTEST:  
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**Exhibit A**

**South Sound Housing Affordability Partners  
FY 2024 Operating Budget  
January 1, 2024 – December 31, 2024**

SSHA³P Fund	2024 BUDGET
<b>OPERATING REVENUES</b>	
City of Auburn	\$5,601.94
City of DuPont	\$5,601.94
City of Edgewood	\$5,601.94
City of Fife	\$5,601.94
City of Fircrest	\$3,361.16
City of Gig Harbor	\$5,601.94
City of Lakewood	\$22,407.75
City of Milton	\$3,361.16
Pierce County	\$140,725.00
Puyallup Tribe of Indians	\$3,361.16
City of Puyallup	\$13,444.65
Town of Steilacoom	\$3,361.16
City of Sumner	\$5,601.94
City of Tacoma	\$70,362.50
City of University Place	\$13,444.65
SSHA³P Operating Fund Balance	\$40,000.00
Philanthropic / Aligned Organization Contributions	\$0
<b>TOTAL Revenue</b>	<b>\$347,440.83</b>
<b>EXPENDITURES</b>	
Salaries and Benefits - Manager	\$186,110
Salaries and Benefits - Program Specialist II	\$114,790
Travel and Training	\$3,500
Contracted Services	\$8,000
Phone	\$1,320
Communication (Printing, Translation, Advertising, etc.)	\$1,000
Supplies and Miscellaneous	\$500
Cost Pool Allocation/10% Admin Fee	\$31,450
<b>TOTAL Expenditures</b>	<b>\$346,670</b>



**RESOLUTION NO.  
2023-08  
SSHA<sup>3</sup>P HOUSING  
CAPITAL FUND**

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SSHA<sup>3</sup>P EXECUTIVE BOARD REGULAR MEETING  
DECEMBER 1, 2023

# INTERGOVERNMENTAL AGREEMENT

- SSHA<sup>3</sup>P's IGA allows the Administering Agency (Pierce County) to establish, if authorized by a resolution of the Executive Board, a SSHA<sup>3</sup>P Housing Capital Fund Account.
- The IGA does not clarify a funding source for this fund
- The SSHA<sup>3</sup>P Executive Board is provided authority to create policies and procedures for the release of those funds and develop standard forms of approvals and agreements to be used in the application.

*“If authorized by resolution of the Executive Board, the Administering Agency may establish and maintain a subaccount or subfund within the SSHA<sup>3</sup>P Fund for the purpose of administering the contributions of Parties, or other public or private entities, to affordable/attainable housing projects and programs, to be known as the SSHA<sup>3</sup>P Housing Capital Funds Account.”*

– Section 14 of the SSHA<sup>3</sup>P ILA

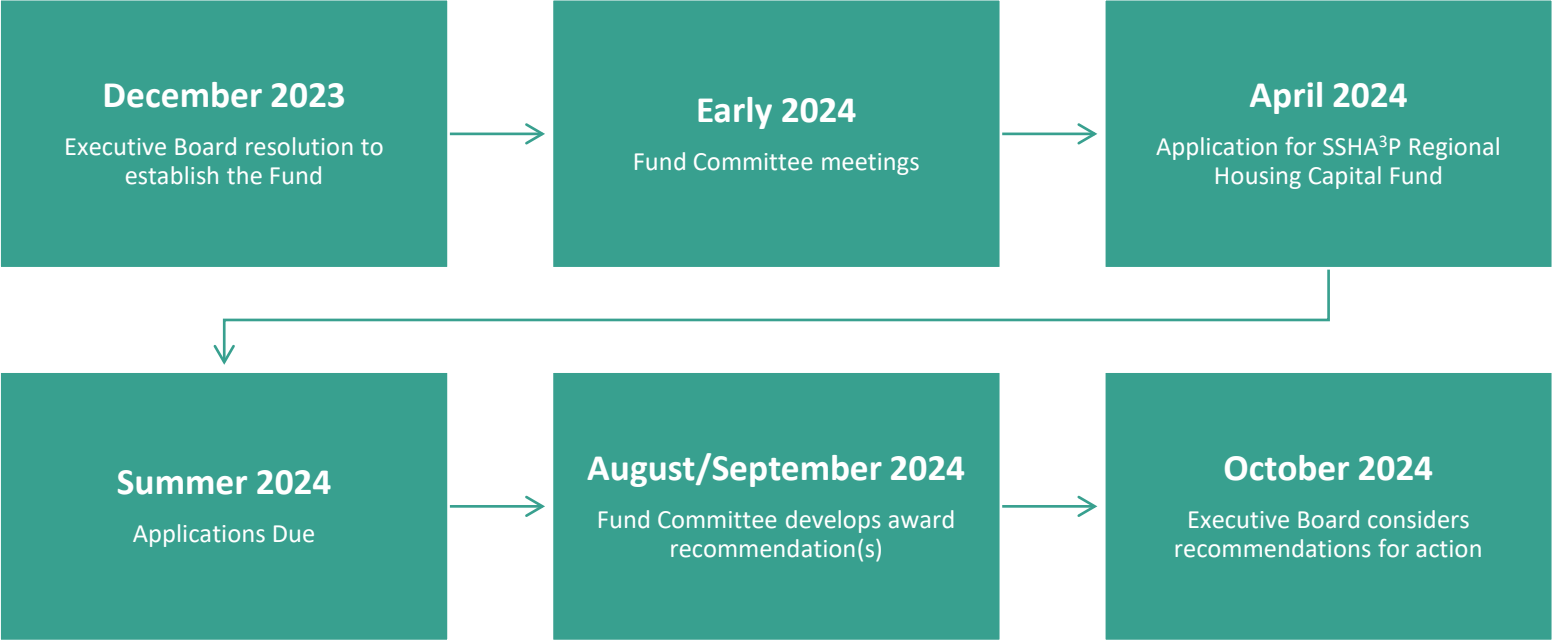
# RESOLUTION NO. 2023-08

- Authorizes SSHA<sup>3</sup>P's Administrating Agency, Pierce County, to establish the SSHA<sup>3</sup>P Housing Capital Fund Account ("the Fund")
- Adopts Rules and Procedures of the Fund
- Legal review confirms that the Rules and Procedure are in compliance with requirements of the SSHA<sup>3</sup>P's IGA

# RULES AND PROCEDURES

- Contributions
- Fund Committee
- Annual Reporting
- Eligible Recipients
- Geographic and Project Type Priorities
- Notification

# PROJECTED NEXT STEPS





## RESOLUTION NO. 2023-08

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS, ESTABLISHING THE SSHA<sup>3</sup>P HOUSING CAPITAL FUND.

WHEREAS, the South Sound Housing Affordability Partners (“SSHA<sup>3</sup>P”) was formed on October 12, 2021, by an Interlocal Agreement (“the IGA”) among the Cities and Towns of Auburn, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Puyallup, Sumner, Steilacoom, Tacoma, and University Place, Pierce County, and the Puyallup Tribe of Indians; and

WHEREAS, the City of DuPont was added to the IGA on May 6, 2022; and

WHEREAS, Section 14 of the IGA, attached as Exhibit B, provides the SSHA<sup>3</sup>P Executive Board the authority to authorize the Administering Agency to establish and maintain a subaccount or subfund, to be known as the SSHA<sup>3</sup>P Housing Capital Funds Account (“the Fund”), for the purpose of administering the contributions of SSHA<sup>3</sup>P member governments (“Parties”), or other public or private entities, to affordable/attainable housing projects and programs; and

WHEREAS, one-third of all households in Pierce County, over 100,000 in total, are currently cost-burdened and spending more than thirty percent of their income on housing; and

WHEREAS, housing costs are rising faster than incomes as between 2010 and 2021, median home values in Pierce County increased by 96 percent and average rents increased by 67 percent, compared to a 31 percent increase in the county median family income; and

WHEREAS, the Parties have a common goal to ensure the availability of housing that meets the needs of residents and workers at all income levels in Pierce County, including but not limited to families, veterans, and seniors; and

WHEREAS, the Parties share a common goal to eliminate housing inequities for all races, ethnicities and other vulnerable or marginalized communities across geographic locations in Pierce County; and

WHEREAS, the Parties have determined an effective way for the Parties to address access to affordable housing needs in Pierce County is through pooling their resources to create a larger scale of activities than any one Party could accomplish on their own, achieve economies of scale, and leverage other public and private resources; and

WHEREAS, funding to support the acquisition, rehabilitation, and new construction of affordable housing, and operation and maintenance costs of new affordable housing is critical to providing an array of housing opportunities for Pierce County residents.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The Executive Board authorizes Pierce County, as the Administering Agency, to create the SSHA<sup>3</sup>P Housing Capital Funds Account (“the Fund”) for the purpose of administering the contributions of Parties, or other public or private entities, to affordable/attainable housing projects and programs.

**Section 2.** The Executive Board adopts Rules and Procedures for the Fund, as shown in Exhibit A.

**Section 3.** This Resolution will take effect and be in full force upon passage and signature.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.



**RESOLUTION NO. 2023-08**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE  
SOUTH SOUND HOUSING AFFORDABILITY PARTNERS,  
ESTABLISHING THE SSHA<sup>3</sup>P HOUSING CAPITAL FUND.

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 27 that meets the needs of residents and workers at all income levels in Pierce County,  
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36 WHEREAS, funding to support the acquisition, rehabilitation, and new construction  
 37 of affordable housing, and operation and maintenance costs of new affordable housing is  
 38 critical to providing an array of housing opportunities for Pierce County residents.

39 NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

40  
 41 **Section 1.** The Executive Board authorizes Pierce County, as the Administering  
 42 Agency, to create the SSHA<sup>3</sup>P Housing Capital Funds Account (“the Fund”) for the  
 43 purpose of administering the contributions of Parties, or other public or private  
 44 entities, to affordable/attainable housing projects and programs.

45  
 46 **Section 2.** The Executive Board adopts Rules and Procedures for the Fund, as  
 47 shown in Exhibit A.

48  
 49 **Section 3.** This Resolution will take effect and be in full force upon passage  
 50 and signature.

51  
 52  
 53  
 54 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.



58 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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HUNTER GEORGE, CHAIR

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ATTEST:

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\_\_\_\_\_  
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**EXHIBIT A**

**South Sound Housing Affordability Partners Housing Capital Fund**

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**RULES AND PROCEDURES**

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## **I. INTRODUCTION AND PURPOSE:**

Resolution No. 2023-08 of the South Sound Housing Affordability Partners (“SSHA<sup>3</sup>P”) Executive Board establishes the SSHA<sup>3</sup>P Housing Capital Fund Account (“the Fund”) to cooperatively plan for and provide affordable and supportive housing and/or programs. These rules and procedures allow Parties of the SSHA<sup>3</sup>P Intergovernmental Agreement (the “IGA”) to contribute moneys to fund and leverage public and private investments in affordable housing projects and/or programs throughout our Pierce County community.

## **II. AUTHORITY:**

The authority to establish, adopt, and amend Rules and Procedures for the operations of the Fund is derived from Section 14 of the IGA. In the event of conflict between these Rules and Procedures and the guidance provided in the IGA, the IGA will take precedence.

## **III. CONTRIBUTIONS TO THE FUND**

1. Hereafter, member governments of the IGA who contribute moneys to the Fund shall be known as a “Party” or “the Parties.”
2. Parties shall commit moneys to the Fund through their annual or biennial budget process, and/or budget amendment process.
3. Parties shall inform SSHA<sup>3</sup>P and the SSHA<sup>3</sup>P Administering Agency (“the Agency”) no later than December 31<sup>st</sup>, on an annual or biennial basis, of the amount and source of moneys, and fiscal years of commitment, they commit to the Fund.
4. The amount and source of moneys committed to the Fund shall be determined by each Party.
5. Parties shall transmit committed funds to the Agency prior to award of funds to eligible projects no later than August 1<sup>st</sup>.
6. Funds transmitted to SSHA<sup>3</sup>P for deposit in the Fund will be held by the Administering Agency on behalf of SSHA<sup>3</sup>P until directed for application by the contributing Party.
7. Within the Fund, a sub-account will be established for each Party that contributes to the Fund. Such sub-accounts are collectively referred to as the “Individual Accounts”.
8. Uncommitted funds in an Individual Account will be remitted to the contributing Party within 45 days of receipt of written request from the Party signed by its chief executive officer, or upon the Party’s withdrawal from SSHA<sup>3</sup>P in accordance with the terms of Section 12, or on the dissolution of SSHA<sup>3</sup>P per Section 11 of the IGA.

## **IV. CAPITAL FUND COMMITTEE:**

1. A Capital Fund Committee (“the Committee”) is established to create priorities for expenditures of moneys from the Fund and provide recommendations to the Executive Board for expenditures from the Fund.
2. The Committee shall be comprised of one representative from each Party.
3. Each Party may designate one alternate representative to represent them on the Committee when the representative is not available.
4. Representatives and alternate representatives are not required to be members of the Executive Board.



5. Annually, the Parties shall inform the SSHA<sup>3</sup>P Executive Board in writing of the name and contact information of their primary representative and alternate representative, on or before February 1.
6. The Committee shall review and evaluate project applications based on criteria established by the Committee and published in the Notice of Funding Availability (“NOFA”) or Request-for-Proposal (“RFP”). The Committee will then provide funding recommendations to the Executive Board for consideration and action.
7. A quorum for the Committee shall be deemed present when a simple majority of the total Committee members are in attendance.
8. A simple majority of the Committee members present at a meeting where a quorum exists is required to approve any action.
9. A vote occurring with an equal number of votes in favor and against a particular action shall be considered a failed vote.

**V. MEETINGS:**

1. Meetings of the Committee shall be held at the time(s) and place(s) determined by the Committee. At minimum the Committee shall meet twice annually to:
  - a. establish annual priorities for the Fund; and
  - b. make recommendations for the distribution of moneys from the Fund.

**VI. FUND AVAILABILITY:**

1. On an annual basis the Agency, on behalf of the Fund, shall publish a NOFA or RFP through its established methods. This notice will set forth the amount of funds available, eligible projects and programs, priorities for the awarding of funds, the deadline for submission of funding applications, and any other pertinent information related to the process and/or decisions.

**VII. ELIGIBLE RECIPIENTS:**

1. Eligible recipients of moneys from the Fund shall be the Parties, local housing authorities, behavioral health administrative services organizations established under chapter [71.24](#) RCW, nonprofit community or neighborhood-based organizations, federally recognized Indian tribes in the state of Washington, regional or statewide nonprofit housing assistance organizations, and for-profit housing developers.

**VIII. RESPONSIBIITY AND AUTHORITY:**

1. The SSHA<sup>3</sup>P Administering Agency is designated as the administrator responsible for overseeing and administering the Fund. The Agency will maintain records sufficient to separately track the deposits, withdrawals, and interest earnings within each Party’s Individual Account and each Project Account and will provide reports as necessary to all Parties as to the status of moneys in each Individual Account and Project Account. The Agency’s responsibilities under this Section may be delegated to SSHA<sup>3</sup>P staff to the extent consistent with applicable law and as the Agency and Executive Board may agree.





2. SSHA<sup>3</sup>P shall provide an annual written summary of moneys collected and expended via the Fund to all Parties. The report shall contain historical information regarding:
  - a. Number of moneys contributed by Parties by year to the Fund over the operating term of the Fund;
  - b. Number of total projects awarded by Fund over the operating term of the Fund;
  - c. Number of total ownership units funded;
  - d. Number of total rental units funded;
  - e. Name and Address of each project funded;
  - f. Number of moneys awarded to projects inside the geographic boundaries of each Party;
  - g. Project applications, including project address, submitted over the operating term of the Fund;
  - h. Total Development Costs per funded project;
  - i. Length of affordability period for each funded project; and
  - j. Affordability level for each funded project.

**IX. TERMS AND CONDITIONS OF FUNDING:**

1. Funding provided to eligible recipients for acquisition, rehabilitation, or new construction shall be distributed in the form of a Loan or Grant at the discretion of the Agency.

**X. GRIEVANCE PROCESS:**

1. Applicants who feel they have been treated unfairly in the process or have not had their applications considered appropriately shall have the opportunity to present both written and oral testimony to the Committee.
2. The Committee shall establish a process for hearing such grievances.
3. The Committee shall provide a grievance hearing recommendation to the Executive Board for a decision.
4. Decisions of the Executive Board shall be final.

**XI. GEOGRAPHIC PRIORITIES:**

The Fund has a long-term objective to support low-income residents' affordable housing needs throughout the Parties' boundaries and across SSHA<sup>3</sup>P's geographic purview.

1. Subject to revision by a majority vote of the Committee, the Fund shall prioritize the funding of projects or programs located or serving inside the governmental boundaries of contributing Parties and projects or programs located in areas adjacent to contributing Parties.

**XII. PROJECT TYPE PRIORITIES:**

The Fund has a long-term objective to create a broad mix of affordable housing types to maximize choice for low-income individuals and families seeking affordable housing throughout the Parties' boundaries and across SSHA<sup>3</sup>P's geographic purview. All funding must serve eligible populations as determined by fund source(s).

1. On an annual basis the Committee may develop funding priorities for project types to serve eligible populations.



**XIII. PROJECT MONITORING:**

1. The Agency issuing the loan or grant shall monitor all projects for compliance with the funding terms and conditions in the contract(s).

**XIV. FUND APPLICATION REQUIREMENTS:**

1. The Agency shall require project zoning confirmation via a Zoning Approval Letter or Verification of Zoning Status as part of the Fund NOFA or RFP requirements.

**XV. NOTIFICATION**

1. The Agency or SSHA<sup>3</sup>P staff shall provide notice to SSHA<sup>3</sup>P member governments when project applications for Fund awards are received for affordable housing development inside their political boundary. This notice will be issued at least 30 days prior to Executive Board action to award moneys from the Fund.

## DRAFT 2024 ADVISORY BOARD WORK PLAN

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EXECUTIVE BOARD REGULAR MEETING

DECEMBER 1, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II

# Agenda

- Work Plan Purpose
- Work Plan Development
- Draft Work Plan Focus Areas
  - Advise & Provide Feedback
  - Housing Toolkit Recommendations
  - Education
  - Administration
- Housing Toolkit Recommendations

# Work Plan Purpose

- An annual work plan is a requirement of the Advisory Board bylaws
- Directs and prioritizes workflow
- Set expectations for Executive Board, Advisory Board, member governments, and public
- Resolution No. 2023-02 identifies possible areas of focus:
  - Recommendations on SSHA<sup>3</sup>P's work plan and budget
  - Evaluation, development, and recommendation of policies and programs related to housing affordability and attainability
  - Suggested approaches to federal, state, and regional legislative advocacy

# Work Plan Development

- Aligns with SSHA<sup>3</sup>P ILA and Resolution No. 2023-02
- Feedback from Advisory Board, member government staff, and Executive Board
- Extensive process to identify policies and programs as options to evaluate for inclusion in SSHA<sup>3</sup>P's housing toolkit

# Focus Area #1: Advise and Provide Feedback

- Provide feedback on:
  - 2025 SSHA<sup>3</sup>P Work Plan
  - 2025 SSHA<sup>3</sup>P Budget
  - 2025 SSHA<sup>3</sup>P State and Federal Legislative Agendas
  - Other housing-related efforts in Pierce County, as requested

For example, requests from member governments for feedback on housing-related plans (such as a request for feedback this year on Pierce County's Maureen Howard Affordable Housing Act Implementation Plan)

# Focus Area #2: Housing Toolkit Recommendations

- Framework for Analysis and Recommendation
  - Develop a framework for analyzing policies and programs
- Analyze for inclusion in SSHA<sup>3</sup>P's Housing Toolkit:
  - [Placeholder for Policy/Program #1] →
  - [Placeholder for Policy/Program #2] →

Opportunity to provide feedback later in the presentation.



# Focus Area #3: Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

## Examples:

- Comprehensive Plan Periodic Updates and HB 1220 requirements
- Affordable housing development process and financing

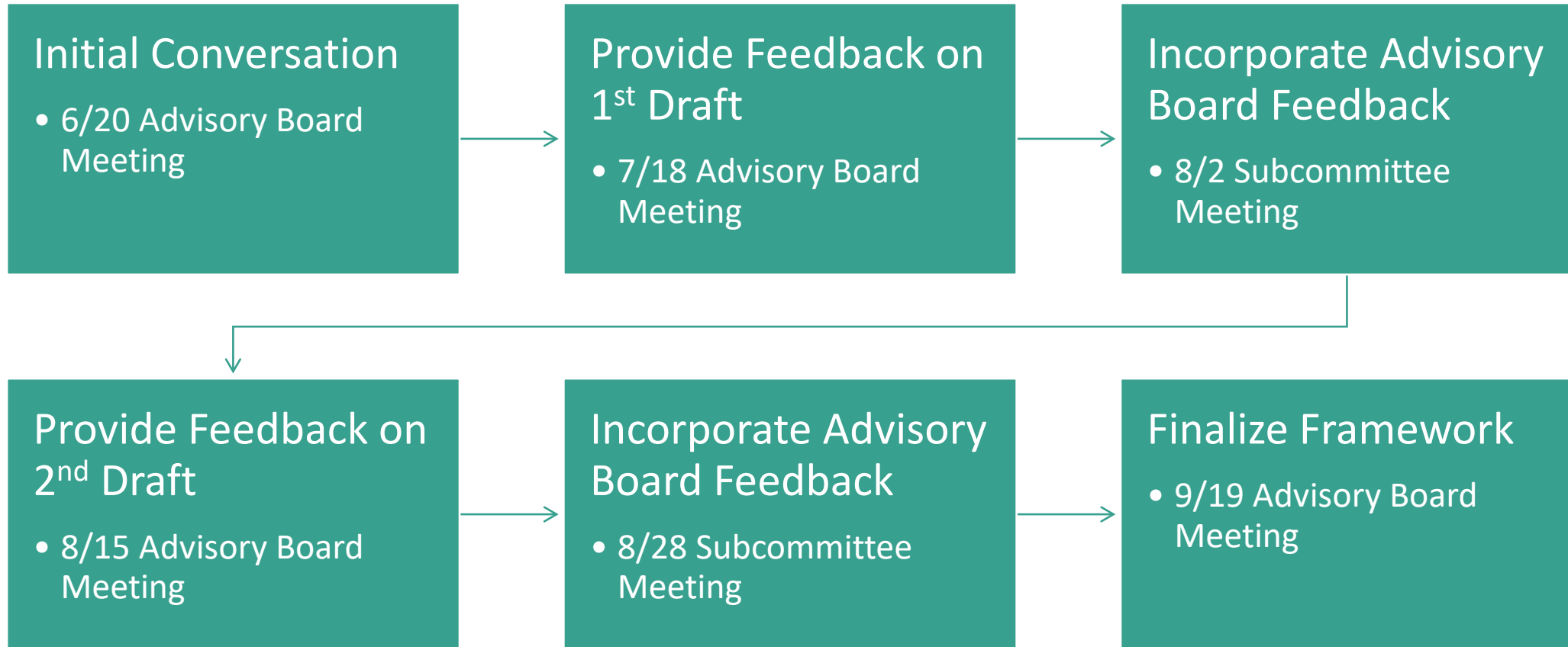
# Focus Area #4: Administration

- Member Government Consideration
  - Consider recommended process for SSHA<sup>3</sup>P member governments to consider Housing Toolkit recommendations
- Elect chair and vice chair(s)

# Process to Identify Policies and Programs



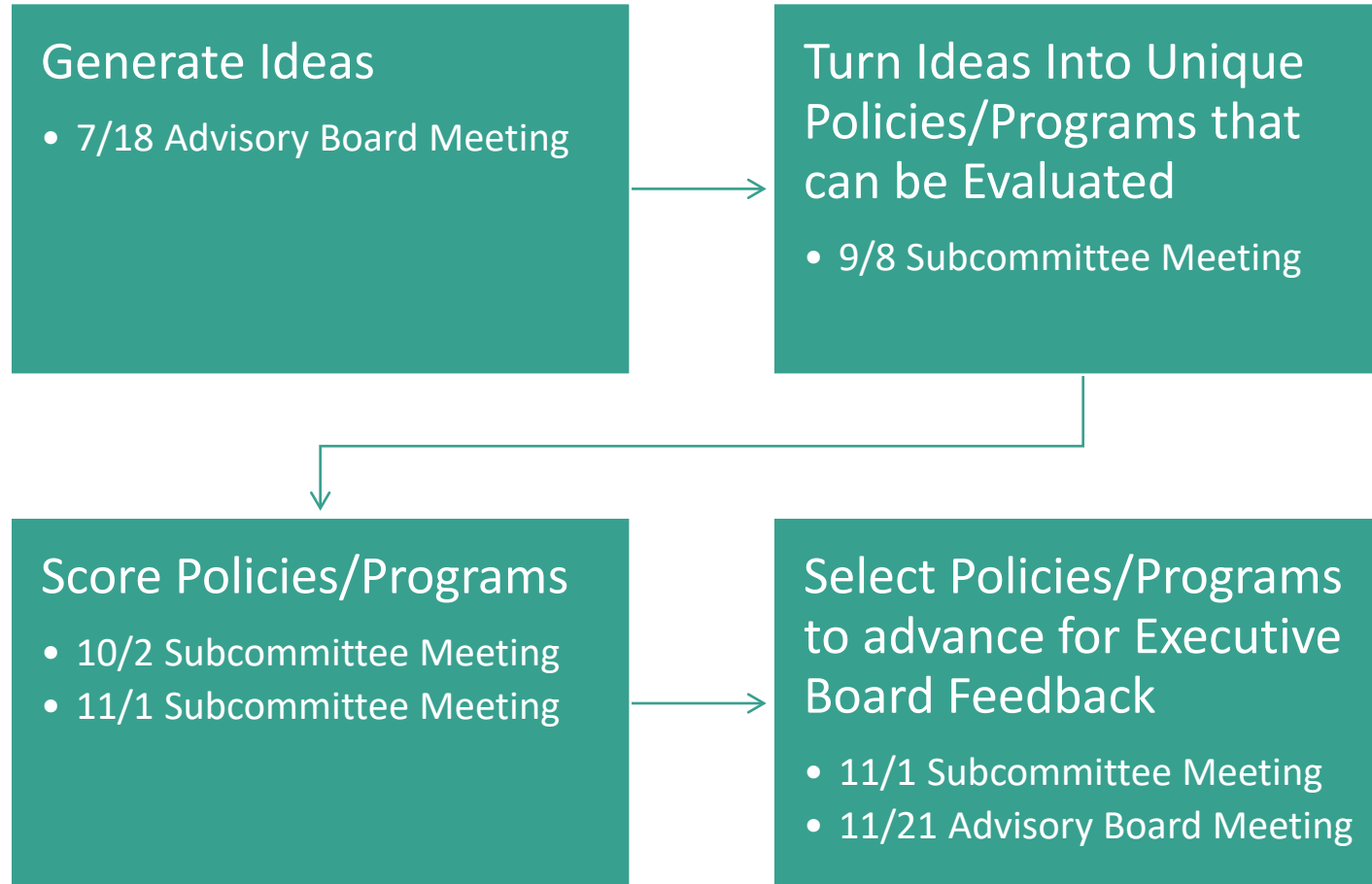
# 1. Create Evaluation Framework



## 2. Generate Policy and Program Ideas

- Informed by Executive Board feedback on priority areas for Advisory Board work plan, discussed on 3/3:
  - Increase number of units developed and speed of development to meet housing targets over the next 20 years
  - Increase number of affordable units developed
  - Encourage regional alignment without a one-size-fits-all approach
  - Consider equity in policies and programs

# 3. Use Evaluation Framework to Filter Policies and Programs



# Policies and Programs Selected for Executive Board Feedback

- Process Improvement
  - Expedited Permitting
  - Permitting Process Improvement
  - Service-level agreement for utility connections with timeline and cost-recovery
- Impact Fee Flexibility, Waivers
- Fee-in-lieu program for frontage improvements
- Parking
  - Minimum requirement for number of stalls
  - Minimum requirement for stall size
  - Parking reductions for affordable housing
- Design Standards
  - Height limits and flexibility
- Universal Design Incentives

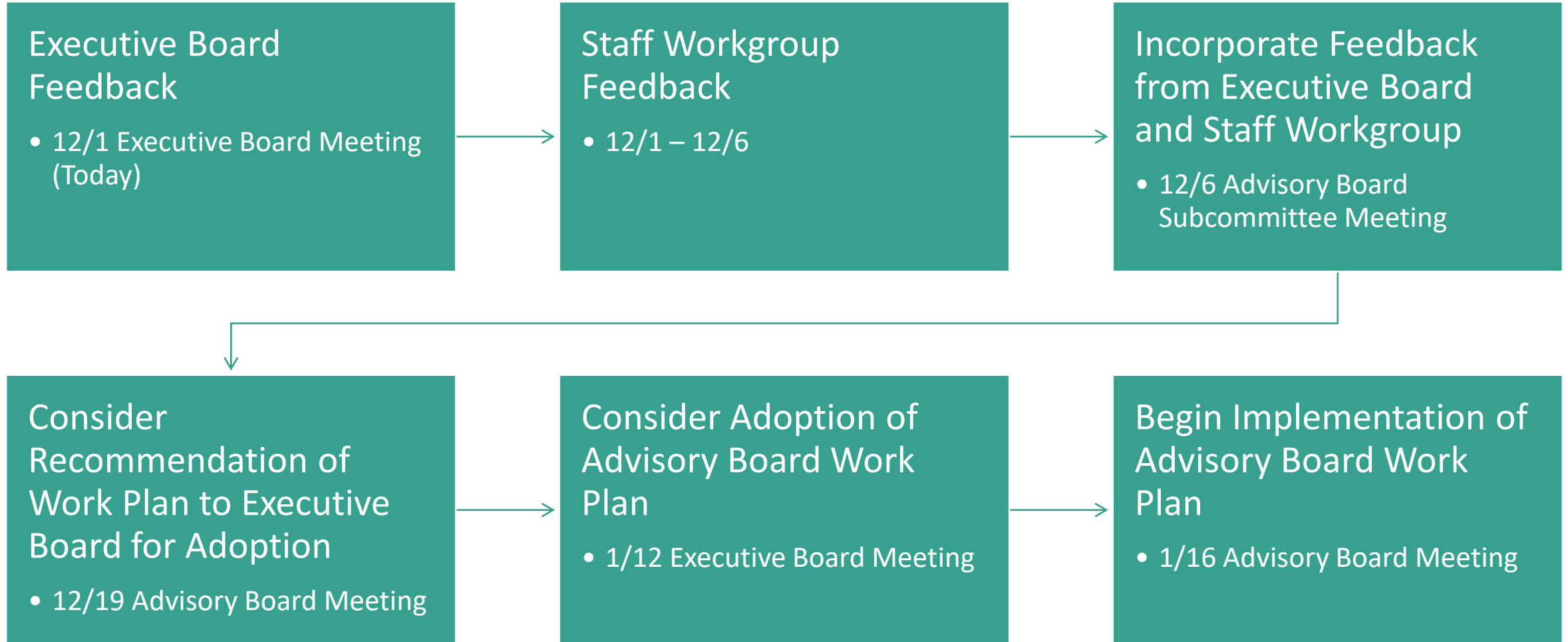
# Initial Feedback from Staff Workgroup

Most interested in:

- Permitting process improvement for all types of housing
- Parking standards generally; parking reductions for affordable housing
- Height and density bonuses for affordable housing
- Universal design incentives



# Next Steps



## DRAFT 2024 ADVISORY BOARD WORK PLAN

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EXECUTIVE BOARD REGULAR MEETING

DECEMBER 1, 2023

MARY CONNOLLY, PROGRAM SPECIALIST II

# SSHA<sup>3</sup>P

Advisory Board  
2024 Work Plan

## Advise and Provide Feedback

- Provide feedback on:
  - 2025 SSHA<sup>3</sup>P Work Plan
  - 2025 SSHA<sup>3</sup>P Budget
  - 2025 SSHA<sup>3</sup>P State and Federal Legislative Priorities
  - Other housing-related efforts in Pierce County, as requested

## Housing Toolkit Recommendations

- Framework for Analysis and Recommendation
  - Develop a framework for analyzing policies and programs for inclusion in the Housing Toolkit
- [Policy/Program #1]
  - Analyze and make a recommendation to the SSHA<sup>3</sup>P Executive Board on inclusion in SSHA<sup>3</sup>P's housing toolkit
  - [Include additional details on specifics, as needed]
- [Policy/Program #2]
  - Analyze and make a recommendation to the SSHA<sup>3</sup>P Executive Board on inclusion in SSHA<sup>3</sup>P's housing toolkit
  - [Include additional details on specifics, as needed]

## Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

## Administration

- Member Government Consideration
  - Consider recommended process for SSHA<sup>3</sup>P member governments to consider Housing Toolkit recommendations
- Elect chair and vice chair(s)



**SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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**RULES AND PROCEDURES**

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ADOPTED February 4, 2022

AMENDED September 8, 2023

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# SSHAP

## I. AUTHORITY:

The authority to adopt and amend Rules and Procedures for the operations of the South Sound Housing Affordability Partners (“SSHA<sup>3</sup>P”) is derived from the Intergovernmental Agreement (“IGA”) providing for the formation of SSHA<sup>3</sup>P executed by the Parties.

Unless otherwise specifically provided for in these Rules, these Rules apply to the Executive Board provided for in the IGA.

In the event of conflict between these Rules and Procedures and the guidance provided in the IGA, the IGA will take precedence.

## II. MEETINGS:

1. Regular meetings shall be held at the time(s) and place(s) established by the Executive Board. The time and location of a meeting may be changed with at least 24 hours’ notice.
2. If the scheduled meeting date is a legal holiday, the regular meeting shall be held on the next business day.
3. Special meetings of the Board may be called by the Chair. Special meetings of the Board may also be called by a majority of the Board. A minimum notice of 72 hours shall be provided for special meetings in accordance with State law.
4. If no matters over which the Board has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the SSHA<sup>3</sup>P Chair or Manager provided at least 24 hours in advance.
5. Per the terms of the IGA, meetings of the Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.
6. The Board may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.
7. An agenda shall be prepared in advance of every regular and special meeting of the Board. Meeting agendas and materials regarding items on an agenda for a regular meeting shall be provided to members of the Board not less than five working (5) days in advance of the regular meeting. Meeting agendas and materials regarding items on an agenda for a special meeting shall be provided to members of the Board as promptly in advance of the meeting as can reasonably be accomplished.

# **SSHAP**

8. For purposes of providing adequate and broad public notification of meeting details, discussion topics, and decisions of the Board, the Administering Agency will include representatives of each member of the SSHAP<sup>3</sup> partnership in its public notice distribution list.

## **III. ELECTION OF OFFICERS:**

1. Per the terms of the IGA, the officers of the Board shall consist of a Chair and Vice Chair elected from the appointed members of the Board and such other officers as the Board may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year at the Board's final regular meeting of each calendar year. The term of office of each officer shall run until the subsequent election. Officers may serve no more than two years in each position.
3. If the Chair or Vice Chair vacates their position mid-term, the Board will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, the Vice Chair will administer the election proceedings.

## **IV. CHAIR:**

1. The Chair shall preside over the meetings of the Board and may exercise all the powers usually incident of the office. The Chair is a member of the Board and has the full right to have their own vote recorded in all deliberations of the Board.
2. The Chair shall have power to create ad hoc committees of one or more members. Standing committees of the Board shall be created at the direction of the Board and appointed by the Chair. Standing or ad hoc committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Board. No standing or ad hoc committee shall have the power to commit the Board to the endorsement of any plan or program without the approval at the regular or special meeting of the Board.
3. The Vice Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the event of the absence of the Chair and Vice Chair, the Chair shall delegate the responsibility to another member.

## **V. QUORUM:**

Per the terms of the IGA, a simple majority of the appointed members or alternates shall constitute a quorum for the transaction of business. If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum. Members may participate by phone or video conferencing for all purposes, including voting and establishing a quorum.

## VI. VOTING:

1. Per the terms of the IGA, a simple majority of the Board members present at a meeting where a quorum exists is required to approve any action, except that a 2/3rds majority of all board members is required to appoint the Administrative Agency, or to modify the contribution methodology for dues and assessments.
2. The Chair, or on request from a Board member, may take a roll call vote.
3. It is the responsibility of each member of the Board to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a motion because of a stated conflict of interest. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as abstaining on the motion.
4. If any member of the Board wishes to abstain, or has disclosed a conflict of interest and must abstain from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall not participate in any deliberations, and considerations of the motion, and shall have no further participation in the matter.
5. If the intended abstention can be anticipated in advance, the member should notify the Board Chair as soon as practicable.
6. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.
7. The IGA offers flexibility in the method used by the Executive Board to take action. At a minimum, in order to ensure an efficient, clear and organized record of Executive Board decision making, the following types of actions shall be taken under Resolution:
  - a. Annual budget
  - b. Annual work plan
  - c. Adoption and amendments to Rules and Procedures



- d. Establishment of the frequency, day and time of the Executive Board's meeting schedule in order to ensure meetings are categorized as a general meeting
- e. Amendments to the Intergovernmental Agreement
- f. Determination of Administering Agency
- g. Adding new member jurisdictions

**VII. RULES OF ORDER:**

Except as modified by these Rules and Procedures, all meetings of the Executive Board shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order.

**VIII. AMENDMENT:**

The Rules and Procedures may be amended at any regular meeting of the Board by a majority vote of a quorum. The proposed amendment shall be presented in writing at a preceding regular meeting.

**TO:** SSHA<sup>3</sup>P Executive Board

**FROM:** Jason Gauthier, SSHA<sup>3</sup>P Manager

**SUBJECT:** December 2023 Manager Report

**DATE:** November 28, 2023

## **AFFORDABLE HOUSING DEVELOPMENT**

### **Regional Housing Capital Fund**

The Executive Board will have Resolution No. 2023-08 for possible action at its December 1, 2023, regular meeting. This resolution would authorize SSHA<sup>3</sup>P Administering agency, Pierce County, to create the SSHA<sup>3</sup>P Housing Capital Fund account and adopt rules and procedures for the fund.

### **Pierce Transit Property**

SSHA<sup>3</sup>P staff have offered project proposal support for Multi Service Center and a future affordable housing project proposal on Pierce Transit owned property in the City of Tacoma. SSHA<sup>3</sup>P is coordinating its work with Pierce Transit and the City of Tacoma.

### **Department of Natural Resources Property**

In September, Pierce County's Community Development Corporation (PCCDC) signed an interagency agreement with the Department of Natural Resources (DNR) to facilitate the direct transfer of a DNR owned transition lands property in Frederickson for future affordable housing development. This property shows moderate development capacity for 20-26 units, most suitable for an affordable homeownership model. PCCDC received an allocation of \$2.75M in the Pierce County biennial budget to be used to facilitate the development of affordable housing, including the acquisition of property for future development. The DNR property acquisition is expected to occur in early 2024.

### **Affordable Housing on Religious Owned Property**

SSHA<sup>3</sup>P staff are working on developing a toolkit to support religious organizations who are considering the utilization of their property for affordable housing development. This toolkit will include a library of RFP/RFI for pre-development services, a database of development partners, and will link to our future Developer Portal with appropriate contact information for community development and planning staff at each SSHA<sup>3</sup>P member government.

## **HOUSING POLICY & PLANNING**

### **MFTE Program**

SSHA<sup>3</sup>P staff are in the early stages of work on the creation of MFTE/affordability program compliance and monitoring programming. Staff will work with the Department of Commerce, Pierce County, ARCH, and the cities of Fife, Tacoma, and Lakewood in the development of this programming.

## Grants

1. SSHA<sup>3</sup>P's staff have been supporting application development for Department of Commerce's 2024 Middle Housing grants.
2. SSHA<sup>3</sup>P staff have been working the Puyallup Tribe's Housing Department on a HUD grant application for the Resident Opportunities and Self Sufficiency (ROSS) Program.
3. SSHA<sup>3</sup>P staff met with the Pierce County Housing Authority to advise on the development of a multi-family property acquisition grant.

## Comprehensive Planning

SSHA<sup>3</sup>P staff supported the City of Fife in facilitating a focus group on housing on November 2. SSHA<sup>3</sup>P staff supported staff workgroup members in hosting a second collaborative meeting for planners in Pierce County in November to discuss HB 1337 and 1110 implementation. SSHA<sup>3</sup>P staff are also working with the City of Fircrest to review policy strategies outlined in their draft Comprehensive Plan housing element. As members update their Comprehensive Plan housing elements, SSHA<sup>3</sup>P staff are available to assist in addressing HB 1220's "adequate provision" requirements, engaging with affordable housing developers, and conducting community engagement.

## Comprehensive Plan Information Matrix

Staff continue to update [Comprehensive Plan resources](#) with new resources as they become available.

## State Legislative Advocacy

With the adoption of SSHA<sup>3</sup>P's [2024 State Legislative Agenda](#), staff have begun working with partner agencies and organizations to advance SSHA<sup>3</sup>P's priorities. Early work on creating more flexibility for affordable homeownership and Connecting Housing to Infrastructure Program (CHIP) funding have shown great promise, and we look forward to continuing our partner building to advance priorities, including: the disabled veteran property tax exemption, funding for the acquisition of property for affordable housing, and construction workforce development. Staff have been meeting with members of the delegation, where we have seen significant interest in the eligibility expansion for the CHIP program to better support resident owned manufactured home communities to connect to water and sewer infrastructure, and support for creating more flexibility for affordable housing revenues to advance homeownership opportunities for low-income households.

## EDUCATION & OUTREACH

### Philanthropy Roundtables on Affordable Housing

The first Philanthropy Roundtable on Affordable Housing was held on November 8<sup>th</sup> with the Greater Tacoma Community Foundation, Cheney Foundation, and Bamford Foundation. This first meeting was a planning meeting to create ongoing structure for following meetings with more regional funders. The next meeting is being planned for March 2024.

## **Developer Portal**

Staff are creating a “Developer Portal” which will be a section of the SSHA<sup>3</sup>P website where developers can learn about developing in SSHA<sup>3</sup>P member jurisdictions. Staff from SSHA<sup>3</sup>P members have provided SSHA<sup>3</sup>P staff with information for the portal. SSHA<sup>3</sup>P staff are also working with the Puyallup Tribe to create a page with information on how developers can partner with the Tribe.

## **Property Tax Exemption Seminars**

Staff are working with Pierce County’s Assessor-Treasurer’s Office and Aging and Disability Resources outreach team to schedule two property tax exemption seminars in winter of 2023. These seminars will occur on the Key Peninsula and in Puyallup/South Hill.

## **ADMINISTRATION & GOVERNANCE**

### **SSHA<sup>3</sup>P Advisory Board**

At its Advisory Board meeting on November 21 at 5:30 PM, the Advisory Board will discuss work from a subcommittee to develop the 2024 Advisory Board work plan. Staff will bring a draft work plan to the Executive Board on December 1 for feedback and expect the Executive Board to adopt the work plan at its January meeting.

SSHA<sup>3</sup>P staff and staff workgroup members are wrapping up interviews for Advisory Board seats that will open at the end of this year. SSHA<sup>3</sup>P staff will meet with an Executive Board subcommittee in December to create appointment recommendations and expect the Executive Board to appoint members to the Advisory Board at the January Executive Board meeting.

# SSHAP<sup>3</sup>

## 2024 Executive Board Regular Meeting Calendar

**January 12, 2024**

**February 2, 2024**

**March 1, 2024**

**April 5, 2024**

**May 3, 2024**

**June 7, 2024**

**July 12, 2024**

**August 2, 2024**

**September 13, 2024**

**October 4, 2024**

**November 1, 2024**

**December 6, 2024**

DRAFT