
NOTICE

Meeting

South Sound Housing Affordability Partners Capital Fund Committee

Please be advised that a meeting of the South Sound Housing Affordability Partners (“SSHA³P”) Capital Fund Committee will be held on January 30, 2024, at 10:00 a.m. regarding the Committee’s role and responsibilities, a discussion on project type and geographic priorities for the SSHA³P Housing Capital Fund, and the 2024 Housing Capital Fund calendar.

The meeting will be conducted in a hybrid format and can be attended remotely through Zoom at <https://piercecountywa.zoom.us/j/93545997335> or by dialing 253-215-8782 and entering Meeting ID: 935 4599 7335. The public can view the meeting in-person at 3602 Pacific Avenue Tacoma, WA 98418.

Agenda and minutes of the SSHA³P Capital Fund Committee can be found at www.southsoundaffordablehousing.org/meetings/

SSHA³P

SSHA³P Housing Capital Fund Capital Fund Committee

Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418

Dial: 253-215-8782 Meeting ID: 935 4599 7335

Webinar Link: <https://piercecountywa.zoom.us/j/93545997335>

January 30, 2024, 10:00 a.m.

Jeff Tate (City of Auburn)
Taylor Jones (City of Fife)
Heather Moss (Pierce County)
Ryan Windish (City of Sumner)

Vacant (City of Auburn – Alternate)
Derek Matheson (City of Fife – Alternate)
John Barbee (Pierce County – Alternate)
Jason Wilson (City of Sumner – Alternate)

I. CALL TO ORDER/ROLL CALL

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. APPROVAL OF MINUTES

IV. PUBLIC COMMENT

The Capital Fund Committee meeting can be heard by dialing 253-215-8782 or through Zoom at <https://piercecountywa.zoom.us/j/93545997335> and entering the Meeting ID 935 4599 7335. Written comments may be submitted to jason.gauthier@piercecountywa.gov. Comments will be compiled and sent to the Fund Committee.

V. PRESENTATIONS/DISCUSSION

A. Overview of Role and Responsibilities of the Committee

Purpose: Presentation by Jason Gauthier, SSHA³P Manager, on the Role and Responsibilities of the Capital Fund Committee

ATTACHMENTS: Committee Role and Responsibilities Presentation

[Document Link](#)

Resolution No. 2023-08

[Document Link](#)

C. Project Type and Geographic Priorities

Purpose: Committee Discussion and Questions Regarding Priority Setting

B. 2024 Housing Capital Fund Calendar

Purpose: Presentation by Jason Gauthier, SSHA³P Manager, draft SSHA³P Housing Capital Fund Calendar.

ATTACHMENTS: SSHA³P Housing Capital Fund Calendar Outline

[Document Link](#)

VI. UPDATES/COMMENTS OF THE CAPITAL FUND COMMITTEE

VII. ADJOURN



COMMITTEE ROLE AND RESPONSIBILITIES

SSHA³P CAPITAL FUND COMMITTEE MEETING

JANUARY 30, 2024

EXECUTIVE BOARD RESPONSIBILITY

“The SSHA³P Executive Board will authorize the application of specified amounts of Individual Account monies to projects or programs consistent with the purpose of the SSHA³P Capital Fund, and will authorize and recommend the SSHA³P Executive Manager, and the Administering Agency to take such actions as necessary to accomplish this.” – **Section 14(f)(i) of the SSHA³P Intergovernmental Agreement**

FUND COMMITTEE RESPONSIBILITY

- 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.
- 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

GEOGRAPHIC PRIORITIES

The Fund has a long-term objective to support low-income residents' affordable housing needs throughout the Parties' boundaries and across SSHAP's geographic purview.

- 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.**

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 SSHAP's geographic purview. All funding must serve eligible populations as determined by fund source(s).

- On an annual basis the **Committee may develop funding priorities for project types** to serve eligible populations.
- Eligible Populations: 1406 funds require that households served earn no more than 60% AMI

RFP VS NOFA

- A Notice of Funding Availability ("NOFA") is when funds are made available to lend or grant.
- A Requests for Proposals ("RFP") when a specific development opportunity is available and/or when funds are made available for a specific opportunity.



RESOLUTION NO. 2023-08

A RESOLUTION OF THE EXECUTIVE BOARD OF THE
SOUTH SOUND HOUSING AFFORDABILITY PARTNERS,
ESTABLISHING THE SSHA³P HOUSING CAPITAL FUND.

WHEREAS, the South Sound Housing Affordability Partners (“SSHA³P”) 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 SSHA³P Executive Board the authority to authorize the Administering Agency to establish and maintain a subaccount or subfund, to be known as the SSHA³P Housing Capital Funds Account (“the Fund”), for the purpose of administering the contributions of SSHA³P 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



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

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

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

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 SSHA³P 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**

59

60

61

62

63

64

65

HUNTER GEORGE, CHAIR

66

67

68

69

ATTEST:

70

71

72

73



EXHIBIT A

South Sound Housing Affordability Partners Housing Capital Fund

RULES AND PROCEDURES



TABLE OF CONTENTS

SECTION SUBJECT PAGE
I. INTRODUCTION AND PURPOSE: 6
II. AUTHORITY:..... 6
III. CONTRIBUTIONS TO THE FUND 6
IV. CAPITAL FUND COMMITTEE: 6
V. MEETINGS: 7
VI. FUND AVAILABILITY:..... 7
VII. ELIGIBLE RECIPIENTS: 7
VIII. RESPONSIBIITY AND AUTHORITY: 7
IX. TERMS AND CONDITIONS OF FUNDING:..... 8
X. GRIEVANCE PROCESS: 8
XI. GEOGRAPHIC PRIORITIES: 8
XII. PROJECT TYPE PRIORITIES: 8
XIII. PROJECT MONITORING: 9
XIV. FUND APPLICATION REQUIREMENTS: 9
XV. NOTIFICATION 9



I. INTRODUCTION AND PURPOSE:

Resolution No. 2023-08 of the South Sound Housing Affordability Partners (“SSHA³P”) Executive Board establishes the SSHA³P 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 SSHA³P 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 SSHA³P and the SSHA³P Administering Agency (“the Agency”) no later than December 31st, 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 1st.
6. Funds transmitted to SSHA³P for deposit in the Fund will be held by the Administering Agency on behalf of SSHA³P 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 SSHA³P in accordance with the terms of Section 12, or on the dissolution of SSHA³P 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 SSHA³P 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 SSHA³P 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 SSHA³P staff to the extent consistent with applicable law and as the Agency and Executive Board may agree.



2. SSHA³P 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 SSHA³P'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 SSHA³P'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 SSHA³P staff shall provide notice to SSHA³P 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.

2024 SSHAP³ Housing Capital Fund Calendar Outline

