



**South Sound Housing Affordability Partners  
Advisory Board**

**Regular Meeting AMENDED Agenda**

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: +1253 215 8782 Meeting ID: 982 0661 9590

Webinar Link: <https://piercecountywa.zoom.us/j/98206619590>

June 18, 2024 5:30 P.M.

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Adria Buchanan, Alex Harrington, Ben Ferguson, Corey Orvold, Desniege Haywood, Dominique Cruz, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley, Judson Willis, ~~Kevin Bates~~, Nicholas Carr, Noemi Cagatin-Porter, Riley Guerrero, Tim Fairley, William Towey, Zac Baker

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**I. CALL TO ORDER**

5:30

**ROLL CALL**

**LAND ACKNOWLEDGEMENT**

We acknowledge that we are on the traditional homelands of the Coast Salish people. They have lived on and stewarded these lands since the beginning of time, and continue to do so today. We honor their legacy by:

- Welcoming new ways of thinking about our relationship to the land
- Asking -- not assuming -- tribal preferences and needs
- Identifying opportunities to improve our collective stewardship

This board commits to these objectives.

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**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

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**III. CONSENT AGENDA**

**A. May 21, 2024 SSHA<sup>3</sup>P Advisory Board Minutes**

**Purpose:** Approval of minutes from the May 21, 2024 SSHA<sup>3</sup>P Advisory Board meeting.

ATTACHMENTS: [Minutes of May 21, 2024 Advisory Board meeting](#)

**Recommended Motion:** Motion to approve the consent agenda.

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## IV. PRESENTATIONS AND DISCUSSION

### A. Universal Design Outreach Plan

5:35

**Purpose:** Presentation from Mary Connolly on an outreach plan to gather information on need for universal design and accessibility features in Pierce County, for the purpose of gathering feedback and direction.

**Action:** Advisory Board questions, feedback, and direction.

ATTACHMENTS: [Agenda Memorandum: Universal Design Outreach Plan](#)  
[Universal Design Outreach Plan Presentation](#)

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## V. PUBLIC COMMENT

6:15

This is the time set aside for the public to provide comment to the Advisory Board on the business of the Board. 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 Advisory Board meeting can be heard by dialing 253-215-8782 and entering the Meeting ID 982 0661 9590 or through Zoom at <https://piercecountywa.zoom.us/j/98206619590>. Written comments may be submitted to [mary.connolly@piercecountywa.gov](mailto:mary.connolly@piercecountywa.gov) Tuesday before 4:00 p.m. for the Public Comment period. Comments will be compiled and sent to the Advisory Board and posted on the SSHA<sup>3</sup>P website at: <https://southsoundaffordablehousing.org>.

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## VI. SSHA<sup>3</sup>P STAFF UPDATE

6:20

### A. 2025 SSHA<sup>3</sup>P Adopted Work Plan and Recommended Budget

ATTACHMENTS: [June 2024 SSHA<sup>3</sup>P Manager Report](#)  
[Executive Board Resolution No. 2024-05: Recommended 2025 SSHA<sup>3</sup>P Operating Budget](#)  
[Executive Board Resolution No. 2024-04: Adopted 2025 SSHA<sup>3</sup>P Work Plan](#)

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## VII. UPDATES/COMMENTS OF THE ADVISORY BOARD

6:30

### A. In-Person SSHA<sup>3</sup>P Advisory Board Meeting in July

Reminder that because the next Advisory Board meeting on July 16 is the first meeting of the quarter, Advisory Board members are encouraged to join in-person.

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## VIII. ADJOURN

6:40

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## **South Sound Housing Affordability Partners (SSHA<sup>3</sup>P)**

### **Advisory Board**

#### **Meeting Norms**

1. Challenge ideas, not individuals
2. Assume positive intent; assume responsibility for impact
3. Recognize it is more beneficial to share what you are thinking with the group during the discussion than with an individual afterwards
4. Listen with curiosity to what everyone has to say – we all come with different perspectives and priorities that bring depth to the conversation
5. Be respectful and make space for minority opinions or points of view
6. During discussion, everyone has the opportunity to contribute before members contribute a second time
7. Raise hand to speak and wait for acknowledgement from the chair
8. Be open to new ways of thinking
9. Recognize the best efforts of our staff
10. Make our decisions based on the available information, and in the best interest of the Executive Board goals
11. Board members come prepared for each meeting

## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

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

May 21, 2024

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**Members Present:** Adria Buchanan, Ben Ferguson, Corey Orvold, Desniege Haywood, Isabella Rivera Kjaer, Jay Worley (Vice Chair), Judson Willis, Lindsey Sehmel, Nicholas Carr, Riley Guerrero (Chair), Tim Fairley, William Towey, Zac Baker

**Members Excused:** Alex Harrington (Vice Chair), Faaluaina Pritchard, Noemi Cagatin-Porter

**Members Absent:** Dominique Cruz, Kevin Bates

**Staff:** Jason Gauthier, Mary Connolly

**Guests:** Stefanie Love, Anika Moran

## Call to Order

Riley called the meeting to order at 5:32 PM.

## Roll Call

Riley called roll; a quorum was present.

## Land Acknowledgement

Riley read the land acknowledgement.

## Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

## Consent Agenda

Lindsey moved to approve the consent agenda. Tim seconded the motion. The motion carried with 12 in favor, 0 against, and 0 abstentions. (One member had not arrived yet.)

## Presentations and Discussion

### Universal Design Presentation

Mary presented a summary of last month's presentation on universal design and research conducted by staff since the last Advisory Board meeting to answer questions related to need for and cost of accessibility features. Advisory Board members provided direction to move toward developing policy recommendations that incentivize building with universal design. Advisory Board members also pointed out areas for further research.

### Housing Policy Toolkit Analysis

Mary gave an overview of a draft staff report template, which will be used to provide an analysis of housing toolkit recommendations. The Advisory Board provided feedback for staff to finalize the template.

### 2024 Advisory Board Work Plan Progress and Tentative Future Meeting Topics

Mary provided an update on progress made by the Advisory Board on their 2024 work plan and provided an overview of a 2024 meeting calendar with tentative future agenda topics.

### **SSHA<sup>3</sup>P Staff Update**

SSHA<sup>3</sup>P staff provided updates to the Advisory Board on recent work performed by SSHA<sup>3</sup>P staff.

### **Public Comment**

There were no public comments.

### **Updates/Comments of the Advisory Board**

Advisory Board members had the opportunity to provide updates or comments to the full Board.

### **Adjourn**

Jay moved to adjourn the meeting. Ben seconded the motion. The motion carried with 13 in favor, 0 against, and 0 abstentions. The meeting adjourned at 6:55 PM.



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

## AGENDA BILL

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June 18, 2024

AGENDA CATEGORY Staff Presentation

SUBJECT: Universal Design User Outreach Plan

PRESENTED BY: Mary Connolly, SSHA<sup>3</sup>P Program Specialist II

### SUMMARY/BACKGROUND:

The Advisory Board’s 2024 work plan includes evaluating and potentially making a recommendation on the inclusion of universal design incentives in the SSHA<sup>3</sup>P Housing Toolkit, which is a set of policies and programs that SSHA<sup>3</sup>P recommends to its members to consider implementing. The Advisory Board has indicated interested in moving towards developing policy recommendations to incentivize building with universal design.

At the last Advisory Board meeting on May 21, some Advisory Board members suggested collecting additional data about the need for building with accessibility features in Pierce County. In this presentation, Mary will present a proposed outreach plan to collect additional information and ask for feedback from the Advisory Board to finalize the plan.

### ATTACHMENTS:

- Universal Design Outreach Plan Presentation

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A



# UNIVERSAL DESIGN USER OUTREACH PLAN

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ADVISORY BOARD REGULAR MEETING

JUNE 18, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II



# Agenda

- Direction from Advisory Board
- Review of existing data on need for home modifications
- Proposed outreach plan

# Direction from Advisory Board

- Move towards developing recommendations on incentives for building with universal design, visitability, and/or accessibility features
- Next steps include:
  - Additional outreach to understand the need for accessibility features
  - Developing a list of potential accessibility features to incentivize
  - Identifying cost impacts of accessibility features
  - Additional outreach to jurisdictions who have implemented similar incentives to understand the impact of these programs

# Direction from Advisory Board

- Move towards developing recommendations on incentives for building with universal design, visitability, and/or accessibility features
- Next steps include:
  - **Additional outreach to understand the need for accessibility features**
  - Developing a list of potential accessibility features to incentivize
  - Identifying cost impacts of accessibility features
  - Additional outreach to jurisdictions who have implemented similar incentives to understand the impact of these programs

# Sources for Home Modification Data

- Tacoma Housing Authority
- Pierce County Housing Authority
- Fair Housing Center of Washington
- Tacoma/Pierce County Habitat for Humanity
- Pierce County
  - Minor Home Repair Program
  - Home Rehabilitation Loan Program
  - Community Options Program Entry System (COPES) Program

# Most Common Modifications

- Extra bedroom
  - Due to disability
  - Live-in caregiver
  - Medical equipment
- Entrance and stairs
  - Ramp installation
  - Ground floor unit
  - No stairs unit
- Bathroom modifications
  - Low or no barrier showers
  - Grab bars
  - Raised toilet height
  - Handheld showerhead
- Lift systems
- Air conditioner or air purifier
- Assigned parking

# Other Modifications

- Door modifications
  - Widening
  - Pocket doors, barn doors, swing-free hinges
- Mechanized lifts for stairs
- Handrails in hallways or stairs
- Floor/surface repair
  - Including correcting trip hazards
- Other bathroom modifications
  - Roll-under sink
  - Shower seat
  - Swinging shower door

# Proposed Outreach Plan

- Purpose: gather additional information on the need for accessibility features in homes in Pierce County, especially from:
  - Seniors
  - People who want to age in place
  - People with disabilities
  - People with low incomes

# Methods

- Survey
- Focus groups



# Survey

- Gather information on:
  - Difficulty moving around, using, or living in your home
  - Changes to your home that would support you in moving around, using, and living in your home
- List of options to select, with write-in option
- Gather demographic information:
  - Age
  - Disability
  - Race/ethnicity
  - Number of people in household
  - Household income
  - Renting vs. own home
  - Type of home (e.g. single-family, apartment, mobile home, etc)
  - Participation in affordable housing program
  - Zip code

# Survey Outreach

- Organizations working with seniors and/or people with disabilities, such as:
  - Pierce County Aging and Disability Resources (ADR)
  - Tacoma Area Coalition of Individuals with Disabilities (TACID)
  - Center for Independence (CFI)
  - Hearing Speech and Deaf Center
  - Pierce County Coalition for Development Disabilities (PC2)
- Affordable housing providers
- Pierce County social media

# Focus groups

- 3-4 group discussions to gather more information
- Work with local organizations to identify participants and host discussions
- Ensure focus groups include participants of different ages, disabilities, and experiences

# Accessibility Considerations

## Survey

- Offer survey online and on paper
- Offer survey in multiple languages
- Gather additional input on survey accessibility from organizations assisting with outreach

## Focus Groups

- If a focus group is conducted in-person, ensure the space is ADA accessible
- Ask hosting organization or focus group participants if additional accommodations are needed

# Timeline

- July: Prepare outreach materials
- August-September: Conduct survey
- September-October: Conduct focus groups
- November-December: Summarize data and use findings in Advisory Board recommendations



# UNIVERSAL DESIGN USER OUTREACH PLAN

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ADVISORY BOARD REGULAR MEETING

JUNE 18, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

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

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

**SUBJECT:** June 2024 Manager Report

**DATE:** May 31, 2024

## Focus Area 1: Facilitate the Development of Affordable Housing

Coordinate public resources and private resources to create and/or preserve affordable housing in the SSHA<sup>3</sup>P service area.

### SSHA<sup>3</sup>P Housing Capital Fund

Pierce County released the South Sound Housing Affordability Partners' (SSHA<sup>3</sup>P) Housing Capital Fund Notice of Funding Availability (NOFA) on April 25, 2024. The NOFA totals \$527,400 and includes contributions from the cities of Auburn, Fife, Sumner, and Pierce County. NOFA responses are due by 2:00 p.m. on June 24, 2024.

The NOFA is able to fund affordable housing development and preservation projects for households earning at or below 60% of the area median income (AMI), and affordable homeownership housing development for households earning at or below 80% of the AMI.

### University Place Use of 1406 Funds

SSHA<sup>3</sup>P staff presented to the City of University Place Council on options for the city's usage of its affordable and supportive housing sales and use tax funds on May 20, 2024.

### Philanthropy Roundtables on Affordable Housing

The next Philanthropy Roundtable on Affordable Housing will be held on July 23, 2024. This roundtable will include invited local and regional philanthropic organizations for a facilitated conversation with SSHA<sup>3</sup>P, Kris Hermanns of the [Evergreen Housing Impact Fund](#), and Dan Rothman of the Washington State Housing Finance Commission.

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## Focus Area 2: Support Policy & Planning Efforts

Support member governments in their development of locally appropriate policies and programs to meet their housing goals, including working with our state and federal legislative delegations to ensure appropriate funding is made available.

### **Coordinating Low-Income Housing Planning (CLIHP) Grant**

SSHA<sup>3</sup>P has been awarded a Washington State Department of Commerce [CLIHP Grant](#) in partnership with 9 member jurisdictions: the Cities of DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Puyallup, and University Place and the Town of Steilacoom. The grant will support these cities' implementation of [HB 1998](#) (2024) regarding co-living housing. The first two grant deliverables due in June 2024 include a report on stakeholder outreach and materials for participating cities to use in communication about co-living housing. Staff have interviewed 7 developers of or advocates for co-living housing, as well as staff from the City of Tacoma, and are currently drafting the outreach report and communication materials. The second two grant deliverables due in June 2025 include a model ordinance regarding co-living housing and guidance on reducing barriers to development of co-living housing affordable to low and very low-income households. Staff are in the process of developing a Request for Proposal (RFP) to identify a consultant to assist in completion of these grant deliverables.

### **Comprehensive Planning**

SSHA<sup>3</sup>P staff are supporting staff workgroup members in hosting meetings for planners in Pierce County to collaborate on housing efforts related to Comprehensive Planning and state legislation. The last two meetings have included a presentation from the Department of Commerce on administering the Multifamily Property Tax Exemption (MFTE) program, a presentation from planning staff from Pierce Transit on the organization's long-range plans, conversation on the intersection of housing and transportation policy, and discussion amongst planners regarding implementation of housing-related legislation. The next collaborative meeting is on July 26.



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**Focus Area 3: Information & Engagement**

Provide information and engagement to support the development of housing and access to housing support programs.

**Property Tax Exemption Seminars**

Since the last Executive Board meeting, there has been one property tax exemption seminar hosted on May 21 at the Gig Harbor Civic Center. There were 27 attendees. The chart below breaks down the attendees by demographics.

Total # of attendees	27
Total # of households	23
Total # of households with a senior	21
Total # of households with a disabled person	6
Total # of households with a veteran	8
Total # of households with a disabled veteran	2

## Upcoming Seminar(s):

- Lakewood: June 12, 10:00 AM - 12:00 PM

SSHA<sup>3</sup>P staff worked with Pierce County Communications staff to create a webpage with information on all upcoming seminars: <https://www.piercecountywa.gov/8310/Property-Tax-Exemption-Seminars>

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## Focus Area 4: Governance & Administration

Ensure operational commitments are met and the interlocal collaboration is well governed and administered.

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

At the Advisory Board meeting on May 21:

- Staff presented research related to universal design based on Advisory Board questions asked at the last meeting. The Advisory Board expressed interest in developing incentive-based policy recommendations and identified areas for further research for staff, including data on need for and cost of accessibility features.
- Staff presented a draft staff report template created with Advisory Board input and the Advisory Board provided feedback to finalize the template. This staff report will accompany Advisory Board recommendations to outline the purpose and potential impact of the recommendations.

Tentative meeting items for the Advisory Board's meeting on June 12 include:

- A staff presentation on defining a housing toolkit recommendation consideration process for member governments.
- A presentation related to universal design to further evaluate the need for and impact of incentive-based policy recommendations.
- An overview of SSHA<sup>3</sup>P's 2025 adopted work plan and recommended budget.

### Executive Board Rules & Procedures

SSHA<sup>3</sup>P staff have begun a review of the Rules & Procedure of the Executive Board for potential 2024 amendments. Review will focus efforts on clarifying responsibilities of the Chair, scheduling of meetings, creation of committees and tasks forces, and Executive Board decision making via resolution. Staff will work with the Chair, Vice Chair, and staff work group to conduct this review.



# SSHAP<sup>3</sup>

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

## **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

\_\_\_\_\_  
TRACIE MARKLEY, CHAIR

ATTEST:  
\_\_\_\_\_  
\_\_\_\_\_



**Exhibit A**

<b>South Sound Housing Affordability Partners</b>	
<b>Fiscal Year 2025 Operating Budget</b>	
Estimated Operating Fund Balance - January 1, 2025	\$ 154,014.00
Estimated Operating Fund Balance - December 31, 2025	\$ 104,094.83

SSHAP Fund	2025 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
SSHAP Operating Fund Balance	\$ 50,000.00
<b>TOTAL Revenue</b>	<b>\$ 357,440.83</b>
<b>EXPENDITURES</b>	
Salaries and Benefits - Manager	\$ 192,490.00
Salaries and Benefits - Program Specialist II	\$ 122,170.00
Travel and Training	\$ 3,000.00
Phone	\$ 1,320.00
Communication (Printing, Translation, Adversiting, etc.)	\$ 1,000.00
Supplies and Miscellaneous	\$ 500.00
Advisory Board Support	\$ 4,950.00
Cost Pool Allocation/10% Admin Fee	\$ 31,580.00
<b>TOTAL Expenditures</b>	<b>\$ 357,010.00</b>

WA Dept of Commerce - CLIHP Grant	
<b>GRANT REVENUE</b>	
FY 2024 CLIHP Grant Revenue	\$ 25,000.00
FY 2025 CLIHP Grant Revenue	\$ 25,000.00
<b>TOTAL Grant Revenue</b>	<b>\$ 50,000.00</b>
<b>Expenditures</b>	
Contracted Services	\$ 50,000.00
<b>TOAL Grant Expenditures</b>	<b>\$ 50,000.00</b>



**RESOLUTION NO. 2024-04**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (“SSHA³P”) ADOPTING THE 2025 SSHA³P WORK PLAN

WHEREAS, pursuant to the Intergovernmental Agreement (“IGA”) the Executive Board of the South Sound Housing Affordability Partners (“SSHA³P”) is responsible for creation, implementation, and approval of an annual work plan to guide the work of SSHA³P Staff; and

WHEREAS, the purpose of the annual work plan is to provide work guidance and implement the overarching SSHA³P goals to create and preserve affordable, attainable, and accessible housing throughout Pierce County; and

WHEREAS, the 2025 Work Plan includes five focus area with corresponding objectives, work items, and indicators.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

**Section 1.** The Executive Board adopts the SSHA³P 2025 Work Plan as shown in Exhibit 1.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

\_\_\_\_\_  
Tracie Markley, CHAIR

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ATTEST:

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**EXHIBIT 1**  
**South Sound Housing Affordability Partners**  
**2025 Work Plan**

**Focus Area 1**  
**Affordable Housing Development & Preservation**

Work Items	Indicators
<b>Development</b>	
1. SSHA <sup>3</sup> P Housing Capital Fund	<ul style="list-style-type: none"><li>• Total moneys pooled</li><li>• Total moneys awarded</li><li>• Number of affordable units funded</li></ul>
2. Philanthropy Affordable Housing Roundtables	<ul style="list-style-type: none"><li>• Number of philanthropy affordable housing roundtables</li></ul>
<b>Preservation</b>	
3. Affordable Housing Preservation	<ul style="list-style-type: none"><li>• Identification of housing developments with affordability periods expiring before December 1, 2035</li><li>• Review of status of affordable housing developments with original affordability periods that have expired since 2020.</li><li>• Review of strategies to identify and preserve naturally occurring affordable housing (NOAH), including manufactured home communities.</li><li>• Review of strategies and programs to support low-income renters and homeowners in maintaining their current housing.</li><li>• Affordable Housing Preservation report to Executive Board by December 5, 2025.</li></ul>





**Focus Area 2  
Program, Policy, & Grant Support**

Work Items	Indicators
<b>Program and Policy Support</b>	
<p>1. Member Government Assistance Activities Include:</p> <ul style="list-style-type: none"> <li>• Researching or analyzing policy</li> <li>• Drafting policy or ordinance</li> <li>• Presenting to staff, Planning Commission, and/or Council</li> <li>• Supporting public outreach efforts</li> </ul> <p>On topics related to housing affordability, attainability, and accessibility, including:</p> <ul style="list-style-type: none"> <li>• Comprehensive Plan implementation</li> <li>• Implementation of state housing laws</li> <li>• Planning and affordable housing policy</li> </ul>	<ul style="list-style-type: none"> <li>• Number of requests for technical assistance fulfilled</li> <li>• Number of member governments assisted</li> </ul>
<p>2. Accessory Dwelling Units (ADUs)</p>	<ul style="list-style-type: none"> <li>• Explore opportunity with the City of Tacoma and interested member governments on consideration of ADU pre-approved designs.</li> <li>• Develop public communication tools for member governments to use for public education on ADU development.</li> </ul>
<p>3. Coordinating Low-Income Housing Planning Grant (CLIHP) <i>Collaboration with 9 member governments to create a model ordinance and guidance regarding co-living housing</i></p>	<ul style="list-style-type: none"> <li>• Completion of grant deliverables by June 15</li> <li>• Assist with implementation of HB 1998 code requirements</li> </ul>
<p>4. <a href="#">Housing Toolkit</a></p>	<ul style="list-style-type: none"> <li>• Number of policies and programs adopted for member government consideration</li> <li>• Semi-annual tracking report of member government consideration of policy and program recommendations adopted by the Executive Board</li> </ul>
<p>5. Facilitate the convening of land use planners to increase collaboration on housing policy and planning.</p>	<ul style="list-style-type: none"> <li>• Number of Pierce County Planners Collaborative meetings</li> </ul>
<p>6. Affordable Housing Monitoring Program <i>Service for member governments to monitor housing unit affordability requirements</i></p>	<ul style="list-style-type: none"> <li>• Monitoring Program policies and program developed.</li> <li>• Monitoring Program services offered to member governments</li> </ul>
<b>Grant Support</b>	
<p>7. Grant Identification &amp; Writing Support</p>	<ul style="list-style-type: none"> <li>• Number of grant applications submitted with SSHA³P staff assistance</li> </ul>

## Focus Area 3 Information & Engagement

Work Items	Indicators
Information	
1. <a href="#">Affordable Housing Completed Project Mapping</a>	<ul style="list-style-type: none"> <li>Map update completed by August 1, 2025</li> </ul>
2. <a href="#">Developer Portal</a>	<ul style="list-style-type: none"> <li>Each member government's page on the Developer Portal updated by July 1, 2025</li> </ul>
Engagement	
3. Developer Series <i>Partner with member governments to present information to developers on updated Comprehensive Plans and opportunities for affordable housing development</i>	<ul style="list-style-type: none"> <li>Number of member governments presenting</li> <li>Number of attendees</li> </ul>
4. Affordable Housing Developer Forum <i>Networking opportunity for member government staff and affordable housing developers following Developer Series</i>	<ul style="list-style-type: none"> <li>Number of attendees</li> <li>Number of member governments and developers in attendance</li> </ul>
5. Property Tax Exemption Seminars	<ul style="list-style-type: none"> <li>Number of property tax seminars</li> <li>Number of attendees</li> </ul>
6. Home Repair Services Marketing	<ul style="list-style-type: none"> <li>Distribution of public and non-profit home repair program marketing materials to member governments</li> <li>Creation of social media content for member government use to market home repair services</li> </ul>
7. Support member government assistance requests for communication related activities regarding affordable housing	<ul style="list-style-type: none"> <li>Number of requests for communication assistance fulfilled.</li> <li>Number of member governments assisted</li> </ul>

## Focus Area 4 Advocacy

Work Items	Indicators
<b>State</b>	
<p>1. State Legislative Agenda</p> <p>Activities Include:</p> <ul style="list-style-type: none"> <li>• Providing weekly update hot sheets on legislative activity affecting land use and housing</li> <li>• Responding to member requests for information and data in support of pertinent legislative priorities</li> <li>• Attending committee hearings to provide oral and written testimony</li> <li>• Providing briefings to member government Councils and staff on activity pertinent policy</li> </ul>	<ul style="list-style-type: none"> <li>• Amount of capital funding directly allocated by the State Legislature to support affordable housing development in SSHA<sup>3</sup>P communities.</li> <li>• Number of SSHA<sup>3</sup>P ‘priority support’ bill that are signed into law</li> <li>• Number of SSHA<sup>3</sup>P ‘priority oppose’ bills that are not signed into law</li> </ul>
<b>Federal</b>	
<p>2. Federal Priorities Agenda</p>	<ul style="list-style-type: none"> <li>• Amount of capital funding allocated via Congressionally Directed Spending to support affordable housing development in SSHA<sup>3</sup>P communities.</li> </ul>

## Focus Area 5



### Administration

Work Items	Indicators
<b>Administration</b>	
1. Facilitate recruitment and selection of new members and/or reappointment of members with expiring terms	<ul style="list-style-type: none"><li>• Number of months during the year that Advisory Board membership meets SSHA<sup>3</sup>P's Interlocal Agreement requirements</li></ul>
2. Support the Advisory Board in completing tasks from their current Work Plan and in creating a 2026 Work Plan	<ul style="list-style-type: none"><li>• Executive Board adopts a 2026 Advisory Board Work Plan</li></ul>
3. Coordinate the development of the 2026 Work Plan and Budget	<ul style="list-style-type: none"><li>• 2026 Work Plan and Budget approved on or before July 1, 2025</li></ul>
4. Provide quarterly Work Plan and Budget performance reporting	<ul style="list-style-type: none"><li>• Executive Board reported on the following timeline:<ul style="list-style-type: none"><li>○ FY24, Q1 – May 2025</li><li>○ FY24, Q2 – August 2025</li><li>○ FY24, Q3 – November 2025</li><li>○ FY24, Q4 – February 2026</li></ul></li></ul>
5. Seek operating funding for SSHA <sup>3</sup> P from philanthropic and aligned organizations	<ul style="list-style-type: none"><li>• Total amount of moneys contributed by philanthropic and aligned organizations</li></ul>
6. Ensure the continuation of informal presentation for the Executive Board on topics of interest	<ul style="list-style-type: none"><li>• Number of informational presentations at Executive Board meetings</li></ul>