



**South Sound Housing Affordability Partners
Advisory Board**

Regular Meeting 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>

December 17, 2024 5:30 P.M.

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

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.

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

A. November 19, 2024 SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the November 19, 2024 SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of November 19, 2024 Advisory Board meeting](#)

Recommended Motion: Motion to approve the consent agenda.

IV. PRESENTATIONS AND DISCUSSION

A. Black Home Initiative Presentation

5:35

Purpose: Educational presentation from Corey Orvold, Moussa Samb, and Evelin Martinez on the Black Home Initiative and how local governments can support BHI's work.

Action: Questions.

ATTACHMENTS: [Agenda Memorandum: Black Home Initiative](#)
[Black Home Initiative Presentation](#)

B.	2025 State Legislative Preview	6:05
<p>Purpose: Overview from Jason Gauthier, SSHA³P manager, previewing the upcoming 2025 state legislative session.</p> <p>Action: Questions.</p> <p>ATTACHMENTS: Agenda Memorandum: 2025 State Legislative Preview</p>		
V.	PUBLIC COMMENT	6:30
<p>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.</p> <p>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 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 SSHA³P website at: https://southsoundaffordablehousing.org.</p>		
VI.	SSHA³P STAFF UPDATE	6:35
<p>A. Chair and Vice Chair Election</p> <p>If you are interested in running for Advisory Board chair or vice chair for the 2025 calendar year, please let Mary know. The election will occur at the regular meeting on January 21.</p> <p>B. End of Year Survey</p> <p>Please complete the end of the year survey to provide staff and Advisory Board leadership with feedback.</p> <p>C. Adoption of Advisory Board Stipend Policy</p> <p>ATTACHMENTS: Resolution No. 2024-09</p> <p>D. Adoption of 2025 Advisory Board Work Plan</p> <p>ATTACHMENTS: Resolution No. 2024-11</p> <p>E. Appointment of New and Returning Advisory Board Members</p> <p>ATTACHMENTS: Resolution No. 2024-12</p> <p>F. 2025 Advisory Board Meeting Calendar</p> <p>ATTACHMENTS: 2025 Advisory Board Meeting Calendar</p> <p>G. December 2024 Manager Report</p> <p>ATTACHMENTS: December 2024 Manager Report</p>		
VII.	UPDATES/COMMENTS OF THE ADVISORY BOARD	6:45
VIII.	ADJOURN	6:55

South Sound Housing Affordability Partners (SSHA³P)

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).

SSHA³P Regular Advisory Board Meeting

November 19, 2024

Members Present: Adria Buchanan, Alex Harrington (Vice Chair), Ben Ferguson, Corey Orvold, Desniege Haywood, Isabella Rivera Kjaer, Jay Worley (Vice Chair), Nicholas Carr, Riley Guerrero (Chair), Tim Fairley

Members Excused: Faaluaina Pritchard (left around 6:00), Noemi Cagatin-Porter, William Towey, Zac Baker

Members Absent:

Staff: Mary Connolly

Guests: Nancy

Call to Order

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

Roll Call

Mary Connolly 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

Adria moved to approve the consent agenda. Tim seconded the motion. The motion carried with 11 in favor, 0 against, and 0 abstentions.

Presentations and Discussion

Recommendation of Advisory Board Work Plan

Mary Connolly provided a presentation on staff's recommendation on a 2025 Advisory Board Work Plan. Mary answered clarifying questions from board members.

Riley asked for someone to move for recommendation to the Executive Board the adoption of the 2025 work plan. Jay moved to adopt the recommendation. Corey seconded the motion. There was opportunity for discussion. The motion carried with 10 in favor, 0 against, and 0 abstentions.

Impact of Universal Design on Home Design and Construction Cost

Ben Ferguson, Advisory Board member and Principal at Ferguson Architecture, and Sara Delano, Architectural Associate at Ferguson Architecture, provided a presentation on how designing a home

to Visitable (Type C), ADA, Aging-in-Place, and Universal Design standards compares to the design of a “Common Practice” single-family home, especially focusing on the impact on square footage of the home. Board members asked questions and discussed the presentation.

Public Comment

There were no public comments.

SSHA³P Staff Update

- If you are interested in being chair or vice chair next year, please let Mary know.
- Over 110 surveys have been submitted to the universal design survey.
- An end-of-year advisory board survey is coming soon.

Updates/Comments of the Advisory Board

- Nicholas provided two announcements. Tacoma Housing Authority is having trouble finding tenants for their new Housing Hilltop development, and they are trying to get the word farther out into the County. Tacoma Housing Authority’s waitlist is now permanently open for people to join.
- Riley notified Board members that Pierce County Housing Authority (PCHA) is moving its main campus.

Adjourn

Jay moved to adjourn the meeting. Adria seconded the motion. The motion carried with 9 in favor, 0 against, and 0 abstentions. (Corey had already left the meeting.) The meeting adjourned at 7:18 PM.



SSHA³P Advisory Board

AGENDA BILL

December 17, 2024

AGENDA CATEGORY: External Presentation

SUBJECT: Black Home Initiative (BHI)

PRESENTED BY: Corey Orvold, Moussa Samb, and Evelin Martinez

SUMMARY/BACKGROUND:

This is an educational presentation to provide information on the Black Home Initiative (BHI), a regional effort that seeks to target the racial inequities at the core of the housing ecosystem in an effort to increase homeownership among Black households in South Seattle, South King County, and North King County. Presenters will discuss what BHI is, data on black homeownership and racially restrictive covenants, and what local governments and other organizations can do to support BHI's work.

ATTACHMENTS:

- Black Home Initiative Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



SSHA³P Advisory Board

AGENDA BILL

December 17, 2024

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2025 State Legislative Preview

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

On October 4, 2024, the SSHA³P Executive Board adopted Resolution No. 2024-08, adopting SSHA³P's 2025 legislative agenda, which can be found on SSHA³P's website:

<https://southsoundaffordablehousing.org/home-page/advocacy/>

Jason Gauthier will provide an overview of what to expect during the upcoming state legislative session, focusing on SSHA³P's priorities and other housing-related items.

ATTACHMENTS:

None.

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



RESOLUTION NO. 2024-09

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P), ESTABLISHING A STIPEND POLICY FOR THE ADVISORY BOARD.

WHEREAS, SSHA³P was formed on October 12, 2021 by Intergovernmental Agreement (IGA); and

WHEREAS, on April 7, 2023 the SSHA³P Executive Board adopted Resolution No. 2023-02 to establish the SSHA³P Advisory Board; and

WHEREAS, the SSHA³P IGA requires Advisory Board membership to reflect one-third consumers of affordable/attainable housing (rental and ownership housing); and

WHEREAS, the Executive Board values the experience and contribution of Advisory Board members who have recent or current experience as consumers of affordable housing because they are the stakeholders who are directly impacted by SSHA³P's work; and

WHEREAS, the Executive Board finds that removing financial barriers for recent and current consumers of affordable housing who are members of low-income households fosters increased access to discussions and decisions, ultimately leading to more equitable policy outcomes; and

WHEREAS, the Executive Board is establishing an Advisory Board stipend policy to encourage membership and reduce barriers to participation for current and recent consumers of affordable housing.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

SSHAP³

25 **Section 1. Establishment of Stipend Policy**

26 The SSHA³P Executive Board hereby establishes the Advisory Board stipend
27 policy outlined in Attachment A.

28

29 **Section 2. Effective Date.**

30 This Resolution will take effect on January 1, 2025.

31

32 Adopted this _____ day of _____, 2024.

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35 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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Kim Roscoe

KIM ROSCOE, CHAIR

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41 ATTEST:

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Attachment A

SSHA³P ADVISORY BOARD STIPEND POLICY

ESTABLISHED BY THE SSHA³P EXECUTIVE BOARD ON [DATE]

I. AUTHORITY

The authority for the South Sound Housing Affordability Partners (SSHA³P) Executive Board to adopt a stipend policy for the SSHA³P Advisory Board is derived from the SSHA³P Intergovernmental Agreement (IGA) which states in Section 8(d), “The Executive Board will adopt procedures for the recruiting, convening and administration of the Advisory Board.”

II. PURPOSE

The purpose of this stipend policy is to encourage membership and reduce barriers to participation for current and recent consumers of affordable housing.

III. DEFINITIONS

- A. “Consumer of affordable housing” means someone who has experience applying to or participating in a publicly funded affordable housing program, including, but not limited to Housing Choice Vouchers, housing owned by a housing authority, low-income rental housing, permanent supportive housing, transitional housing, affordable homeownership programs (e.g. Habitat for Humanity, community land trust), or down payment assistance.
- B. “Recent consumer of affordable housing” means someone who has been a consumer of affordable housing within the last 7 years.
- C. “Median family income” means the median family income adjusted for family size, for a county, city, or metropolitan statistical area, as reported by the United States Department of Housing and Urban Development.
- D. “Stipend” means a fixed sum of money paid periodically to defray expenses. The stipend is presumed to defray the person's incidental expenses involved in participating as a member of the Advisory Board, including, but not limited to meals, transportation, and childcare.

IV. MEMBER ELIGIBILITY

Advisory Board members are eligible to receive a stipend for meeting attendance if they are:

- A current or recent consumer of affordable housing; and
- A member of a household earning at or below 60% of the Pierce County median family income; and
- Not receiving compensation for attendance by any organization.

V. PARTICIPATION

To receive a stipend for meeting attendance, eligible members must annually complete a form to:

1. Verify that they meet eligibility requirements via self-attestation; and
2. Opt in to receiving a stipend.

If the household income of a member who has opted into receiving a stipend increases above 60% of the Pierce County median family income, they are no longer eligible to receive a stipend and must inform SSHA³P staff.

Members who opt into receiving a stipend may opt out at any time.

VI. STIPEND AMOUNT AND ELIGIBLE MEETINGS

Each member who is eligible and opts into receiving a stipend for meeting attendance will receive \$75 per meeting for up to 18 total meetings per calendar year for attending the following types of meetings:

- a) Advisory Board regular and special meetings;
- b) Advisory Board ad-hoc and standing committee meetings;
- c) Meetings of the Advisory Board Chair, Vice Chair(s), and/or other officers to discuss Advisory Board business if the member is an officer of the Advisory Board; and
- d) Executive Board regular and special meetings if the member is attending to present to or have discussion with the Executive Board on behalf of the Advisory Board.



For meeting types outlined in subsections (a), (b), and (c) of this section, Advisory Board members will be considered present at a meeting if they attend at least 75% of the meeting.

VII. PAYMENT

Stipends shall be issued via SSHAP's Administering Agency's payment process.

VIII. AMENDMENT

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



RESOLUTION NO. 2024-11

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P), ADOPTING THE 2025 SSHA³P ADVISORY BOARD WORK PLAN.

WHEREAS, on April 7, 2023 the SSHA³P Executive Board adopted Resolution 2023-02, establishing the SSHA³P Advisory Board and providing for the purpose and duties of the board; and

WHEREAS, pursuant to Resolution No. 2023-02, under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board’s work areas; and

WHEREAS, pursuant to Resolution No. 2023-02, possible areas of focus include recommendations on SSHA³P’s work plan and budget; the evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and suggested approaches to federal, state, and regional legislative advocacy; and

WHEREAS, pursuant to Resolution No. 2023-02, the work plan shall be adopted by the Executive Board; and

WHEREAS, at the November 19, 2024 regular meeting of the Advisory Board, the Advisory Board recommended a work plan that was presented for the Executive Board’s consideration at their regular meeting on December 6, 2024.



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

26 **Section 1. Adoption of 2025 SSHAP Advisory Board Work Plan**

27 The Executive Board adopts the SSHAP 2025 Advisory Board Work Plan as
28 shown in Exhibit A.

29

30 **Section 2. Effective Date.**

31 This Resolution will take effect and be in full force on passage and signature.

32

33 Adopted this _____ day of _____, 2024.

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36 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

37 *Kim Roscoe*
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KIM ROSCOE, CHAIR

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42 ATTEST:

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Exhibit A

Advisory Board

2025 Work Plan

Advice and Feedback

- Provide feedback on:
 - 2026 SSHA³P Work Plan and Budget
 - 2026 SSHA³P Legislative Priorities
 - Other housing-related efforts in Pierce County, as requested

Housing Toolkit Recommendations

- Research and potentially make a recommendation to the SSHA³P Executive Board on the inclusion of the following policies/programs in the SSHA³P housing toolkit:
 - Policies to incentivize construction of housing with universal design principles (continuing work from 2024 Advisory Board work plan)
 - Policies that increase homeownership opportunities by allowing and facilitating fee simple sale of middle housing and accessory dwelling housing units, including through unit lot subdivision
- Begin research on the following policy area to identify specific policies that may be included in the 2026 Advisory Board work plan for further research and potential recommendation:
 - Incentivizing and supporting the construction of income-restricted affordable housing

Education

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

Governance

- Elect chair and vice chair(s)



Tentative Calendar

		Q1	Q2	Q3	Q4
Advice and Feedback	2026 Work Plan and Budget		X	X	
	2026 Legislative Priorities			X	
	Other housing-related efforts in Pierce County	TBD, pending requests for feedback from SSHA ³ P member governments and/or other entities			
Housing Toolkit Recommendations	Accessibility: Incentivize Building with Universal Design	X	X		
	Attainability: Increase Homeownership Opportunities of Middle Housing Units		X	X	
	Affordability: Incentivize Affordable Housing Construction			X	X →
Education	Education	TBD, pending discussion with 2025 chair and vice chairs			
Governance	Elect Chair and Vice Chairs	X			



RESOLUTION NO. 2024-12

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH
SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P),
APPOINTING MEMBERS TO THE ADVISORY BOARD.

WHEREAS, SSHA³P was formed on October 12, 2021, by Intergovernmental
Agreement (IGA); and

WHEREAS, the SSHA³P IGA calls for the establishment of a SSHA³P Advisory
Board to provide advice and recommendations on the work of SSHA³P; and

WHEREAS, on April 7, 2023, the SSHA³P Executive Board adopted Resolution
2023-02, establishing the SSHA³P Advisory Board, providing for the purpose and duties
of the board, and establishing qualifications for the board; and

WHEREAS, the SSHA³P IGA and Resolution 2023-02 require that the SSHA³P
Advisory Board consist of 15 to 20 community members and/or key stakeholders; and

WHEREAS, Resolution 2023-02 requires that SSHA³P Advisory Board
membership reflect one-third consumers of affordable/attainable housing (rental and
ownership housing), who shall fill “Consumer Seats;” one-third developers, designers,
planners, managers of affordable/attainable housing, who shall fill “Developer/Manager
Seats;” and one-third advocates and advisors who work on land use and housing issues,
who shall fill “Advisor/Advocate Seats;” and

WHEREAS, Lindsey Sehmel was appointed to an Advisor/Advocate seat on
January 12, 2024 with a term expiring on December 31, 2026, and she vacated the seat
on June 1, 2024; and



23 WHEREAS, Judson Willis was appointed to a Developer/Manager seat on April 7,
24 2023 with a term expiring on December 31, 2025, and he vacated the seat on October
25 28, 2024; and

26 WHEREAS, Dominique Cruz was appointed to a Consumer seat on January 12,
27 2024 with a term expiring on December 31, 2026, and she was removed from the Advisory
28 Board by the Executive Board on July 12, 2024; and

29 WHEREAS, Faaluaina Pritchard was appointed on January 12, 2024 to a
30 Consumer seat on the Advisory Board with a term expiring on December 31, 2026; and

31 WHEREAS, SSHA³P staff and the SSHA³P member government staff members
32 conducted a recruitment and selection process to identify eligible and qualified applicants
33 for the SSHA³P Advisory Board; and

34 WHEREAS, a subcommittee of the SSHA³P Executive Board recommends the
35 following applicants for appointment to the SSHA³P Advisory Board.

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

37 **Section 1. Changing an Existing Member’s Seat Type.**

38 The SSHA³P Executive Board hereby moves Faaluaina Pritchard from a
39 Consumer seat to a Developer/Manager seat.

40

41 **Section 2. Appointment of Advisory Board Members.**

42 The SSHA³P Executive Board hereby appoints the following individuals as stated
43 below:

44

45 Alexandria Nickerson Advisor/Advocate Seat
46 First Term
47 Term Length: January 1, 2025 through December 31, 2027
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50 Alfonso Brown Consumer Seat
 51 First Term
 52 Term Length: January 1, 2025 through December 31, 2027
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54 Gary Hawkinson Advisor/Advocate Seat
 55 Completing Vacated Term
 56 Term Length: January 1, 2025 through December 31, 2026
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58 Jonah Kinchy Developer/Manager Seat
 59 First Term
 60 Term Length: January 1, 2025 through December 31, 2027
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62 Laura Mullen Consumer Seat
 63 First Term
 64 Term Length: January 1, 2025 through December 31, 2027
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66 Lori Wada Advisor/Advocate Seat
 67 First Term
 68 Term Length: January 1, 2025 through December 31, 2027
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70 Nicholas Carr Developer/Manager Seat
 71 Completing Vacated Term
 72 Term Length: January 1, 2025 through December 31, 2025
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74 Rosey Zhou Advisor/Advocate Seat
 75 First Term
 76 Term Length: January 1, 2025 through December 31, 2027
 77

78 Sara Delano Consumer Seat
 79 Completing Vacated Term
 80 Term Length: January 1, 2025 through December 31, 2026
 81

82 Steve Decker Developer/Manager Seat
 83 First Term
 84 Term Length: January 1, 2025 through December 31, 2027
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87 **Section 3. Effective Date.**

88 This Resolution will take effect and be in full force on passage and signature.

89

90 Adopted this _____ day of _____, 2024.



91 SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

92
93 *Kim Roscoe*

94 _____
95 KIM ROSCOE, CHAIR

96

97 ATTEST:

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**2025 Advisory Board
Regular Meeting Calendar**

January 21, 2025

February 18, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 19, 2025

September 16, 2025

October 21, 2025

November 18, 2025

December 16, 2025

TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: November 2024 Manager Report
DATE: December 6, 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 SSHA³P service area.

SSHA³P Housing Capital Fund

The SSHA³P Housing Capital Fund Committee (the Committee) met on November 15 and November 22 discuss funding priorities for 2025, review elements of the scoring 2025 scoring guide, and discuss a potential fund policy recommendation for Executive Board consideration in 2025.

At the Committee meeting of November 22, the Committee directed staff to prepare a Notice of Funding Availability (NOFA) to be released in February 2025. The 2025 NOFA will be funded by Affordable and Supportive Housing Sales and Use Tax revenue from the cities of Auburn, Fife, Sumner, and Pierce County. The amount funding available will be more than \$900,000. The Committee expects to make a 2025 funding recommendation to the Executive Board at either it's July or August 2025 meeting.

The Pierce County Executive's proposed 2024-2025 mid-biennium budget adjustment ordinance proposes to formalize Pierce County's contribution to the SSHA³P Capital Fund by increasing the expenditure authority to match contributions by the current city funders (Auburn, Fife, and Sumner).

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

SSHA³P, in partnership with nine member jurisdictions, was awarded the Washington State Department of Commerce's [Low-Income Housing Planning \(CLIHP\) Grant](#) to support implementation of [HB 1998](#) (2024) regarding co-living housing. Makers Architecture and Urban Design held a kickoff meeting with SSHA³P and participating jurisdictions on November 14. Makers is working on completion of the first deliverable, a model ordinance for participating jurisdictions, due February 28, 2025.

Pathways to Removing to Obstacles (PRO Housing) Grant

SSHA³P, as a co-applicant, and Pierce County submitted a PRO Housing grant application to the U.S. Department of Housing and Urban Development on October 15, 2024. The application proposes two activities:

1. Creation of a Strategy for the Preservation of Affordable Housing (SPAH): **\$250,000**
 - Formulation of a comprehensive action plan to address affordable housing preservation of both subsidized and unsubsidized units.
2. Creation of a SPAH Capital Fund: **\$5,250,000**
 - Capital funding to facilitate acquisitions and rehabilitation in alignment with the SPAH.

On November 26th the Pierce County Congressional delegation issued a joint letter of support – attached as [Exhibit 1](#) - for this application, and we expect grant award notification are expected in February 2025.

2025 Legislative Session

SSHA³P staff have been engaging the member of the Legislature, the Governor’s office, caucus and agency staff to advance our 2025 priorities. On the capital budget we have been focused on advancing efforts to support infrastructure funding for manufactured home communities. Staff have been heavily engaged on this topic with the Association of Washington Cities and Resident Owned Community Northwest and we are encouraged by our early conversations with members of the capital budget committees. Additionally on the capital budget side we have been working with a number of organizations in Pierce County who are considering capital budget appropriation requests to strengthen their requests in our efforts to continue to ensure equitable affordable housing funding for Pierce County projects.

On the veteran property tax exemption priority, we are working with the Washington Veteran Legislative Committee to support and advance proposals seeking to expand eligibility for this program. We are currently reviewing a proposal from Senator Schoesler (9th LD) and are aware that Representative Leavitt (28th) is also working on legislation on this policy area.

Finally, at the request of Representative Leavitt, we have convened a series of stakeholder meetings to develop a proposal to reduce costs in the development of affordable housing and support future affordable housing development. Through this series of meetings, we have worked to develop the proposal in [Exhibit 2](#). This proposal would create a local sale and use tax exemption program that would be coupled with a state sale and use tax rebate for both the affordable housing developer and the local jurisdiction.

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

At the property tax exemption seminar at Edgewood City Hall on November 14, there were 18 attendees, representing at least 10 households with a senior, 4 households with a disabled member, 4 households with a veteran, and 2 households with a disabled veteran. This was the 7th and last seminar of the year. In 2024, these events reached a total of 236 people across the County.

SSHA³P staff will meet with Assessor-Treasurer-elect Campbell early next year to discuss continuation of the seminar series.

Focus Area 4: Governance & Administration

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

SSHA³P Advisory Board

Accessible Housing Survey

Staff are conducting [a survey](#) on accessible housing to inform the Advisory Board's work on incentivizing construction of housing with universal design principles. The survey closes December 6. As of 11/25, 137 people have completed the survey. SSHA³P staff are also conducting interviews and focus groups to gather additional information on the need for accessible housing in Pierce County.

Meetings

At the Advisory Board meeting on November 19:

- Ben Ferguson, member of the Advisory Board and principal at Ferguson Architecture, and Sara Delano, architectural associate at Ferguson Architecture, presented to the Board an evaluation of the impact of visitability, aging-in-place, ADA, and universal design standards on the square footage of a single family home; and
- The Board recommended a 2025 Advisory Board Work Plan to the Executive Board for adoption.

SSHA³P staff are coordinating with Advisory Board leadership to set the meeting agenda for the next regular meeting on Tues December 17.

Exhibit 1

Congress of the United States

Washington, DC 20510

November 26, 2024

The Honorable Adrienne Todman
Acting Secretary
U.S. Department of Housing and Urban Development
451 7th Street, S.W.
Washington, DC 20410

Dear Acting Secretary Todman,

We write in support of South Sound Housing Affordability Partners' application to the U.S. Department of Housing and Urban Development's Pathways to Removing Obstacles to Housing (PRO Housing) Grant Program. This funding, if awarded, would play a critical role in addressing the housing affordability challenges facing our region.

South Sound Housing Affordability Partners is an essential collaboration of over a dozen cities and towns, Pierce County, and the Puyallup Tribe of Indians. Together, they are working to create and preserve affordable, attainable, and accessible housing throughout their communities.

The need for affordable housing in Pierce County is dire. According to the 2022 Pierce County Housing Action Strategy (HAS), median home values across the county increased by 96% and average rents increased by 67%, between 2010 and 2021. This coincided with an increase of only 31% in the county's median family income. According to the HAS report, the county would need to produce 137,791 new housing units by 2044 to fully meet housing needs. Of that number, 56,074 would need to be affordable to households at or below 50% of the area median income. This is an annual increase in production by 46% of the current pace, up to about 5,700 net new units each year.

As the County's population continues to grow and outpace available supply, affordable housing is out of reach for more and more of our constituents. As an example, the Tacoma Housing Authority's Housing Choice Vouchers program received an estimated 15,000 household applications for just 1,825 waitlist spots this last year. Additionally, of the 117 multifamily properties sold in Pierce County between 2022 and 2023, totaling 3,667 units, only one of the top 10 multifamily purchasers in 2022, was an affordable housing provider and, none of the top 10 multifamily purchasers in 2023 were affordable housing providers.

If successful, the South Sound Housing Affordability Partners will use PRO Housing grant funding to support the creation of a Strategy for the Preservation of Affordable Housing (SPAH) to ensure the long-term viability of both subsidized and unsubsidized affordable housing across the South Puget Sound region. In addition, the funding would help establish a SPAH Capital Fund to support housing acquisition and rehabilitation activities that will directly address the region's growing affordability crisis.

The work of South Sound Housing Affordability Partners is critical to the continued growth and sustainability of safely housing constituents in the region. By working together and leveraging local resources, the collaboration is helping ensure that affordable housing remains a priority in our communities. Please give this project your full and fair consideration.

Sincerely,



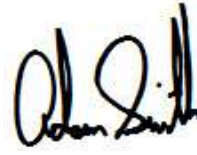
Marilyn Strickland
Member of Congress



Maria Cantwell
United States Senator



Patty Murray
United States Senator



Adam Smith
Member of Congress



Kim Schrier
Member of Congress



Derek Kilmer
Member of Congress

Exhibit 2

Limited Sales and Use Tax Exemption and Rebate Program for Affordable Housing

Proposal Overview

The Washington State Department of Commerce has identified the need for more than 600,000 units of housing that is affordable to low-income households across Washington over the next 20 years. This limited sales and use tax exemption and rebate program for affordable housing production is designed to directly address the critical need for affordable housing.

This program would allow a city or county to provide qualified organizations with a project approved local sale and use tax exemption on the project's labor and materials and, at project completion, provide a rebate on portion of the state's sales and use tax paid on the project's labor and materials, helping to reduce financial barriers in a market where labor and material costs continue to escalate.

To further future affordable housing development, the participating jurisdiction that provides the sales and use tax exemption, would receive a portion of the project's sales and use tax paid for qualifying purposes collected by the state.

By both reducing costs for developers and creating a new, local funding source, this program seeks to incentivize and reduce financial barriers to the immediate creation of critically needed affordable units while fostering a sustainable approach to meet ongoing affordable housing needs in the community.

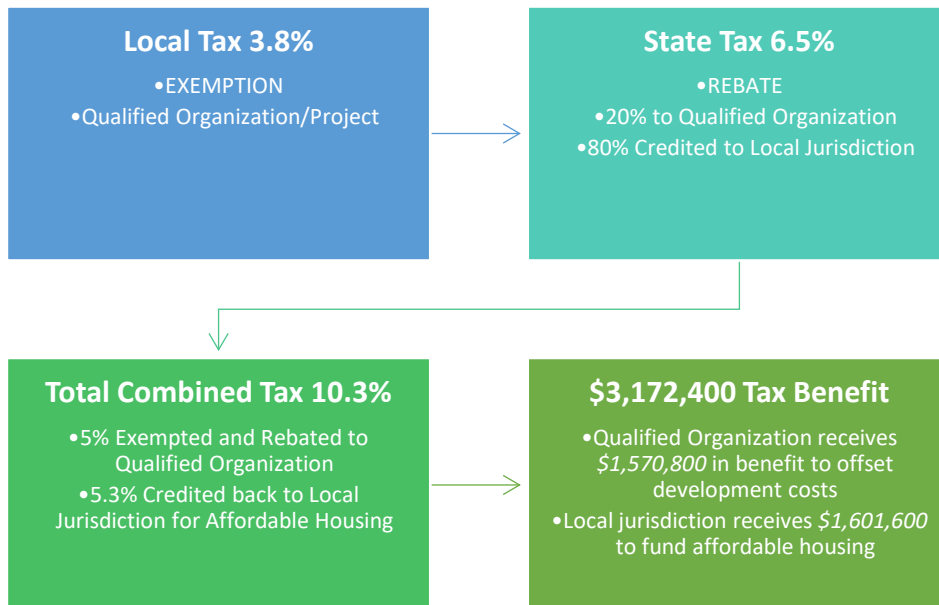
Program-In-Brief

- Cities and counties are provided with the option to create a sales and use taxes (collected under [RCW 82.14.030](#)) exemption program for qualifying affordable housing development projects.
 - If adopted by the governing body, qualified organizations may submit a qualifying project application to request a local sale and use tax exemption to offset cost of construction affordable housing units
 - For the purpose of creating a sales and use tax exemption program for affordable housing development, the governing authority must adopt a resolution of intention to create a sales and use tax exemption program.
 - A city or county must, by resolution, adopt the program no later than December 31, 2026.
- The state affordable housing sales and use tax (collected under [RCW 82.08.020](#)) rebate program automatically applies once a qualifying project has receive project application approved from the governing body.
- At the completion of the qualified project, 20% of the state's sales and use tax, collected for qualifying purposes, will be re to the qualified organization to offset construction costs and 80% of the state's sales and use tax, collected for qualifying purposes, will be rebated to the participating city or county of jurisdiction for:
 - acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385;
 - acquiring real property for future affordable housing development;
 - Funding the operations and maintenance costs of new units of affordable or supportive housing;
 - operation and delivery of behavioral health treatment programs and services; or
 - If the governing body issuing the sales and use tax exemption has invested general fund moneys to support the qualifying project it may recompense itself with rebated funds.
- The state rebate program begins January 1, 2026, and sunsets on December 31, 2035.

Program and Project Example (100 units¹)

Under this scenario the qualified organization would receive a total combined sales and use tax benefit of 5%. This benefit includes the exemption of local sales and use tax and rebate of state sales and use tax, and participating jurisdiction would receive a rebate of the remaining state sales and use tax to further future affordable housing development.

Total Development Cost	\$ 51,500,000.00	
Total Construction Cost	\$ 30,800,000.00	
Total Project Cost	\$ 82,300,000.00	
Total State Sales Tax (6.5%)	\$ 2,002,000.00	Assessed on construction costs only
Total Local Sales Tax (3.8%)	\$ 1,170,400.00	Assessed on construction costs only
Total Combined (10.3%)	\$ 3,172,400.00	
Local sales/use tax exemption to qualified organization	\$ 1,170,400.00	Qualified organization (developer) local sales/use tax exemption
State tax rebate to qualified organization	\$ 400,400.00	Qualified organization (developer) tax rebate (20% of state collection)
Total sales/use tax benefit to qualified organization	\$ 1,570,800.00	Local sales/use tax exemption and state sales/use tax rebate
State sales/use tax rebated to the local government	\$ 1,601,600.00	City tax rebate: City receives funding to support purposes outlined above (20% of state sales/use tax collection)



¹ Calculation derived from actual costs for THA's Housing Hilltop project, a 231-unit LIHTC development in Tacoma, of which all units are priced at 60% of the Pierce County AMI.

Definitions

“Eligible organization” means a: nonprofit developers, for-profit developers, public housing authorities, public development authorities, or other applicants eligible under rules established by the commission.

“nonprofit developer” means a:

(i) Nonprofit as defined in RCW 84.36.800 that is exempt from income tax under section 501(c) of the federal internal revenue code;

(ii) Limited partnership where a nonprofit as defined in RCW 84.36.800 that is exempt from income tax under section 501(c) of the federal internal revenue code, a public corporation established under RCW 35.21.660, 35.21.670, or 35.21.730, a housing authority created under RCW 35.82.030 or 35.82.300, or a housing authority meeting the definition in RCW 35.82.210(2)(a) is a general partner;

(iii) Limited liability company where a nonprofit as defined in RCW 84.36.800 that is exempt from income tax under section 501(c) of the federal internal revenue code, a public corporation established under RCW 35.21.660, 35.21.670, or 35.21.730, a housing authority established under RCW 35.82.030 or 35.82.300, or a housing authority meeting the definition in RCW 35.82.210(2)(a) is a managing member; or

(iv) Mobile home park cooperative or a manufactured housing cooperative, as defined in RCW 59.20.030.

“Qualifying purposes” means: Labor, services, and materials incorporated in the planning, installation, and construction of the qualifying project, including related facilities such as playgrounds, sidewalks, and projected related infrastructure improvements, as well as facilities used for commercial use for mixed-use development.

“Qualifying project” means: an affordable housing or mixed-use affordable housing development with a minimum of 50 percent of residential units dedicated to housing for low-income households, and those units being affordable to such households for a minimum of 40 years.

“Affordable housing” means:

(i) Homeownership housing intended for owner occupancy to low-income households whose monthly housing costs, including utilities other than telephone, do not exceed 38 percent of the household's monthly income;

(ii) "Rental housing" for low-income households whose monthly housing costs, including utilities other than telephone, do not exceed 30 percent of the household's monthly income.

"Low-income household" means:

(i) For nonrural counties, a single person, family, or unrelated persons living together whose adjusted income is at or below 80 percent of the median family income adjusted for family size, for the county in which the property is located, as reported by the United States department of housing and urban development; and

(ii) For rural counties, a single person, family, or unrelated persons living together whose adjusted income is at or below 100 percent of the median family income adjusted for family size, for the county in which the property is located, as reported by the United States department of housing and urban development.

“Rural county” means: a county with a population density of less than 100 persons per square mile or a county smaller than 225 square miles as determined by the office of financial management pursuant to RCW [43.62.035](#)