



**SSHA³P Housing Capital Fund
Capital Fund Committee
Meeting Agenda**

3602 Pacific Ave Tacoma, WA 98418

Dial: 253-215-8782 Meeting ID: 938 1481 3741

Webinar Link: <https://piercecountywa.zoom.us/j/93814813741>

November 22, 2024, 8:30 a.m.

VACANT (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

ATTACHMENTS: 11-15-2024 Fund Committee Meeting Minutes

[Document Link](#)

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/93814813741> and entering the Meeting ID 938 1481 3741.

Written comments may be submitted to jason.gauthier@piercecountywa.gov. Comments will be compiled and sent to the Fund Committee.

V. PRESENTATIONS/ACTION

A. Review Scoring Criteria

Purpose: Review of updated *Unit Production* and *Timely Delivery of Project Proposal* scoring criteria for 2025 SSHA³P Housing Capital Fund NOFA.

ATTACHMENTS: UPDATED Unit Production Scoring Criteria
UPDATED Timely Delivery of Project Proposal Scoring Criteria

[Document Link](#)

[Document Link](#)

B. Policy Statement on SSHA³P Housing Capital Fund

Purpose: Review, discussion, and direction for development of SSHA³P Housing Capital Fund policy statement.

ATTACHMENTS: DRAFT Policy Statement for SSHA³P Housing Capital Fund

[Document Link](#)

C. 2025 SSHA³P Housing Capital Fund NOFA

Purpose: Update and discussion on 2025 SSHA³P Housing Capital Fund NOFA, including: release date, NOFA marketing, anticipated funding available, and Executive Board update.

VI. UPDATES/COMMENTS OF THE FUND COMMITTEE

VII. ADJOURN

Capital Fund Committee Meeting

Friday, November 15, 2024

Members Present: Heather Moss (Pierce County), Ryan Windish (Sumner), Derek Matheson (Fife - Alternate)

Members Excused:, Taylor Jones (Fife), Jason Wilson (Sumner - Alternate), John Barbee (Pierce County - Alternate)

Members Excused: None

SSHA³P Staff: Jason Gauthier, Mary Connolly

Pierce County Staff:

Guests:

Call to Order

Jason called the meeting to order at 8:32 AM.

Roll Call

Jason called roll. A quorum was present.

Agenda Modifications

There were no requests to modify the agenda.

Consent Agenda

Heather Moss moved to approve the minutes as presented from July and September. Derek Matheson seconded the motion. Three voted in favor and 0 voted against. The motion passed.

Public Comment

There were no public comments during the meeting. No written comments were received.

Presentations

Jason Gauthier reviewed an updated draft of scoring criteria for “unit production” and “timely delivery of proposal” based on conversation from the last Fund Committee meeting. SSHA³P staff will prepare the following for a future Committee meeting:

- Clarify/be consistent with use of the words “project” and “proposal” throughout the “timely delivery of proposal” document.
- Research the benefits and drawbacks of providing more specific scoring criteria for each tier of “unit production” and “leverage of private investment.”

Committee members agreed that in 2025, proposals must be within the boundaries of the contributing jurisdictions in order to be eligible for funding.

Committee members discussed the possibility of funding projects every two years, in order to have larger funding amounts.

Committee members discussed their priorities for the type of housing funded (e.g. homeownership vs. rental, population served.) SSHA³P staff will draft priorities to incorporate into the 2025 Notice of Funding Availability (NOFA) based on this conversation.

Derek pointed out the importance of ensuring that over time, contributing members see fair return on investment. SSHA³P staff will check if Pierce County Regional Council (PCRC) has a policy to ensure that its transportation fund is distributed equitably.

Updates/Comments of the Capital Fund Committee

There were no additional updates or comments from Committee members.

Adjournment

Ryan made a motion to adjourn. Heather seconded the motion. The motion passed with 3 in favor and 0 against. The meeting was adjourned at 9:38 AM.

Housing Capital Fund Scoring Guide

Priority: Unit Production

The SSHAP Housing Capital Fund will prioritize project proposals that propose to maximize unit production on the project site(s). Acquisition-only project proposals should provide proposed development scope as part of application to allow for complete consideration in the Unit Production priority area.

~~Projects that maximize unit production on the project site are a priority.~~

Tier 1: Exceptional Maximization of Unit Production 16 - 20 Points

1. **Density:** Project achieves the highest possible density permitted by zoning regulations.
2. **Utilization:** Site is used to its maximum potential, with innovative design and construction techniques employed to optimize space.
3. **Overall Unit Production:** Project proposes to produce or preserve a very high number of units.

Tier 2: High Maximization of Unit Production 11-15 Points

1. **Density:** Project achieves a high density, close to the maximum allowed by zoning regulations.
2. **Utilization:** Site is well-utilized, though there may be minor limitations in design or construction that prevent full maximization.
3. **Overall Unit Production:** Project proposes to produce or preserve a high number of units, though slightly less than Tier 1 projects.

Tier 3: Moderate Maximization of Unit Production 6 - 10 Points

1. **Density:** Project achieves moderate density, with some potential for higher unit production under different conditions.
2. **Utilization:** Site utilization is adequate but leaves room for improvement in terms of space optimization.
3. **Overall Unit Production:** Project proposes to produce or preserve a moderate number of units, though less than Tier 2 projects.

Tier 4: Minimal Maximization of Unit Production 0 - 5 Points

1. **Density:** Project achieves low density, with significant room for increased unit production within zoning regulations.
2. **Utilization:** Site is underutilized, with inefficient use of available space.
3. **Overall Unit Production:** Project proposes to produce or preserve a lower number of units.

Housing Capital Fund Scoring Guide

Priority: Unit Production

The SSHAP Housing Capital Fund will prioritize project proposals that propose to maximize unit production on the project site(s). Acquisition-only project proposals should provide proposed development scope as part of application to allow for complete consideration in the Unit Production priority area.

~~Projects that maximize unit production on the project site are a priority.~~

Notes for Evaluators

1. **Zoning Regulations:** Consider the local zoning regulations and the extent to which the project maximizes the allowed density and usage.
2. **Innovation:** Look for innovative design and construction techniques that maximize space and unit production and preservation without compromising quality.
3. **Comparative Analysis:** Compare the project to similar projects in the area to gauge average unit production and density.

Housing Capital Fund Scoring Guide

Priority: Timely ~~Delivery~~Completion of ~~Housing~~- Proposal

The SSHA³P Housing Capital Fund will prioritize projects that ~~can~~ demonstrate the ability to ~~advance~~ quickly ~~through~~complete activities proposed in the ~~acquisition, development, and entitlement process, execute financing commitments, and deliver housing as rapidly as possible.~~application. Staff will evaluate ~~a project's~~ readiness to complete proposed activities, sponsor track record, and organizational commitment to timely delivery.

Important terms:

"Proposal" or "proposed activities" refers to the use for which the funds are requested.

"Project" refers to the proposal and any other activities required to actualize unit production or preservation. (In most cases, this is the same as proposal. For acquisition only projects, this is the proposal and future unit development.)

Tier 1: Exceptional Readiness and Rapid Delivery 16 - 20 Points

1. Project Readiness:

- a. ~~Acquisition and Entitlement~~Site Control: Project ~~site is owned by the applicant or applicant~~ has ~~already~~ secured site control ~~through a fully executed and legally binding purchase~~ and ~~has completed or nearly completed the entitlement process.~~sale agreement with all contingencies met.
- b. **Development Stage**: Project is in the advanced stages of development, with clear timelines and milestones.*

2. Financing Commitments:

- a. **Secured Funding**: All necessary financing commitments for the proposal are secured, with executed agreements and term sheets.
- b. **Financial Stability**: ~~Project~~Proposal demonstrates strong financial planning and risk mitigation, with contingency plans in place.

3. Sponsor Track Record:

- a. **Experience**: Sponsor has a proven track record of successfully completing similar ~~projects~~activities on time and within budget.
- b. **Reputation**: Sponsor has a strong reputation for reliability and efficiency in project delivery.
- c. **Past Performance**: Evidence of past performance includes completed projects, references, and performance metrics.

4. Organizational Commitment:

- a. **Dedicated Team**: A highly experienced and dedicated ~~project~~ team is in place, with clear roles and responsibilities.
- b. **Resource Allocation**: Organization has allocated sufficient resources to ensure ~~project~~proposal success.
- c. **Operational Capacity**: High operational capacity and streamlined processes are in place to support rapid ~~project~~deliverycompletion of proposal.

*Not applicable to Acquisition-only proposals

Housing Capital Fund Scoring Guide

Priority: Timely ~~Delivery~~Completion of ~~Housing~~- Proposal

The SSHAP Housing Capital Fund will prioritize projects that ~~can~~ demonstrate the ability to ~~advance~~ quickly ~~through~~complete activities proposed in the ~~acquisition, development, and entitlement process, execute financing commitments, and deliver housing as rapidly as possible.~~application. Staff will evaluate ~~a project's~~ readiness to complete proposed activities, sponsor track record, and organizational commitment to timely delivery.

Important terms:

"Proposal" or "proposed activities" refers to the use for which the funds are requested.

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Tier 2: High Readiness and Rapid Delivery 11 - 15 Points

1. Project Readiness:

- a. ~~Acquisition and Entitlement~~Site Control: Project has secured site control through a fully executed and legally binding purchase and ~~is in the process of completing the entitlement process~~sale agreement.
- b. **Development Stage**: Project is in the mid to advanced stages of development, with established timelines and milestones.*

2. Financing Commitments:

- a. **Pending Funding**: Most necessary financing commitments are secured for the proposal, with some agreements pending finalization.
- b. **Financial Planning**: ~~Project~~Proposal demonstrates good financial planning and risk mitigation, with some contingency plans in place.

3. Sponsor Track Record:

- a. **Experience**: Sponsor has a solid track record of completing similar ~~projects~~activities, with occasional minor delays or budget overruns.
- b. **Reputation**: Sponsor is generally regarded as reliable and efficient in project delivery.
- c. **Past Performance**: Evidence of past performance includes several completed projects, references, and performance metrics.

4. Organizational Commitment:

- a. **Experienced Team**: An experienced ~~project~~ team is in place, with defined roles and responsibilities.
- b. **Resource Allocation**: Organization has allocated adequate resources to support ~~project~~proposal success.
- c. **Operational Capacity**: Good operational capacity and processes are in place to support ~~project delivery~~completion of proposal.

*Not applicable to Acquisition-only proposals

Housing Capital Fund Scoring Guide

Priority: Timely ~~Delivery~~Completion of ~~Housing~~- Proposal

The SSHAP Housing Capital Fund will prioritize projects that ~~can~~ demonstrate the ability to ~~advance~~ quickly ~~through~~complete activities proposed in the ~~acquisition, development, and entitlement process, execute financing commitments, and deliver housing as rapidly as possible.~~application. Staff will evaluate ~~a project's~~ readiness to complete proposed activities, sponsor track record, and organizational commitment to timely delivery.

Important terms:

"Proposal" or "proposed activities" refers to the use for which the funds are requested.

"Project" refers to the proposal and any other activities required to actualize unit production or preservation. (In most cases, this is the same as proposal. For acquisition only projects, this is the proposal and future unit development.)

Tier 3: Moderate Readiness and Rapid Delivery 5 - 9 Points

1. Project Readiness:

- a. ~~Acquisition and Entitlement~~Site Control: Project is in the process of securing site control and entitlement, with ~~significant steps remaining~~a site identified, but no legally binding purchase and sale agreement has been signed.
- b. **Development Stage**: Project is in the early to mid-stages of development, with preliminary timelines and milestones. *

2. Financing Commitments:

- a. **Partial Funding**: Some necessary financing commitments are secured for the proposal, with several agreements still pending.
- b. **Financial Planning**: Project Proposal demonstrates basic financial planning and risk mitigation, with few contingency plans in place.

3. Sponsor Track Record:

- a. **Experience**: Sponsor has some experience with similar ~~projects~~activities, but with several instances of delays or budget overruns.
- b. **Reputation**: Sponsor is regarded as moderately reliable and efficient in project delivery.
- c. **Past Performance**: Evidence of past performance includes a few completed projects, with mixed reviews and performance metrics.

4. Organizational Commitment:

- a. **Competent Team**: A competent ~~project~~ team is in place, with some roles and responsibilities defined.
- b. **Resource Allocation**: Organization has allocated some resources to support project proposal success, but they may be insufficient.
- c. **Operational Capacity**: Moderate operational capacity and processes are in place, with room for improvement.

*Not applicable to Acquisition-only proposals

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Priority: Timely ~~Delivery~~Completion of ~~Housing~~- Proposal

The SSHAP Housing Capital Fund will prioritize projects that ~~can~~ demonstrate the ability to ~~advance~~ quickly ~~through~~complete activities proposed in the ~~acquisition, development, and entitlement process, execute financing commitments, and deliver housing as rapidly as possible.~~application. Staff will evaluate ~~a project's~~ readiness to complete proposed activities, sponsor track record, and organizational commitment to timely delivery.

Important terms:

"Proposal" or "proposed activities" refers to the use for which the funds are requested.

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Tier 4: Minimal Readiness and Rapid Delivery 0 - 4 Points

1. Project Readiness:

- a. ~~Acquisition and Entitlement~~Site Control: Project has not secured site control ~~and is in the early stages of the entitlement process with no site identified.~~
- b. **Development Stage**: Project is in the initial stages of development, with tentative or undeveloped timelines and milestones. *

2. Financing Commitments:

- a. **Lacking Funding**: Few to no necessary financing commitments are secured for the proposal, with many agreements pending.
- b. **Financial Planning**: ~~Project~~Proposal demonstrates poor financial planning and risk mitigation, with no contingency plans in place.

3. Sponsor Track Record:

- a. **Experience**: Sponsor has limited to no experience with similar ~~projects~~activities, with a history of delays or budget overruns.
- b. **Reputation**: Sponsor is regarded as unreliable or inefficient in project delivery.
- c. **Past Performance**: Little to no evidence of past performance, with few or no completed projects.

4. Organizational Commitment:

- a. **Inexperienced Team**: An inexperienced or under-resourced ~~project~~ team is in place, with undefined roles and responsibilities.
- b. **Resource Allocation**: Organization has allocated minimal resources to support ~~project~~proposal success.
- c. **Operational Capacity**: Low operational capacity and processes, with significant room for improvement.

*Not applicable to Acquisition-only proposals

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Priority: Timely ~~Delivery~~Completion of ~~Housing~~-Proposal

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Important terms:

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Notes for Evaluators

1. **Project Readiness:** Assess the current stage of the ~~project~~proposed activities, including site control, ~~entitlement~~development process, and permitting status.
2. **Financing Commitments:** Evaluate the extent of secured financing commitments and the readiness of funds for deployment.
3. **Sponsor Track Record:** Consider the sponsor's experience, reputation, and past performance in completing similar ~~projects~~activities.
4. **Organizational Commitment:** Review the organization's commitment, including the experience of the ~~project~~ team, resource allocation, and operational capacity.
5. **Documentation:** Require supporting documentation, such as site control agreements, entitlement approvals, permit status, financial commitments, and evidence of past performance.



Policy Statement for the SSHAP³ Housing Capital Fund

The South Sound Housing Affordability Partners (SSHAP³) Housing Capital Fund (the Fund) was established in 2023 to support the development of affordable housing across the region, with a priority focus on projects located within the boundaries of the member governments that have contributed to the Fund. This approach prioritizes benefit to the contributing governments for their financial participation, while addressing affordable housing needs in their communities. This policy aligns with the shared regional goal of expanding affordable housing opportunities while maintaining local flexibility and ensuring that each contributing government benefits from its investment in the Fund.

The SSHAP³ Housing Capital Fund Committee shall use the following principles to guide the Fund's usage and the Committee's award recommendations.

Principle 1

Funder Priority

To ensure that each contributor sees direct impact and progress toward local housing targets, the Fund shall be prioritized for award within the boundaries of the governments that contributed to the Fund. The Fund Committee may choose to limit eligible projects to those within boundaries of contributing members.

Principle 2

Government Owned Properties

The Fund shall prioritize the funding of projects on properties owned by contributing members, and secondarily prioritize projects that leverage other publicly owned lands (example: Sound Transit, Department of Transportation, etc.). Through this priority, the Fund encourages the use of publicly owned assets for affordable housing development.

Principle 3

Geographic Funding

Over the 20-year Comprehensive Planning horizon, the Fund shall seek to fund an equitable distribution of projects across contributing members.