

# NOTICE

## Special Meeting

South Sound Housing Affordability Partners

Executive Board

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Please be advised that a Special Meeting of the South Sound Housing Affordability Partners (“SSHA<sup>3</sup>P”) Executive Board will be held on January 10, 2025, at 8:30 a.m.

The meeting will be conducted in a hybrid format and can be attended remotely through Zoom at <https://piercecountywawa.zoom.us/j/98374643754> or by dialing 253-215-8782 and entering Meeting ID: 983 7464 3754. The public can view the meeting in-person in the Muckleshoot Conference Room at 3602 Pacific Avenue Tacoma, WA 98418.

The Special Meeting agenda items are:

- Presentation: SSHĀ<sup>3</sup>P Housing Capital Fund Update
- Presentation: Family Promise of Pierce County

Agenda and minutes of the SSHĀ<sup>3</sup>P Executive Board can be found at <https://southsoundaffordablehousing.org/meetings/>

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**South Sound Housing Affordability Partners  
Executive Board**

**Special Meeting AMENDED Agenda**

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

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

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

January 10, 2025, 8:30 a.m.

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Chair Councilmember Kevin Ballard, Vice Chair Councilmember Robyn Denson, Mayor Nancy Backus, Mayor Dave Olson, Mayor Kim Roscoe, Councilmember Hunter George, Mayor Mary Barber, Councilmember Paul Bocchi, Mayor Shanna Styron Sherrill, Executive Ryan Mello, Councilmember Ned Witting, Mayor Kathy Hayden, Mayor Dick Muri, Mayor Victoria Woodards, Councilmember Stan Fleming

Deputy Mayor Mike Winkler (Alternate), Councilmember Christi Keith (Alternate), Councilmember Lew Wolfrom (Alternate), Councilmember Brett Wittner (Alternate), Councilmember Mike Brandstetter (Alternate), LeighBeth Merrick (Alternate), Councilmember Nancy Henderson (Alternate), Councilmember Kiara Daniels (Alternate), Councilmember Denise McCluskey (Alternate)

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**I. CALL TO ORDER**

ROLL CALL

INTRODUCTORY QUESTION

**Question:** Have you ever successfully accomplished a New Year's resolution? If yes, what was it?

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**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

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**III. CONSENT AGENDA**

ATTACHMENTS: December 6, 2024, Executive Board regular meeting minutes

[Document Link](#)

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**IV. PUBLIC COMMENT**

This is the time set aside for the public to comment on final action of the Executive 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. Public comments are limited to 3 minutes per speaker.

The Executive Board meeting can be heard by dialing 253-215-8782 or through Zoom at <https://piercecountywa.zoom.us/j/98374643754> and entering the Meeting ID 983 7464 3754. Written comments may be submitted to [jason.gauthier@piercecountywa.gov](mailto:jason.gauthier@piercecountywa.gov).

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**V. RESOLUTIONS AND PRESENTATIONS**

**A. SSHA<sup>3</sup>P Housing Capital Fund Update**

**Purpose:** Presentation from Jason Gauthier, SSHA<sup>3</sup>P Manager, on status of SSHA<sup>3</sup>P Housing Capital Fund

ATTACHMENTS: Agenda Memorandum: SSHA<sup>3</sup>P Housing Capital Fund Update

[Document Link](#)

SSHA<sup>3</sup>P Housing Capital Fund Update Presentation

[Document Link](#)

**B. Family Promise of Pierce County**

**Purpose:** Presentation by Steve Decker, CEO of Family Promise of Pierce County.

ATTACHMENTS: Agenda Memorandum: Family Promise Network of Pierce County

[Document Link](#)

Family Promise Network of Pierce County Presentation

[Document Link](#)

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

- A. CLIHP Grant Update
- B. Advisory Board Update
- C. Legislative Session Update

ATTACHMENTS:	January 2025 SSHA <sup>3</sup> P Manager Report	<a href="#">Document Link</a>
	2025 Executive Board Onboarding Packet	<a href="#">Document Link</a>
	SSHA <sup>3</sup> P Member Services	<a href="#">Document Link</a>

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

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**VIII. ADJOURN**

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# SSHA<sup>3</sup>P

## South Sound Housing Affordability Partners Executive Board Meeting Minutes

December 6, 2024

8:30 – 9:55 a.m.

**Executive Board:** Mayor Nancy Backus, City of Auburn – present  
Vice-Chair, Councilmember Kevin Ballard, City of DuPont – present  
Deputy Mayor Mike Winkler, City of DuPont (alternate) – present  
Mayor Dave Olson, City of Edgewood – present  
Councilmember Christi Keith, City of Edgewood (alternate) – excused  
Chair, Mayor Kim Roscoe, City of Fife – present  
Councilmember Lew Wolfrom, City of Fife (alternate) – excused  
Councilmember Hunter George, City of Fircrest – excused  
Councilmember Brett Wittner, City of Fircrest (alternate) – present  
Mayor Mary Barber, City of Gig Harbor - present  
Councilmember Paul Bocchi, City of Lakewood – excused  
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused  
Mayor Shanna Styron Sherrell, City of Milton – excused  
Executive Bruce Dammeier, Pierce County – excused  
Human Services Director Heather Moss, Pierce County (alternate) - present  
Councilmember Ryan Mello, Pierce County – present  
Councilmember Robyn Denson, Pierce County (alternate) - excused  
Councilmember Ned Witting, City of Puyallup – present  
Mayor Dick Muri, Town of Steilacoom – present  
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – present  
Mayor Kathy Hayden, City of Sumner – present  
Mayor Victoria Woodards, City of Tacoma – excused  
Councilmember Kiara Daniels, City of Tacoma (alternate) – present  
Councilmember Stan Flemming, City of University Place – present  
Councilmember Denise McCluskey, City of University Place (alternate) - excused

**Staff:** Jason Gauthier, SSHA<sup>3</sup>P Manager  
Mary Connolly, Program Specialist 2  
Becki Foutz, Admin Assistant

**Guests:** Carl Schroeder, Association of WA Cities, Riley Guerrero, Chair, SSHA<sup>3</sup>P Advisory Board, Jay Worley, Co-Vice Chair, SSHA<sup>3</sup>P Advisory Board

### MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Roscoe called the meeting to order. SSHA <sup>3</sup> P Manager Gauthier called roll, per above; a quorum was present. Councilmember Ballard welcomed all, with a special welcome to Gig Harbor Mayor Mary Barber, who was recently appointed Mayor following Tracie Markley's resignation. Mayor Barber shared that this is a very important group to the Gig Harbor City Council, and she's happy to be in attendance.	Wel- come, Mayor Barber and all!



TOPIC/WHO	DISCUSSION	ACTION
<b>Consent Agenda</b>	Councilmember Flemming moved to approve the consent agenda. Mayor Hayden seconded the motion. Vote was taken; none opposed and no abstentions. The motion carried unanimously.	Consent agenda approved.
<b>Public Comment</b>	Councilmember Ballard opened the floor for public comment. None. No written comments were received.	
<b>2025 State Legislative Session Preview</b> Carl Schroeder, Deputy Director of Gov't Affairs, Association of WA Cities (AWC)	<p>The 2025 session is a long, 105-day session: it's the first year of the biennium. The primary obligation of the State legislature is to pass the operating transportation and capital budgets. For the first time in 12 years, we have a new Governor; we also have a new crop of statewide electeds, a new Senate majority leader, new Senate Local Gov't Chair Senator Jesse Solomon, and new Senate Housing Committee Chair Senator Jessica Bateman.</p> <p>Budget challenges are expected to dominate the session; the operating budget deficit over the next four years is somewhere between \$8 and \$12B. It's anticipated that Democrats will put forth taxes for consideration, possibly breaking the State's 1% property tax cap, a high-earner, or a wealth tax. That can put cities into a defensive posture, since traditionally local governments accounts are sometimes "swept" in bad budget times. We need to be assertive in explaining the value of programs and community impact of investments. Tough choices will need to be made.</p> <p>The AWC has five priorities to pursue:</p> <ul style="list-style-type: none"> <li>• Fiscal Sustainability - they would like the 1% property tax cap for local governments to increase to 3%, or the rate of inflation, whichever is lower.</li> <li>• Behavioral Health - they would like to add more supports across the continuum, with special focus on co-responder programs with MH or social workers either embedded with police or responding separately to those in BH crisis.</li> <li>• Infrastructure – they would like to see enhancements in programs like assistance maintaining the connecting housing and infrastructure program in public works,               <ul style="list-style-type: none"> <li>○ Transportation – a mini package or a fee package to backfill projects previously committed to, and potentially a bit more, transitioning away from the gas tax to possibly a road usage charge.</li> <li>○ Retail Delivery Fee – in recognition of the higher-weight and more frequent trucks due to online deliveries – 35 cents on orders of food or otherwise sales-tax exempted items over \$50, with revenues dedicated to local road preservation and maintenance.</li> </ul> </li> </ul>	Informational

TOPIC/WHO	DISCUSSION	ACTION
<p><b>2025 Session continued</b></p>	<ul style="list-style-type: none"> <li>• Public Safety – addressing officer recruitment and retention, and organized retail crime.</li> <li>• Housing – focused on whatever can be done to help increase both supply on the market rate side as well as revenues for needed subsidies. 500,000 affordable at 50% of the median income units are needed over the next 20 years. For example, supporting the real estate transfer tax proposal, closing a tax loophole that applies to the self-storage industry that would yield over \$60M which they would propose dedicating to housing.</li> </ul> <p>They also expect to be engaged in the zoning and density conversations, particularly the Transit-Oriented Development Bill.</p> <p>Carl expects that the biggest thing on the Housing agenda this year will probably be rent stabilization. There’s a feeling that this is the year where they have the support and expect it will pass. AWC does not engage directly on that issue due to lack of consensus amongst members.</p> <p>AWC is working with SSHA<sup>3</sup>P on trying to encourage support for manufactured home communities – they’re either being purchased by new private owners who radically increase rent, driving people out of communities, or converted to other uses. They’re exploring bolstering the ability of those communities to become resident-owned through State infrastructure support.</p> <p>The lot-splitting conversation will also return; it’s an idea to facilitate easier land division. AWC has been discussing this with the Master Builders Association, who brought the bill forward last year, to see if agreement can be made on a better subdivision process that can facilitate lot-splitting without removing important consumer protections, environmental review, and other appropriate measures.</p> <p>There are also proposals around different types of incentives, waiving sales tax for certain affordable housing developments and having the State provide it, into the project or community. They’d also like to make some minor tweaks around the real estate excise tax, removing the cap.</p> <p>AWC expects to see the Housing Accountability Act come forward from Senator Bateman. The premise is that the State would evaluate whether local development regulations and housing ordinances in comprehensive plans are appropriately following State law. The AWC doesn’t think this is necessary; there’s no evidence of widespread flaunting of legislative expectations. Another component of the Act is what’s called the builder’s remedy, coming out of California, deeming that if a housing development has a certain degree of affordability within it, cities would not be able to deny the project, or the State would have the ability to permit it, potentially over the objections of the local government.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
<p><b>2025 Session continued</b></p>	<p>Regarding zoning, the AWC will encourage a pause to let the ground stabilize underneath cities, allowing them to figure out the regulations, implement them, and focus on what will get housing built, investments, and increasing the construction workforce to get through the housing crisis, continue the efforts to create incentives and make the market more viable for housing construction.</p> <p>CM Ballard asked what sort of means local communities have to push back against the preemption of the State wanting to ensure that local governments are following State regulations? Engage with your delegation. A new proposal must come forward since it's a new session; make sure they're informed of your perspectives, partnering with neighbor communities to expand reach and support. AWC has not found strict local control arguments to be persuasive around current legislators, so it needs to be framed around ensuring that the community still has input on decisions affecting their lives and keeping community-based decision-making as much as possible in these policies. Talk with your legislators about the right choices to make at the State level, retaining local discretion and ability to reflect circumstances on the ground at the local level. For example, Commerce staff have likely never been to some of our local cities and are unfamiliar with their individual specific challenges.</p>	<p>Thank you, Carl!</p>
<p><b>Resolution 2024-09, Stipend Policy</b> Mary</p>	<p>Mary presented an Advisory Board Stipend Policy for consideration of the Executive Board, per their request at the May meeting. The policy was sent to member governments to review in advance of the meeting.</p> <p>The SSHA<sup>3</sup>P intergovernmental agreement requires that 1/3 of the Advisory Board be consumers of affordable/attainable housing. Recruiting this population to serve on the Advisory Board has been difficult. Last year's Executive Board Chair and Vice Chair asked staff to gather information on stipend policies.</p> <p>The purpose of the policy is to encourage membership and reduce barriers to participation for current and recent consumers of affordable housing. Under the policy, Advisory Board members are eligible to receive stipends if <u>all three</u> of the following criteria are true:</p> <ul style="list-style-type: none"> <li>• Experience as consumer of affordable housing within the last seven years;</li> <li>• Member of a household earning at or below 60% AMI; and</li> <li>• Not compensated by any organization to attend Board meetings.</li> </ul>	<p>Informa-tional</p>



TOPIC/WHO	DISCUSSION	ACTION
<p><b>Resolution 2024-10, 2025 SSHA<sup>3</sup>P Operating Budget</b> Jason</p>	<p>Jason presented Resolution 2024-10. The intergovernmental agreement requires SSHA<sup>3</sup>P to adopt a recommended budget for the following fiscal year by July 1. This Board accomplished that via Resolution 2024-04 at the May 31 meeting. That budget is included in Resolution 2024-10, 2025 Operating Budget, as Exhibit A. Member fees have not increased from last year.</p> <p>Vice Chair Ballard opened for questions. None.</p> <p>CM Witting moved to approve the operating budget. CM Flemming seconded the motion. Vote was taken, none opposed, no abstentions. The motion carried unanimously.</p>	<p>Resolution 2024-10 was adopted.</p>
<p><b>Resolution 2024-11, 2025 Advisory Board Work Plan</b> Mary</p>	<p>Mary presented the Resolution, Work Plan, and tentative calendar. It was recommended by the Advisory Board for adoption at their November meeting. Policy areas include Housing Toolkit Recommendations, including Universal Design Incentives, land use policies to facilitate the development of homeownership opportunities including through unit lot subdivision and policies that support and incentivize construction of affordable housing.</p> <p>The Executive Board was presented a draft of this Work Plan last month. One change has been made: removal of condominiumization as a policy to research. This is because condominiumization is regulated at the State level.</p> <p>Riley Guerrero, Chair of the SSHA<sup>3</sup>P Advisory Board explained that the Work Plan is the result of finding common areas of interest across the Board and from input from the Executive Board and staff workgroup's desired areas of operation. The three policy areas each touch on the mission of increasing affordability by supporting and incentivizing affordable housing, increasing attainability with the development of homeownership opportunities, and increasing accessibility with the construction of housing design. Other priorities include mitigation of displacement, preservation of existing affordable housing, and development of new affordable housing.</p> <p>Co-Vice Chair Worley added that in 2025, the Board looks forward to learning about permitting, expanding universal design knowledge, and seeing where they can go, to create as much housing for all levels of need. It's been incredibly hopeful that people are starting to look at the full spectrum of housing needs and opening up avenues for consumers of affordable housing to give their opinions, providing a well-informed, educated point of view that leads future housing communities. Jay thanked SSHA<sup>3</sup>P staff for their work to provide educational presentations to the Advisory Board so that they can make informed decisions. Co-Vice Chair Worley also thanked the Executive Board for approving stipends, to allow those in brackets who can't afford to attend meetings to be able to provide input based on their lived experience.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
<p><b>Work Plan continued</b></p>	<p>Vice Chair Ballard thanked Riley and Jay for attending today to present the Work Plan.</p> <p>Councilmember Flemming moved to adopt Resolution 2024-11. CM Wittner seconded the motion. Vote was taken; none opposed, no abstentions. The motion carried unanimously.</p>	<p>Resolution 2024-11 was adopted. The Chair will work with staff to transmit a letter to the Advisory Board to thank them.</p>
<p><b>Resolution 2024-12 Appointing Advisory Board Members</b> Mary</p>	<p>The Committee on Advisory Board Appointment met on 12/3 to make recommendations for Advisory Board members appointments beginning in 2025.</p> <p>The intergovernmental agreement requires that the SSHA3P Advisory Board have 15 to 20 members, representing the geographic and demographic diversity of Pierce County. 1/3 are to be consumers of affordable/attainable housing, both rental and ownership; 1/3 developers, designers, planners, and managers of affordable/attainable housing; and 1/3 advocates and advisors who work on land use and housing issues.</p> <p>One applicant had an expiring term and applied for reappointment; he is recommended for appointment today. Staff considered 12 applications from new applicants, six of which were received during the current recruitment cycle and six from previous cycles in which there weren't enough slots to fit the applicants. Nine of those applicants were screened and interviewed, and all nine are recommended for appointment today.</p> <p>Applicants recommended for appointment:  <u>Consumers:</u> Alfonso Brown, Laura Mullen, and Sara Delano  <u>Developer/Managers:</u> Jonah Kinchy, Nicholas Carr (reappointment), and Steve Decker  <u>Advisor/Advocates:</u> Alexandria Nickerson, Gary Hawkinson, Lori Wada, and Rosey Zhou</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
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<p><b>Advisory Board Appts continued</b></p>	<p>The committee also recommends moving one existing member, Faaluaina (Lua) Pritchard, from consumer to the developer/manager category.</p> <p>Here is what the full Board would look like, with term lengths:</p> <table border="1" data-bbox="300 430 1372 861"> <thead> <tr> <th>Term Expires</th> <th>Advisor/Advocate</th> <th>Developer/Manager</th> <th>Consumer</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Dec 31, 2025</td> <td>Adria Buchanan</td> <td>Riley Guerrero</td> <td>Desniege Haywood</td> </tr> <tr> <td>Corey Orvold</td> <td>Steve Decker*</td> <td>Jay Worley</td> </tr> <tr> <td rowspan="2">Dec 31, 2026</td> <td>Isabella Rivera Kjaer</td> <td>Faaluaina (Lua) Pritchard</td> <td>Tim Fairley</td> </tr> <tr> <td>Gary Hawkinson*</td> <td>Zac Baker</td> <td>Sara Delano*</td> </tr> <tr> <td rowspan="3">Dec 31, 2027</td> <td>Alexandria Nickerson</td> <td>Nicholas Carr</td> <td>Alfonso Brown</td> </tr> <tr> <td>Lori Wada</td> <td>Jonah Kinchy</td> <td>Laura Mullen</td> </tr> <tr> <td>Rosey Zhou</td> <td></td> <td></td> </tr> </tbody> </table> <p>There are currently no term limits for SSHA<sup>3</sup>P Advisory Board members, so these individuals are welcome to reapply following their term expirations. Profiles of each candidate recommended for appointment were included in the meeting packet.</p> <p>In the Advisor/Advocate category, current members have expertise in fair housing, real estate equity, and planning. Incoming members have experience in tenant organizing and advocacy, mortgage lending and affordable housing finance through work at the state and local levels.</p> <p>In the Developer/Manager category, current and reappointed members bring experience in working for local housing authorities, a for-profit, affordable housing developer and a community-based organization that partners in affordable housing development. New members will bring expertise in family shelter operations and affordable homeownership development.</p> <p>All members in the Consumer category have recent or current experience participating in an affordable housing program.</p> <p>Additionally, current members bring fundraising advocacy and community outreach experience and new members bring experience in academic research and writing, accounting, and architecture.</p> <p>Mary invited Councilmember Witting, a member of the Committee on Advisory Board Reappointment to provide some remarks. CM Witting stated that he enjoyed serving o the committee and was pleased with the high-quality candidates that have been recruited. The Advisory Board is maturing, with stronger candidates representing categories, particularly the Consumer category. He looks forward to their advice and recommendations they will provide over the next year and into the future.</p>	Term Expires	Advisor/Advocate	Developer/Manager	Consumer	Dec 31, 2025	Adria Buchanan	Riley Guerrero	Desniege Haywood	Corey Orvold	Steve Decker*	Jay Worley	Dec 31, 2026	Isabella Rivera Kjaer	Faaluaina (Lua) Pritchard	Tim Fairley	Gary Hawkinson*	Zac Baker	Sara Delano*	Dec 31, 2027	Alexandria Nickerson	Nicholas Carr	Alfonso Brown	Lori Wada	Jonah Kinchy	Laura Mullen	Rosey Zhou			<p>Informational</p>
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TOPIC/WHO	DISCUSSION	ACTION
<p><b>Election</b> continued</p>	<p>Vice Chair Ballard accepted the nomination. He stated that the direction and trajectory of this organization is on an upward momentum to the credit of previous Chairs, like Chair Roscoe and the rest of the members who serve in the vision of Executive Dammeier.</p> <p>Vote was taken on Vice Chair Ballard’s election; none opposed, no abstentions. Vice Chair Ballard was elected as Chair.</p> <p>Chair Roscoe nominated CM Denson for Vice Chair. Mayor Barber seconded the nomination. CM Denson thanked Chair Roscoe and Mayor Barber for the nomination. She expressed her admiration of SSHA<sup>3</sup>P; she recalls when the idea was first born, and Gig Harbor was very happy to do so. She now serves on the Pierce County Council and has the honor of leading the Community Development and Environment Committee. She also recently had the honor of working alongside Council Chair Mello and their colleagues to pass a very sustainable housing comprehensive plan. SSHA<sup>3</sup>P was quite helpful in a number of components of that, and their insight and expertise were highly valued. CM Denson has worked for community action agencies on affordable housing, weatherization, minor home repair, homeless shelters, and foster youth group homes. She’s also worked for Habitat for Humanity and as a nonpartisan policy staff for the State House of Representatives, including staffing the Housing Committee for five sessions. Housing is important! We have a housing crisis. She’s happy that SSHA<sup>3</sup>P brings all together to move the issue forward to ensure a variety of housing options available at a variety of affordable price points. She thanked all who serve on SSHA<sup>3</sup>P and would consider it an honor to serve as Vice Chair.</p> <p>Vote was taken on Councilmember Denson’s election as Vice Chair; none opposed, no abstentions. Councilmember Denson was elected as Vice Chair.</p> <p>Vice Chair Ballard briefly reviewed SSHA<sup>3</sup>P’s 2024 accomplishment highlights: the <a href="#">developer portal</a>; passage of <a href="#">SB 6173</a>; SSHA<sup>3</sup>P’s first capital funding NOFA; award of the CLIHP grant; National Association of Counties achievement award for intergovernmental collaboration; incorporating universal design principles; federal grant collaboration; and SSHA<sup>3</sup>P Manager Jason Gauthier’s appointment to the State Affordable Housing Advisory Board, and invitation to Chair its Legislative Committee.</p>	<p>CM Ballard was elected 2025 SSHA<sup>3</sup>P Executive Board Chair.</p> <p>CM Denson was elected 2025 SSHA<sup>3</sup>P Executive Board Vice Chair.</p> <p>Great job, Jason, Mary, and All!</p>

TOPIC/WHO	DISCUSSION	ACTION
<p><b>SSHA<sup>3P</sup> Manager Report</b>            Jason &amp; Mary</p>	<p><u>Letter to Assessor-Treasurer Lonergan</u> – included in the meeting packet, this letter thanks Pierce County Assessor-Treasurer Lonergan for his commitment to the property tax exemptions seminars that his office conducted in collaboration with SSHA<sup>3P</sup> member governments and Pierce County Human Services.</p> <p><u>SSHA<sup>3P</sup> Housing Capital Fund Update</u> – the Fund Committee is working on the 2025 Capital Funding NOFA, expected to be released on February 15. This will be two months in advance of the County and City’s affordable housing NOFAs. It will be for over \$900,000.</p> <p><u>Advisory Board Update</u> – The Board is supporting outreach to hear from the community about their needs for accessible housing. That input will inform the recommendations on universal design. Over 140 survey responses have been received!</p> <p><u>Property Tax Seminars</u> – The last 2024 seminar was held in Edgewood last month. 18 attended, bringing the total seminar attendees this year to 236! SSHA<sup>3P</sup> staff will meet with the Assessor Treasurer-elect Campbell early next year to plan 2025 seminars.</p>	<p>Informational</p>
<p><b>Executive Board Member Updates and Comments</b></p>	<p>Chair Ballard remarked that if it wasn’t for Executive Dammeier, SSHA<sup>3P</sup> probably wouldn’t exist. In August of 2018, the mayors of Pierce County were invited to Puyallup City Hall for a mayoral roundtable regarding housing affordability. The invitation was signed by three people: Mayor Woodards, County Councilmember Connie Ladenburg, and Executive Dammeier. The group met regularly to discuss affordable housing in Pierce County and how collaboration would be beneficial. They eventually created the formal organization that SSHA<sup>3P</sup> is today. Executive Dammeier went on a roadshow presenting the idea to various city councils around Pierce County, encouraging them to participate. His sincere desire brought all the cities and towns into the fold: it was his vision, and that’s why SSHA<sup>3P</sup> exists today. Chair Ballard thanked Executive Dammeier for his years of leadership and willingness to call the member governments together.</p> <p>Mayor Roscoe concurred. She will have additional remarks in January.</p> <p>Councilmember Flemming confessed that he had doubts in the beginning but thanks to the leadership of the past year, he is highly impressed. Although the group doesn’t always agree on everything, progress has been made and we’re moving in the right direction together.</p>	<p>Informational</p> <p>Thank you, Executive Dammeier!</p>
<p><b>Adjournment.</b></p>	<p>There being no further business, Councilmember Flemming moved to adjourn. Councilmember Mello seconded the motion. Vote was taken; the motion passed unanimously. The meeting adjourned at 9:55 a.m.</p>	<p>Meeting adjourned.</p>

TOPIC/WHO	DISCUSSION	ACTION
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The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, January 10, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz  
Administrative Assistant



## AGENDA MEMODRANDUM

January 10, 2025

AGENDA CATEGORY Staff Presentation

SUBJECT: SSHAP<sup>3</sup>P Housing Capital Fund Update

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST:

### SUMMARY/BACKGROUND:

Resolution No. 2023-08 created the SSHAP<sup>3</sup>P Housing Capital Fund account (the Fund) and Rules and Procedures for the Fund. The Rules and Procedures created a committee of contributing parties to the Fund and provided the committee the authority to develop project type and geographic priorities for the awarding for moneys from the Fund.

The contributing parties to the Fund in 2024 were the cities of Auburn, Fife, Sumner, and Pierce County. The parties allocate the following funding amounts of their funds collected under RCW 82.14.540 to the Fund in fiscal year 2024.

- City of Auburn - \$15,000
- City of Fife - \$153,000
- City of Sumner - \$125,000
- Pierce County - \$293,000

The Fund's 2024 Notice of Funding Availability (NOFA) was released on April 17, 2024, and closed on June 19, 2024. The NOFA received three applications in response. The Fund Committee reviewed and scored those proposals, and unanimously recommended that no funding award be made.

In 2025 the Fund is estimated to have \$966,000 available, with the following member funding amounts:

- City of Auburn - \$30,000
- City of Fife - \$263,000
- City of Sumner - \$190,000
- Pierce County - \$483,000

The amounts indicated include roll over funds from 2024 and newly allocated funds for 2025.

The purpose of this presentation is to provide the Executive Board with an update of items under consideration by the SSHAP<sup>3</sup>P Housing Capital Fund Committee.

### ATTACHMENTS:

- SSHAP<sup>3</sup>P Housing Capital Fund Update Presentation

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A



# SSHA<sup>3</sup>P HOUSING CAPITAL FUND UPDATE

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SSHA<sup>3</sup>P EXECUTIVE BOARD SPECIAL MEETING  
JANUARY 10, 2025

# Fund Background

- The creation of an affordable housing fund was envisioned and authorized in the SSHA<sup>3</sup>P intergovernmental agreement (the IGA).
- The Fund and its Rules & Procedures were established via Executive Board Resolution No. 2023-08
- The Rules & Procedures established a process for parties to the IGA to contribute moneys to the Fund and created a Fund Committee
- The Fund's purpose is to pool funds from multiple jurisdictions to maximize impact while minimizing administrative burden, and to facilitate affordable housing development and preservation across all of Pierce County.

# RULES AND PROCEDURES

## Fund Committee

Creates priorities for expenditures of moneys from the Fund

Provides funding recommendations

Members must be designated representatives of governments who are SSHAP members and Fund contributors

## Contributions

Member governments shall commit moneys to the Fund through their budget process

Members who commit Funds must inform SSHAP of the amount and source of funds on an annual or biennial basis by December 31<sup>st</sup> of each year

## Funding Priorities

The Committee may develop funding priorities on an annual basis.

# 2024

## Funding

Amount: \$586,000

Source: Affordable and Supportive Housing Sales and Use Tax (e.g., 1406 funds)

Funders: cities of Auburn, Fife, Sumner, and Pierce County

## Notice of Funding Availability

Fund Committee developed funding priorities for the 2024 NOFA during Q1

SSHA<sup>3</sup>P released a NOFA in April 2024

Response were due 60 days after NOFA release

3 applications were received

Fund Committee scored applications and made funding recommendation

## Recommendation

The Committee recommended that no funding awards be made due to insufficient scores



# 2025 Funding

## SSHA<sup>3</sup>P Capital Fund Account Funding Assumptions

	City of Auburn	City of Fife	City of Sumner	Pierce County	Total
2024	\$ 15,000.00	\$ 153,000.00	\$ 125,000.00	\$ 293,000.00	\$ 586,000.00
2025	\$ 15,000.00	\$ 110,000.00	\$ 65,000.00	\$ 190,000.00	\$ 380,000.00
2024 + 2025	\$ 30,000.00	\$ 263,000.00	\$ 190,000.00	\$ 483,000.00	\$ 966,000.00

# FUND COMMITTEE WORK

- The Committee has met regularly since September to:
  - Refine funding priorities;
  - Develop a usage policy proposal to guide future Fund usage;
  - Discuss opportunities for targeted award investment (example: Sound Transit and ARCH); and
  - Review the choice of releasing a general NOFA vs a targeted RFP

# NEXT STEPS

- Fund Usage Policy Recommendation
- Decision on 2025 Funding via NOFA or RFP
  - NOFA – Committee will provide a funding recommendation before Q4
  - RFP – Committee will make that a recommendation and staff will provide detailed briefing



# SSHA<sup>3</sup>P HOUSING CAPITAL FUND UPDATE

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SSHA<sup>3</sup>P EXECUTIVE BOARD SPECIAL MEETING  
JANUARY 10, 2025



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

## AGENDA BILL

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January 10, 2025

AGENDA CATEGORY: External Presentation

SUBJECT: Family Promise of Pierce County

PRESENTED BY: Steve Decker, CEO, Family Promise of Pierce County

### SUMMARY/BACKGROUND:

Family Promise of Pierce County serves as a bridge to stability for families experiencing homelessness by providing shelter, education, and resource navigation through community collaborations. In this presentation, Steve Decker will describe the organization's model and impact, barriers clients experience to attaining housing stability, and ways that local governments can support Family Promise and the families they work with.

### ATTACHMENTS:

- Family Promise of Pierce County Presentation

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A

# A Community-Based Response to the Crisis of Family Homelessness

Families to 12-30-24: 1443

Active Family count: 192

Active Children count: 1012

119 families housed!

**ONLY 1  
HUD voucher!**



Families with children comprise 35%  
of the homeless population nationwide.

***2.5 million children are homeless  
each year in America.***

# Family Homelessness: The answer is not just a shelter.



Financial  
Literacy



Health &  
Wellness



Transitional  
Housing



Family  
Mentoring



Childcare  
Services



Rental  
Assistance

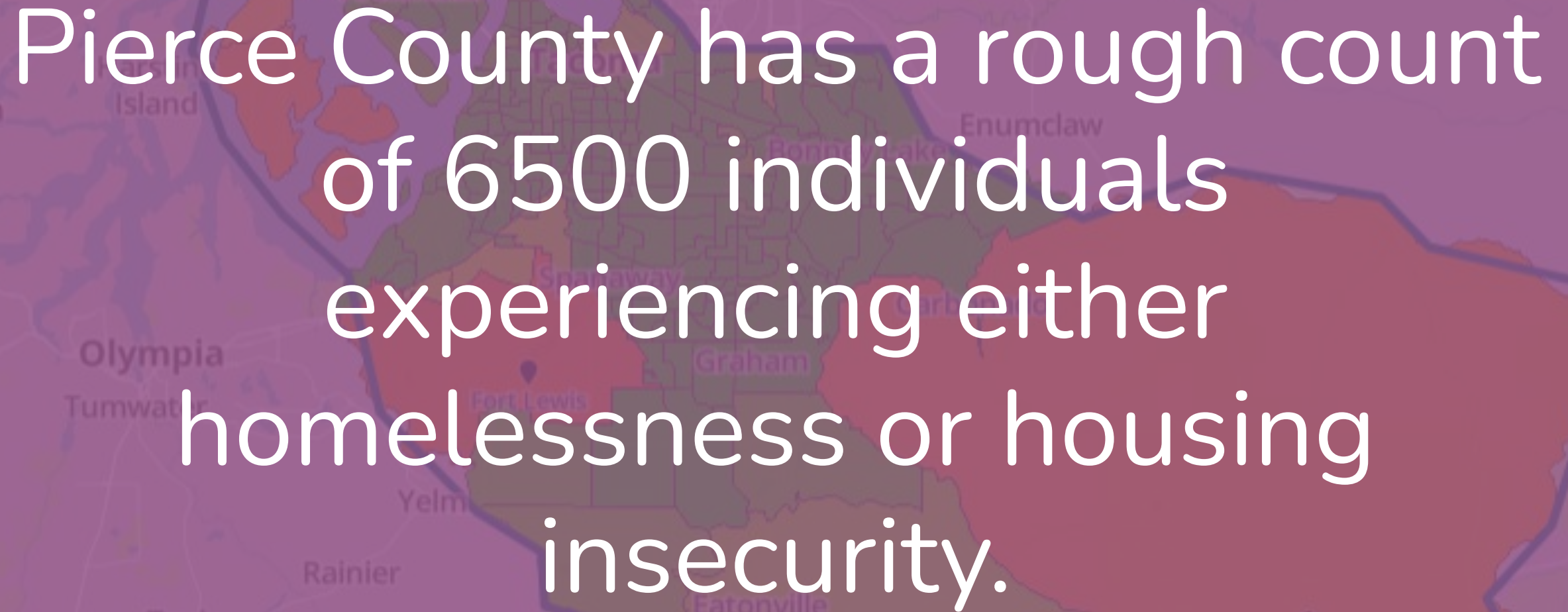


Homelessness  
Prevention



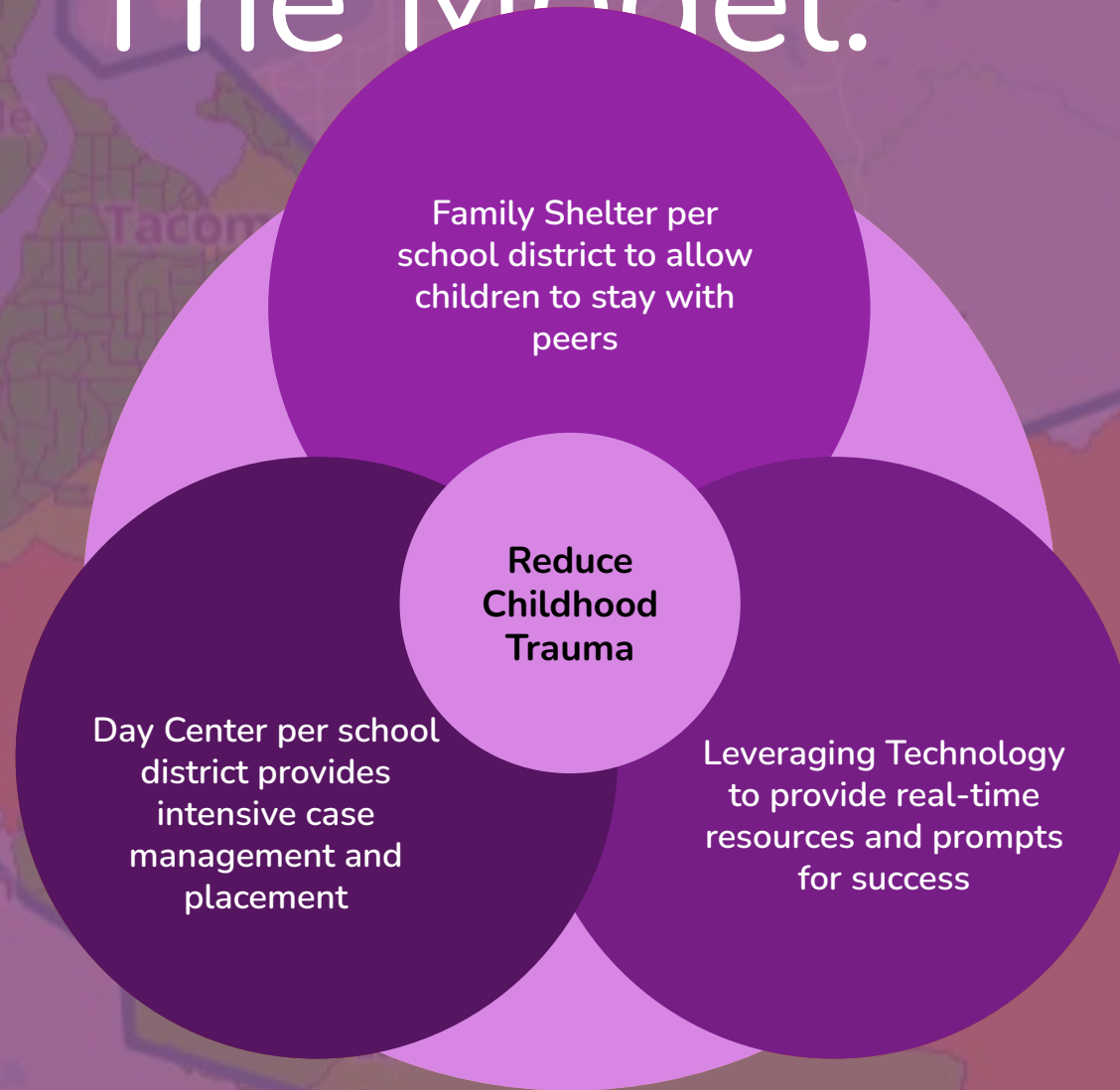
Case  
Management



A map of Pierce County, Washington, showing various cities and towns. A large, irregular red area is overlaid on the map, covering a significant portion of the county, particularly in the eastern and southern regions. The text is centered over this red area.

Pierce County has a rough count  
of 6500 individuals  
experiencing either  
homelessness or housing  
insecurity.

# The Model:



*“You treated us like actual people.  
We made more progress in a week here than we  
have in 3 months at (another shelter).”*

Family Promise of Pierce County Graduate



# OUR IMPACT



125,000

served last  
year



950,000

served since  
founding



88%

served find  
housing



200,000

volunteers across  
the country



200+

Affiliates



1,700

Targeted initiatives  
at the local  
level



# Family Shelter Data:



All Family Shelters inclusive



Jan 2024-June 2024

Provider Performance Scorecard		105
Provider: Family Promise of Pierce County		People Served
Project Type: Emergency Shelter		
Select Date Range: 7/1/2023 - 6/30/2024	Select Provider: Family Promise of Pierce County	
Select Project Type: Emergency Shelter	Select Project(s): FPPC - Emergency Shelter - 682	
Not applicable Coordinated Entry Utilization	4% Income Increase	
Not applicable CE Referral Acceptance	Not applicable Increase/Maintain Income (PSH)	
33% Connection to Coordinated Entry	Not applicable Prioritizing Chronicity	
61% Exits to Permanent Housing	Not applicable Permanent Housing Stability	
Not applicable Average Days to Move In	45% Bed Utilization	
21 Average Days in Project	86% HMIS Data Quality	
Not applicable Returns to Homelessness	58% HMIS Data Entry Timeliness	
On Track	Progressing	Off Track
No records	Not applicable	

July 2024-June 2024

Provider Performance Scorecard		1,896
Provider: Multiple Providers Selected		People Served
Project Type: Emergency Shelter		
Select Date Range: 7/1/2023 - 6/30/2024	Select Provider: All	
Select Project Type: Emergency Shelter	Select Project(s): Multiple selections	
Not applicable Coordinated Entry Utilization	16% Income Increase	
Not applicable CE Referral Acceptance	Not applicable Increase/Maintain Income (PSH)	
64% Connection to Coordinated Entry	Not applicable Prioritizing Chronicity	
45% Exits to Permanent Housing	Not applicable Permanent Housing Stability	
Not applicable Average Days to Move In	69% Bed Utilization	
67 Average Days in Project	95% HMIS Data Quality	
Not applicable Returns to Homelessness	89% HMIS Data Entry Timeliness	
On Track	Progressing	Off Track
No records	Not applicable	

July 2024 - Aug 2024

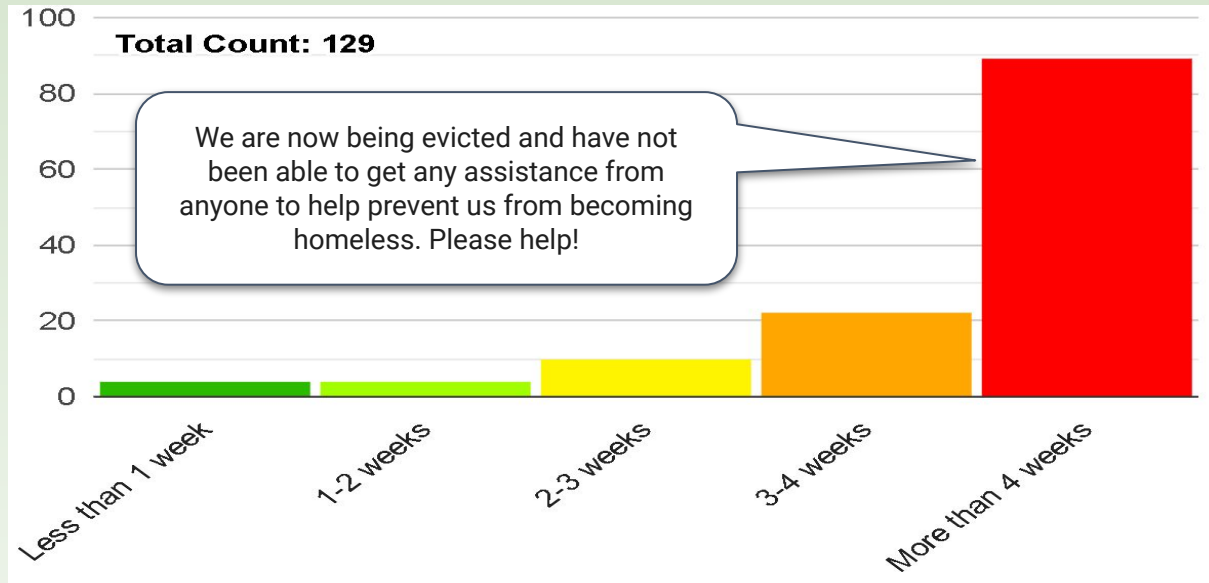
Provider Performance Scorecard		56
Provider: Family Promise of Pierce County		People Served
Project Type: Emergency Shelter		
Select Date Range: 7/1/2024 - 8/31/2024	Select Provider: Family Promise of Pierce County	
Select Project Type: Emergency Shelter	Select Project(s): FPPC - Emergency Shelter - 682	
Not applicable Coordinated Entry Utilization	10% Income Increase	
Not applicable CE Referral Acceptance	Not applicable Increase/Maintain Income (PSH)	
40% Connection to Coordinated Entry	Not applicable Prioritizing Chronicity	
68% Exits to Permanent Housing	Not applicable Permanent Housing Stability	
Not applicable Average Days to Move In	174% Bed Utilization	
26 Average Days in Project	95% HMIS Data Quality	
Not applicable Returns to Homelessness	100% HMIS Data Entry Timeliness	
On Track	Progressing	Off Track
No records	Not applicable	



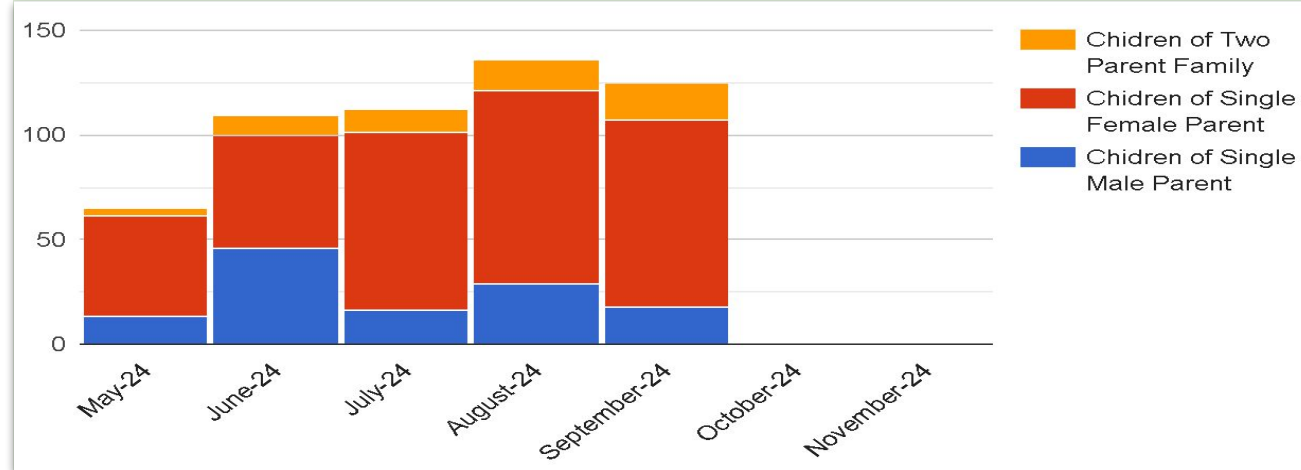
*“You treated us like actual people.  
We made more progress in a week here than we have in 3 months at  
(another location).”*

Family Promise of Pierce County Graduate

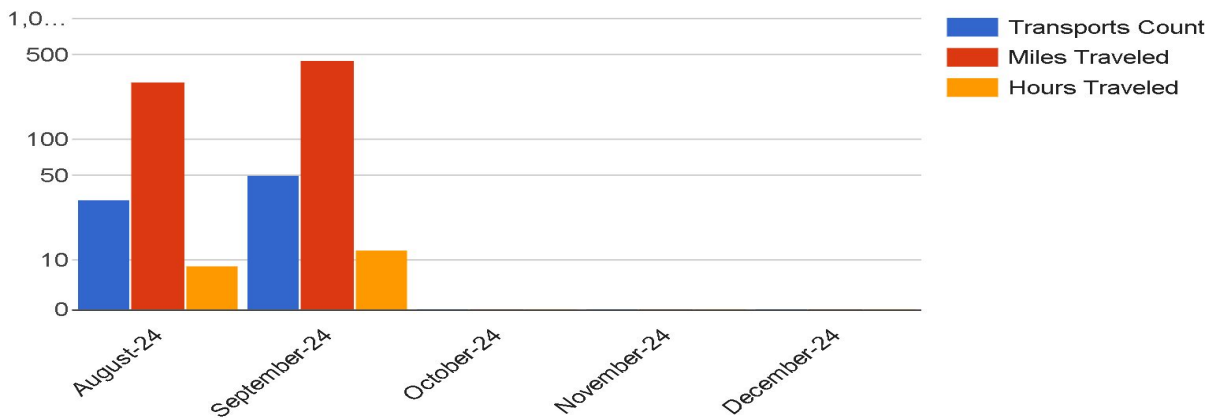
### Children under 18 on the Waitlist



### 547 Children 7/1/24 to 9/30/24



### 139 transports of client/families



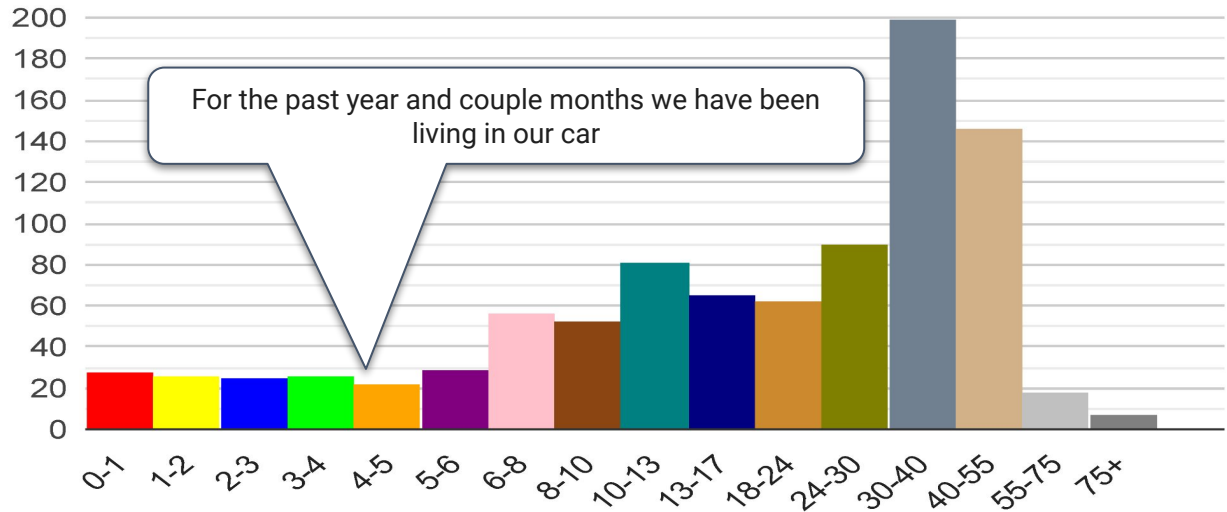
### 86 Parents w/ Disability 7/1/24 to 9/30/24



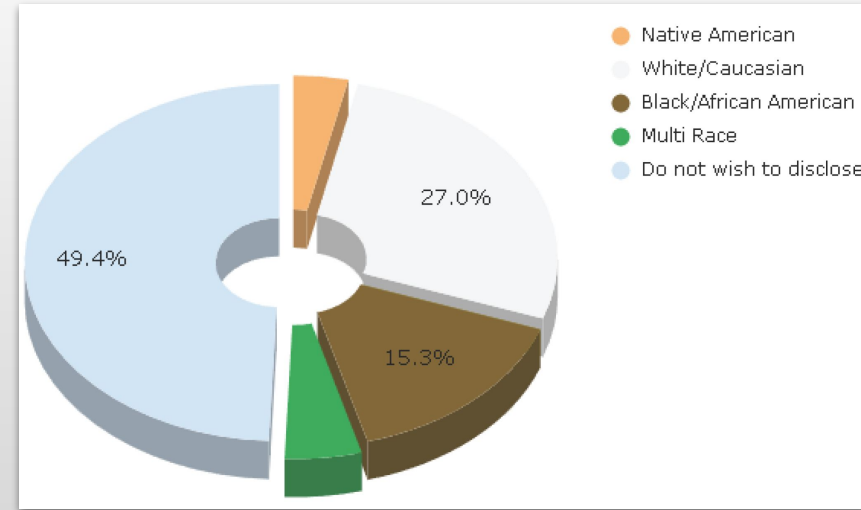
# <https://getbed.org/data> DEMOGRAPHICS



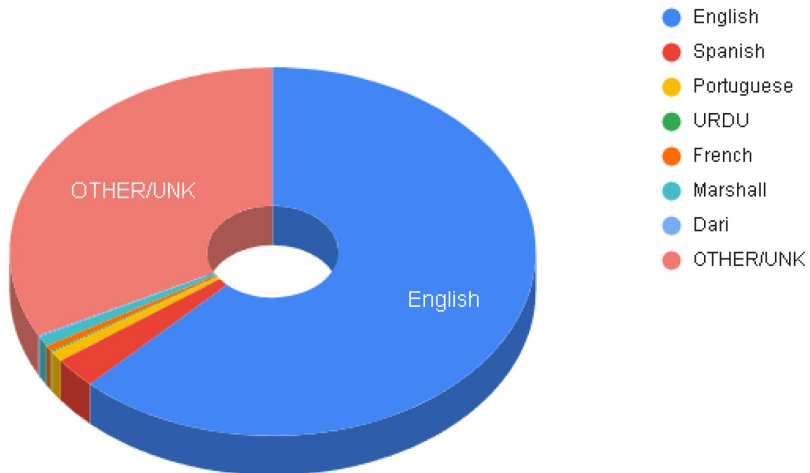
## Age Counts of clients and children



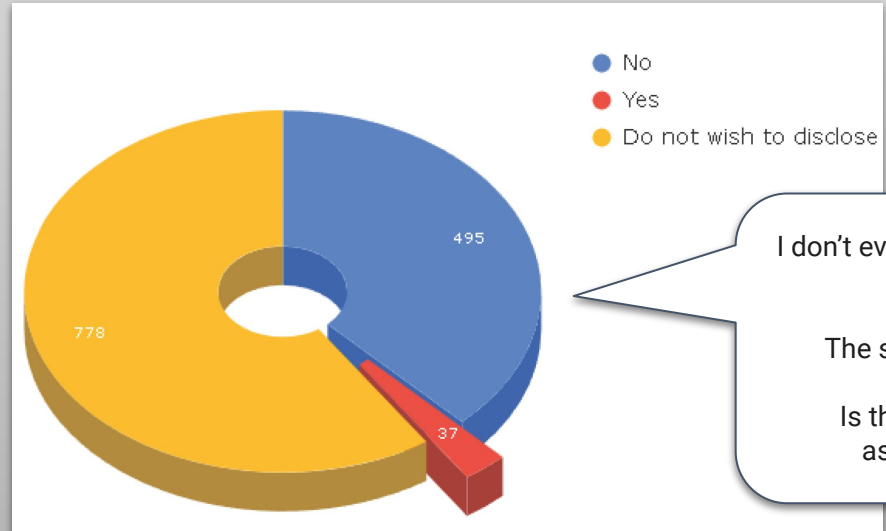
## Ethnicities



## Languages



## Veterans

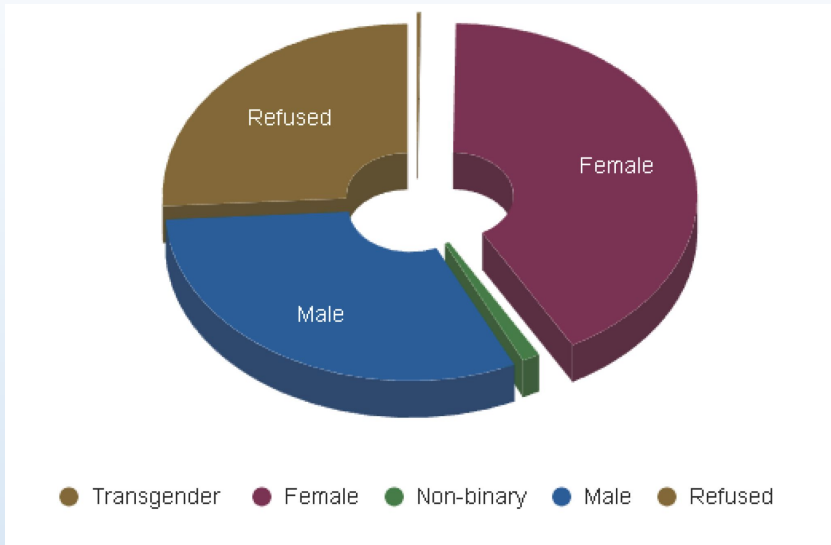


I don't even have groceries at the moment.

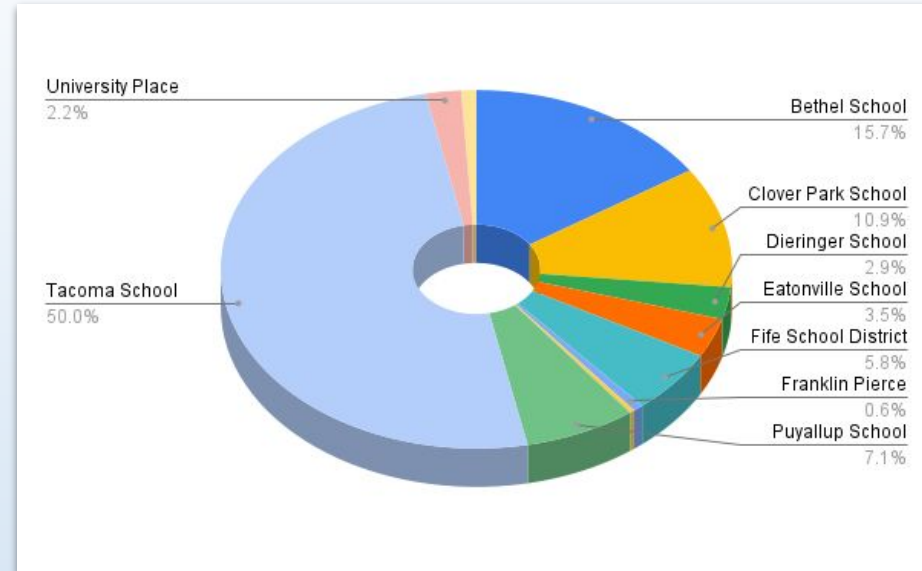
The stress is unbearable.

Is there any emergency assistance for me?

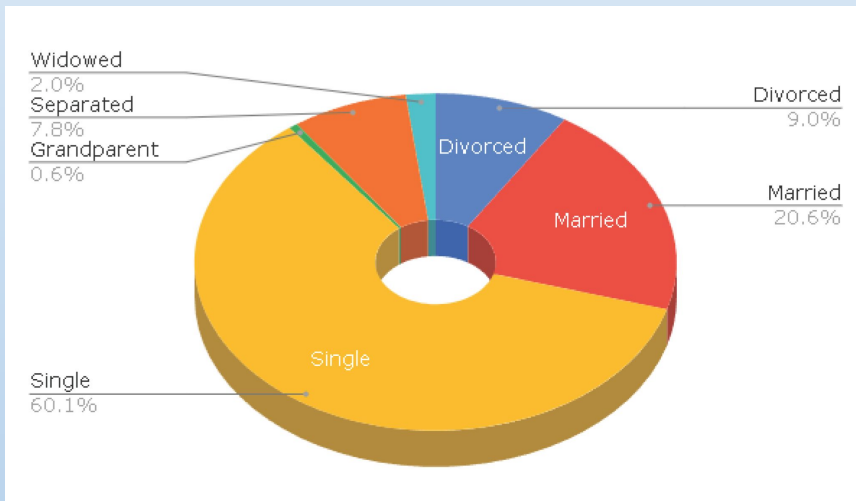
## Declared Gender



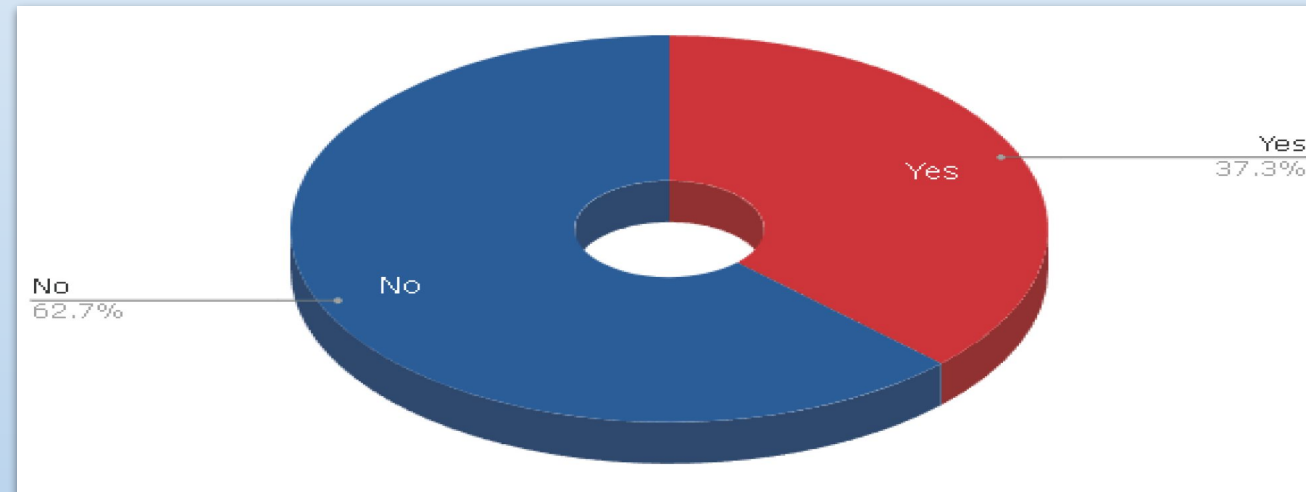
## School Districts



## Family Type



## Domestic Violence Victims

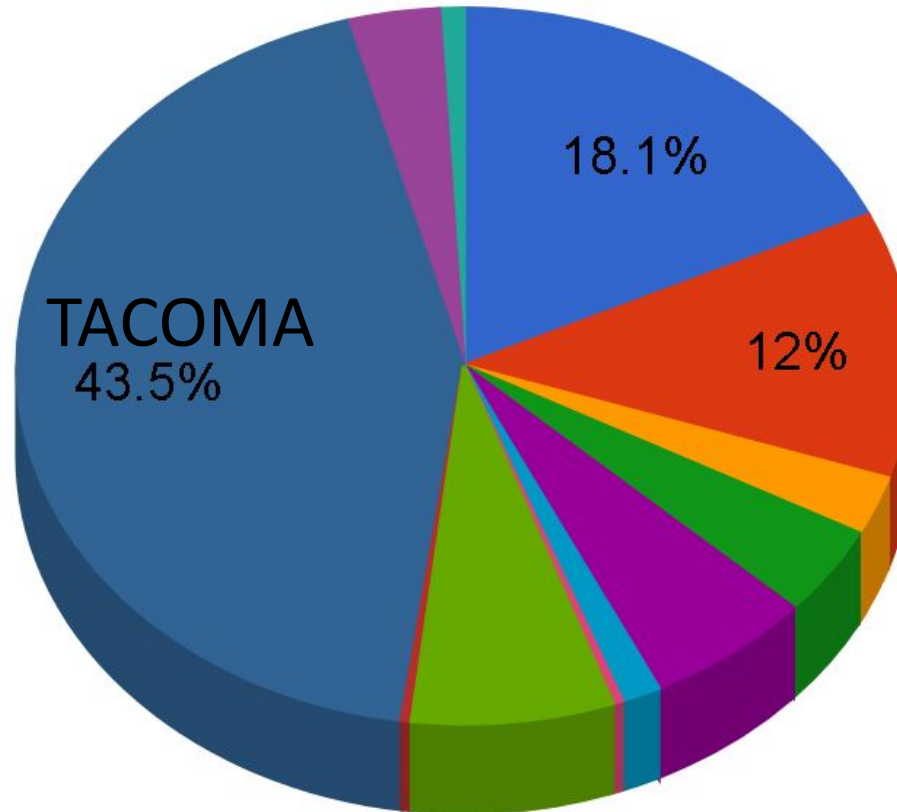




## By School Districts

- Bethel School District
- Clover Park School...
- Dieringer School Di...
- Eatonville School D...
- Fife School District
- Franklin Pierce Sc...
- Peninsula School...
- Puyallup School Di...

▲ 1/2 ▼



We empower families. We create solutions.

***We build communities.***

We keep parents together with their children.

We offer shelter. We offer hope.

***We offer home.***



Thank you!



 **Family Promise**  
of Pierce County

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

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

**SUBJECT:** January 2025 Manager Report

**DATE:** January 8, 2025

## Focus Area 1: Affordable Housing Development and Preservation

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

The Executive Board will receive a Fund update briefing at its special meeting of January 10, 2025. The Fund Committee has been meeting regularly since September 2024 to discuss funding priorities for 2025, review elements of the scoring 2025 scoring guide, discuss a fund usage policy recommendation for Executive Board consideration in 2025, and review opportunities for targeted Fund investment.

The Committee is exploring the choice between issuing a general Notice of Funding Availability and or including the funding as part of a Request-for-Proposal to for publicly owned land development for affordable housing. We expect a decision on this topic in Q1 2025.

### Philanthropy Roundtable

Staff have a meeting scheduled with the Greater Tacoma Community Foundation to begin planning 2025 Philanthropy Roundtable event(s).

### Affordable Housing Preservation Report

Staff will be meeting with staff from the Pierce County Community Development Corporation to discuss collaboration on this report.

---

## Focus Area 2: Program, Policy and Grant Support

Support member governments in their development of locally appropriate policies and programs to meet their housing goals.

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

SSHA<sup>3</sup>P, 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 is coordinating with SSHA<sup>3</sup>P staff and staff workgroup members to complete a model ordinance for participating jurisdictions, due February 28, 2025.

### **Pathways to Removing to Obstacles (PRO Housing) Grant**

SSHA<sup>3</sup>P, 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. On November 26<sup>th</sup> the Pierce County Congressional delegation issued a joint letter of support for this application, and grant award notifications are expected in February 2025.

### **Affordable Housing Monitoring Program**

Staff from SSHA<sup>3</sup>P and the South King County Housing and Homelessness Partners (SKHHP) are meeting with staff from A Regional Coalition for Housing (ARCH) in January to begin to review how a regional agency can best perform monitoring, compliance, and audit work for affordable housing programs. Staff expect to have a preliminary proposal developed by May for Executive Board review and direction.

## 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**

SSHA<sup>3</sup>P staff met with Assessor-Treasurer Campbell to discuss continuation of the property tax exemption seminar series in 2025. SSHA<sup>3</sup>P staff are working to schedule two events that have been requested by member jurisdictions. If your jurisdiction is interested in hosting an event, please contact Mary Connolly at [mary.connolly@piercecountywa.gov](mailto:mary.connolly@piercecountywa.gov).

### **Joint Planners & Developers Meeting on Universal Design**

SSHA<sup>3</sup>P is collaborating with SKHHP to host a Joint Planners & Developers Meeting on February 26 that will explore the application and challenges of developing affordable housing that incorporates Universal Design principles.

---

## Focus Area 4: Advocacy

Utilize a variety of communications at the state and federal level in support of affordable housing development in SSHA<sup>3</sup>P communities.

### 2025 Legislative Session

SSHA<sup>3</sup>P staff have been engaging members of the Legislature, 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, ROC Northwest, the Department of Commerce, and the Washington State Housing Finance Commission 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 requesting capital budget appropriations to strengthen their requests in our efforts 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. Staff recently met with Representative Barnard to discuss possible amendments for her proposal, HB 1106, to reduce the disability rating threshold necessary to receive the exemption. Staff will meet in January with Representative Shavers to discuss possible amendments to his proposal, HB 1165, to increase the income thresholds for the exemption program.

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 and work with the Department of Revenue, we have worked to develop the proposal in Exhibit 2. This proposal would create a sale and use tax remittance that would remit a portion of funds expended on qualifying activities to the housing developer and the local jurisdiction. We expect this legislation to be introduced the week of January 13<sup>th</sup>.

---

## Focus Area 5: Administration

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

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

#### Accessible Housing Survey

Staff conducted a survey on accessible housing to inform the Advisory Board's work on incentivizing construction of housing with universal design principles. 166 responses were received! SSHA<sup>3</sup>P staff also conducted interviews and focus groups to gather additional information on the need for accessible housing in Pierce County. Information gathered through surveys and discussions will be summarized in an outreach report.

#### Meetings

At the Advisory Board meeting on December 17:

- Corey Orvold, Moussa Samb, and Evelin Martinez provided an educational presentation on the Black Home Initiative (BHI).
- Jason Gauthier, SSHA<sup>3</sup>P manager, provided a preview of the 2025 state legislative season.

At the Advisory Board meeting on January 21:

- The Board will elect a chair and vice chair(s) to serve in 2025.
- SSHA<sup>3</sup>P staff will present preliminary results from outreach conducted on the need for accessible housing in Pierce County. SSHA<sup>3</sup>P will use feedback from the Board to produce a report summarizing outreach.

### **Internship**

Staff submitted a request to the Pierce County Human Resources Department for a 3-month internship (June – August 2025) to support SSHA<sup>3</sup>P work plan items.

SSHA<sup>3</sup>P Executive Board Member Introductory One Pager [LINK](#)

Executive Board Rules and Procedures [LINK](#)

SSHA<sup>3</sup>P Intergovernmental Agreement [LINK](#)

2025 Work Plan [LINK](#)

2025 Budget [LINK](#)

2025 State Legislative Agenda [LINK](#)

Executive Board 2025 Meeting Calendar [LINK](#)





## EXECUTIVE BOARD

### Introduction

#### About the Executive Board

The South Sound Housing Affordability Partners (SSHA<sup>3</sup>P) Executive Board was created through an intergovernmental agreement between the Cities and Towns of Auburn, DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Puyallup, Steilacoom, Sumner, Tacoma, and University Place, Pierce County, and the Puyallup Tribe of Indians.

The Executive Board will administer this cooperative undertaking under the terms of this intergovernmental agreement and under procedures adopted by the Executive Board.

#### Powers

It is intended that the Executive Board will serve as a decision-making body for SSHA<sup>3</sup>P. The Executive Board will have the power to:

- Develop and recommend an annual budget and annual work plan for SSHA<sup>3</sup>P and oversee the management of the SSHA<sup>3</sup>P Housing Capital Fund established by Executive Board Resolution No. 2023-08
- Adopt procedures for the administration of SSHA<sup>3</sup>P and for the conduct of meetings;
- Make recommendations to the Parties concerning planning, policy, programs and the funding of projects to enhance access to affordable/attainable housing;
- Establish the responsibilities for the SSHA<sup>3</sup>P Manager, conduct the hiring process and performance review for that position and direct and oversee the activities of the SSHA<sup>3</sup>P Manager; and
- Appoint members of the Advisory Board.

#### Membership

SSHA<sup>3</sup>P will be governed by an Executive Board composed of individuals who represent the perspectives of their governments.

- For cities/towns: Members will either be Mayors or, as designated by the Mayor, Council members or a City Manager/Administrator.
- For tribes: Members will be the Tribal Council Chair, or a member of the Tribal Council as designated by the Chair.
- For the county: Members will be the County Executive, and the County Council Chair (or their designee).

Each member of the Executive Board may designate one alternate member who will serve in the place of the member on the Executive Board during the member's absence from a meeting.

Each Party will have one vote on the Executive Board. Members serve a 1-year term, without and may continue to serve if reappointed or designated (no term limit).

The Executive Board selects its chair and vice-chair through an internal, annual election process at its first meeting of the calendar year. The Chair will serve a one-year term but may be reelected by the Executive Board for one additional term.



## **EXECUTIVE BOARD**

### **Introduction**

#### **Meetings**

The Executive Board meets on the first Friday of each month, at 8:30 a.m. in a hybrid format, virtually on Zoom and at the Pierce County Human Services Building, 3602 Pacific Ave., Suite 200, Tacoma, WA 98418. All meetings are open to the public and meeting materials are available on the SSHA<sup>3</sup>P website at [southsoundaffordablehousing.org](https://southsoundaffordablehousing.org)

#### **Staff Support**

Executive Board staff support is provided by SSHA<sup>3</sup>P staff. For more information, please contact Jason Gauthier, SSHA<sup>3</sup>P Manager, at [Jason.Gauthier@piercecountywa.gov](mailto:Jason.Gauthier@piercecountywa.gov) or (253) 281-9491.



**SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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**RULES AND PROCEDURES**

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ADOPTED February 4, 2022

AMENDED September 8, 2023

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# SSHAP

## I. AUTHORITY:

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

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

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

## II. MEETINGS:

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

# **SSHAP**

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

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

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

## **IV. CHAIR:**

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

## **V. QUORUM:**

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

## VI. VOTING:

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

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

## **VII. RULES OF ORDER:**

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

## **VIII. AMENDMENT:**

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



**Intergovernmental Agreement for SSHA<sup>3</sup>P**  
**South Sound Housing Affordability Partners**

(Effective Date: October 12, 2021)

This Intergovernmental Agreement ("Agreement") is entered into by and between the Cities and Towns of Auburn, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Puyallup, Steilacoom, Sumner, Tacoma, and University Place, Pierce County (each municipal corporations and political subdivisions of the State of Washington), and the Puyallup Tribe of Indians, a federally-recognized Indian tribe (the Tribe) Individually each member of SSHA<sup>3</sup>P is a "Party" and collectively, the "Parties". This Agreement relates to the creation and operation of a joint undertaking among the Parties hereto to be known as the South Sound Housing Affordability Partners ("SSHA<sup>3</sup>P"). This Agreement is made pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, and has been authorized by the legislative body of each government.

WHEREAS, the recent increases in the cost to purchase or rent housing in Pierce County has resulted in more than one-third of all households in the county considered cost-burdened, paying more than 30% of their income for housing costs; and

WHEREAS, in the past decade increases in Pierce County median home sales prices (108%) and rental rates (78%) have dramatically outpaced the increases in median household incomes (10%); and

WHEREAS, the recent global pandemic has placed new pressures on the housing market, with the economic downturn resulting in many households unable to afford rent or mortgage payments, anticipated increases in the number of evictions and foreclosures (including among those small rental property owners who have not been receiving rental payments), and at the same time increased demand for purchasing homes due to historically low interest rates and the large increase in the number of those now working remotely; and

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

WHEREAS, the Parties share a common goal to eliminate housing inequities for all races, ethnicities and other vulnerable or

marginalized communities and geographic locations in Pierce County; and

WHEREAS, the Parties wish to provide a sound base of housing policies and programs in Pierce County and to complement the efforts of local governments and existing public and private organizations to address housing needs in Pierce County; and

WHEREAS, the Parties wish to act cooperatively to formulate policies that create access to affordable/attainable housing policies and strategies that address housing stability by helping homeowners and renters stay in their homes, ensure an ample housing supply that remains affordable for all income levels, provide incentives for affordable/attainable housing for lower and middle income households, foster efforts to preserve and provide access to affordable/attainable housing by combining public funding with private-sector resources, and support implementation of the goals of the Washington State (the "State") Growth Management Act, related countywide planning policies, and other local policies and programs relating to providing access to affordable and attainable housing, and to do so efficiently and expeditiously; and

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

WHEREAS, the intent of this cooperative undertaking is not to duplicate efforts of non-profit corporations and other entities already providing affordable/attainable-housing-related services; and

WHEREAS, a cooperative work plan with a primary focus on the production and preservation of affordable/attainable housing, is needed because the lack of access to affordable/attainable housing is one of the key contributors to homelessness;

WHEREAS, the Parties are each empowered to promote the public health, safety, and welfare, pursuant to RCW 36.32.120(7), RCW 35.22.195, and RCW 35A.11.020; and

WHEREAS, the parties are authorized by Revised Code of Washington 39.34 to enter into agreements for the joint exercise of governmental powers.

NOW, THEREFORE, the Parties agree to the above Recitals and the following terms and conditions:

1. DEFINITIONS. The following terms used in this Agreement are defined as follows:

a. *Administering Agency* - One or more of the Parties that will provide administrative support services on behalf of SSHA<sup>3</sup>P. The role of the Administering Agency will be to serve as the fiscal agent for SSHA<sup>3</sup>P, in accordance with the requirements of chapter 39.34 RCW, and provide space and administrative support for the SSHA<sup>3</sup>P staff. These roles could be provided by one Party or the roles could be split and provided by two Parties.

b. *Advisory Board* - A board consisting of 15 to 20 community members and/or key stakeholders appointed by the Executive Board to provide advice and recommendations to the Executive Board on policy needs related to housing stability, program design and development, land and/or funding resource allocation for enhancing access to affordable/attainable housing projects, and other immediate affordable/attainable housing needs, and to provide public education and community outreach support.

c. *Area of Activity* - The area in Pierce County where SSHA<sup>3</sup>P is expected to conduct its work, and where future expansion of SSHA<sup>3</sup>P membership could occur, as further described in Exhibit A.

d. *Direct Service Housing* - Direct service housing programs may include but are not limited to relocation assistance programs, rent voucher and/or deposit loan programs.

e. *Executive Board* - The governing board for SSHA<sup>3</sup>P comprised of members as provided herein, which will act on behalf of all Parties and as may be in the best interest of SSHA<sup>3</sup>P in order to carry out the purposes of this Agreement.

f. *SSHA<sup>3</sup>P Fund* - A fiduciary fund established by the Administering Agency, as authorized by RCW 39.34.030, to be known as the "Operating Fund of the SSHA<sup>3</sup>P Executive Board". Within the SSHA<sup>3</sup>P Fund may be established various subfunds and/or subaccounts including but not limited to a "SSHA<sup>3</sup>P Operating Account" and a "Housing Capital Funds Account".

i. *SSHA<sup>3</sup>P Operating Account* - A subaccount or subfund created by the Administering Agency for the receipt of

contributions from the Parties and other private or public entities, for the purpose of paying for the operations of and supporting the SSHA<sup>3P</sup> annual budget.

ii. *Housing Capital Funds Account* - A subaccount or subfund established by the Administering Agency within the SSHA<sup>3P</sup> Fund for the purpose of administering the voluntary contributions of Parties, or other public or private entities, to affordable/attainable housing projects and programs, to be known as the SSHA<sup>3P</sup> Housing Capital Funds Account. The amounts in the Housing Capital Funds Account will be held and disbursed by the Administering Agency.

iii. *Individual Account(s)* - One or more subaccounts or subfunds established within the Housing Capital Funds Account for each Party to this Agreement that chooses to contribute to the Housing Capital Funds Account. Contributions to an Individual Account from a Party may be released only upon, and in accordance with, the written direction of that Party.

g. *SSHA<sup>3P</sup> Executive Manager* - The managing lead staff for SSHA<sup>3P</sup> will be responsible for carrying out the SSHA<sup>3P</sup> annual work plan, as developed by the Executive Board, and other terms of this Agreement. The Executive Manager will be an employee of the Administering Agency subject to the human resource rules and requirements of that agency.

h. *SSHA<sup>3P</sup> Staff* - The full-time and part-time staff hired or assigned by the Administering Agency with the responsibility for carrying out the SSHA<sup>3P</sup> work plan, under the direction of the SSHA<sup>3P</sup> Executive Manager.

2. PURPOSE. All Parties to this Agreement have responsibility for local, regional and tribal planning for the provision of housing affordable to residents that work and/or live in Pierce County. The Parties agree to act cooperatively to formulate housing policies that address access to affordable/attainable housing, housing stability and to foster efforts to preserve and create affordable/attainable housing by combining public funding or other resources with private-sector resources. In order to accomplish the purposes of this Agreement, the Parties agree to create a joint, voluntary and cooperative undertaking responsible for administering the activities described herein. The cooperative undertaking among the Parties will be called the South Sound Housing Affordability Partners ("SSHA<sup>3P</sup>"). The Parties further intend that this Agreement serve as a framework for all participating municipalities within the broader SSHA<sup>3P</sup> Area

of Activity to do the aforementioned work. It is the intent of the Parties to create a collaboration that involves members representing broad geographic diversity across the county, governments of different sizes, and regional perspectives about affordable, attainable and accessible housing needs and solutions. The Parties encourage other cities and tribes and other public and private entities in Pierce County within the SSHA<sup>3P</sup> Area of Activity to join the Parties in this endeavor.

3. STRUCTURE; CREATION OF JOINT BOARD. By executing this Agreement, the Parties hereto create a joint board pursuant to RCW 39.34.030(4) to govern SSHA<sup>3P</sup>. The joint board created by this Agreement will be called the "Executive Board" and will be composed of members as provided for in Section 5.a of this Agreement. The Joint Board created in this Agreement is not a separate legal or administrative entity within the meaning of RCW 39.34.030(3). The Executive Board will act on behalf of all Parties and as may be in the best interest of SSHA<sup>3P</sup> in order to carry out the purposes of this Agreement. The Executive Board is not authorized to own assets or have employees.

4. RESPONSIBILITIES AND AUTHORITY. In order to carry out the purposes of SSHA<sup>3P</sup> and this Agreement, the Executive Board will have the responsibility and authority to:

a. Create and implement an annual work plan approved by the Executive Board to guide the work of SSHA<sup>3P</sup> Staff. The work plan will include activities that may benefit multiple participating jurisdictions or individual jurisdictions. The work plan activities will be consistent with the purpose described in this Agreement. The Executive Board will determine how it will track, monitor and report on progress on the work plan and the timeliness of deliverables. For purposes of accountability and transparency, this will include methods for timely reporting to members and to the public.

b. Make decisions regarding the allocation of public and private funding deposited into the SSHA<sup>3P</sup> Housing Capital Funds Account for the purpose of enhancing access to affordable/attainable housing.

c. Recommend to the Administering Agency to enter into agreements with third parties for the use and application of public and private funds contributed by individual Parties to the SSHA<sup>3P</sup> Fund, including the Housing Capital Funds Account established in Section 14, under terms and conditions as may be agreed by the individual contributing Parties, as further described in Section

14. At least annually, report to the Parties on the geographic distribution of all housing capital funds as recommended by the SSHA<sup>3</sup>P Executive Board.

d. Guide the SSHA<sup>3</sup>P Staff in the performance of the following duties:

- i. Provide recommendations to the Parties regarding local and regional policies to improve access to affordable/attainable housing. SSHA<sup>3</sup>P Staff may assist the Parties in developing strategies and programs to achieve State Growth Management Act housing goals, growth targets, local Comprehensive Plan Housing Element goals, and local housing strategy plans, as appropriate.
- ii. SSHA<sup>3</sup>P Staff may provide technical assistance as requested to any Party considering adoption of land use incentives or requirements, or programs to enhance access to affordable/ attainable housing. SSHA<sup>3</sup>P Staff may research model programs, develop draft legislation, prepare briefing materials and make presentations to planning commissions and councils on request by a Party. SSHA<sup>3</sup>P Staff may assist Parties in developing strategies and programs to implement county-wide affordable/attainable housing policies to meet State Growth Management Act objectives, growth targets, local Comprehensive Plan Housing Element goals, and local housing strategy plans for an equitable and rational distribution of low- and moderate-income housing.
- iii. Facilitate cooperation between the private and public sector with regard to the provision of and access to affordable/attainable housing. SSHA<sup>3</sup>P Staff may communicate directly with private developers, financial institutions, non-profit corporations and other public entities to assist in the implementation of affordable/attainable housing projects. SSHA<sup>3</sup>P Staff may work directly with any Party to provide technical assistance with regard to the public funding of affordable/attainable housing projects and the implementation of affordable/attainable housing regulatory agreements for private developments.

- iv. SSHA<sup>3</sup>P Staff may also identify public and private sites that are available for affordable/attainable housing and develop housing alternatives for such sites.
- v. After the Housing Capital Fund is created, develop standard regulatory agreements acceptable to private and public financial institutions to facilitate the availability of funding for private and public projects containing affordable/attainable housing, and other documents and procedures as appropriate.
- vi. Provide other technical advice to any Party upon request and, as staff capacity allows, enter into agreements to provide technical assistance to other public entities on a reimbursable basis.
- vii. Provide support and educational activities and to monitor legislative and regulatory activities and proposed policy changes related to enhancing access to affordable/attainable housing at the county, state and federal levels. Ensure that the Parties to this Agreement have a strong Pierce County voice in federal, state and regional decision making regarding affordable/attainable housing programs, policy and funding. All lobbying activities will comply with state laws and regulations.
- viii. After the Housing Capital Fund is created, develop and carry out procedures for monitoring of affordable/attainable units and to administer direct service housing programs on behalf of any Party.
- ix. Work directly with other public and private entities for the development of affordable/attainable housing policies and encourage the provision and preservation of affordable/attainable housing.
- x. Work with the Advisory Board appointed under this Agreement and Pierce County agencies and organizations working on regional housing stability and access to affordable and attainable housing, identify trends and promising practices, and mobilize those agencies and organizations to

support Pierce County positions in regional, state and federal decision-making forums.

- xi. Support public and private fundraising efforts of public and private entities (including non-profit corporations) to raise funds to carry out the purposes of this Agreement. Enter into agreements with those entities for the use of such funds in order to carry out the purposes of this Agreement.
- xii. As recommended by the Executive Board, accept public and private funding, receive and invest those funds in accordance with State and Federal law, and take other appropriate and necessary action to carry out the purposes of this Agreement.

5. EXECUTIVE BOARD.

a. Membership. SSHAP<sup>3</sup> will be governed by an Executive Board composed of individuals who represent the perspectives of their governments.

- For cities/towns: Members will either be Mayors or, as designated by the Mayor, Council members or a City Manager/Administrator.
- For tribes: Members will be the Tribal Council Chair or a member of the Tribal Council as designated by the Chair.
- For the county: Members will be the County Executive, and the County Council Chair (or their designee).

Each Party will have one vote on the Executive Board. For purposes of voting, the County shall be considered an individual Party and entitled to one vote. The vote will be split equally between the County's two Executive Board members.

Municipalities, local governments, tribes and public agencies within the Area of Activity may become Parties to this Agreement with representation on the Executive Board described in this Section 5, upon satisfaction of the requirements of Section 20.

The Executive Board will administer this cooperative undertaking under the terms of this Agreement and under any procedures adopted by the Executive Board.

b. Officers. The Chair and Vice Chair of the Executive Board will be elected by the members of the Board from the Board membership. The Chair, or in their absence the Vice Chair, will preside over all meetings of the Executive Board; and will, in the



absence of an Executive Manager provided for in Section 6 of this Agreement, process issues, organize meetings and provide for administrative support as required by the Executive Board. The Chair will serve a one-year term, but may be reelected by the Executive Board for one additional term.

c. Alternate Member. Each member of the Executive Board may designate one alternate member who will serve in the place of the member on the Executive Board during the member's absence from a meeting. Notice of the designation will be provided to the Chair of the Executive Board. An alternate member may only vote on behalf of the Party if the Chair has received written notice of the alternate's appointment. It is not intended that alternates will serve on the Board in an ongoing capacity.

d. Powers. It is intended that the Executive Board will serve as a decision-making body for SSHAP. The Executive Board will have the power to:

- i. develop and recommend an annual budget and annual work plan for SSHAP and oversee the management of the SSHAP Fund;
- ii. adopt procedures for the administration of SSHAP (including securing any necessary legal counsel as needed) and for the conduct of meetings;
- iii. make recommendations to the Parties concerning planning, policy, programs and the funding of projects to enhance access to affordable/attainable housing;
- iv. establish policies for the expenditure of SSHAP budgeted items;
- v. work with the designated Administering Agency (see Section 6) to carry out the terms of this Agreement;
- vi. work with the Administering Agency to establish a special fund within the Administering Agency as authorized by RCW 39.34.030, to be known as the "Operating Fund of the SSHAP Executive Board" ("SSHAP Fund") within which Fund may be established various accounts and subaccounts including but not limited to a "SSHAP Operating Account" (into which will be deposited funding for the SSHAP operating budget) and a "Housing Capital Funds Account";
- vii. hold regular meetings on those dates and at those places as the Executive Board may designate;
- viii. recommend that the Administering Agency enter into contracts and agreements for the provision of personnel and other necessary services to SSHAP,

including accounting and legal services and the purchase of insurance, and advise the Administering Agency to execute such other contracts, agreements or other legal documents necessary with public and private entities for SSHA<sup>3</sup>P to carry out its purposes;

- ix. work with the Administering Agency to: establish the responsibilities for the SSHA<sup>3</sup>P Executive Manager, conduct the hiring process and performance review for that position and direct and oversee the activities of the SSHA<sup>3</sup>P Executive Manager;
- x. create a recruitment process and appoint members of the Advisory Board;
- xi. assist with incorporating and/or work with a non-profit corporation to accept grants, donations and other funds on behalf of SSHA<sup>3</sup>P and recommend the Administering Agency to enter into contracts or other agreements with such agency for the use of those funds to carry out the purposes of this Agreement; and
- xii. take whatever other action is necessary to carry out the purposes of this Agreement.

6. ADMINISTRATION AND OVERSIGHT. The Executive Board will have final decision-making authority on behalf of SSHA<sup>3</sup>P over all legislative priorities and administrative matters within the scope of this Agreement. The Executive Board may delegate responsibility for general oversight of the operations of SSHA<sup>3</sup>P to an Executive Manager. The SSHA<sup>3</sup>P Executive Manager will submit quarterly budget performance and progress reports on the status of the work program elements to the Executive Board and annually to the legislative body of each Party. The reports and their contents will be in a form acceptable to the Executive Board.

The Executive Board will, by two-thirds supermajority vote, designate one or more of the Parties to serve as the Administering Agency, which will provide administrative support services on behalf of SSHA<sup>3</sup>P. To change the Administering Agency, the Executive Board will, by two-thirds supermajority vote, designate one or more of the Parties to serve as the Administering Agency. Each Party that serves in the capacity of Administering Agency hereby agrees to comply with the terms of this Agreement applicable to the Administering Agency in order to permit SSHA<sup>3</sup>P to carry out its purposes. SSHA<sup>3</sup>P will be staffed with personnel funded by the Parties and/or independent contractors contracting with the Administering Agency on behalf of SSHA<sup>3</sup>P.

Any Party providing personnel to SSHA<sup>3P</sup> will remain solely responsible for the continued payment of all compensation and benefits to those personnel as well as for any worker's compensation claims. All Parties will cooperate fully in assisting SSHA<sup>3P</sup> to provide the services authorized in this Agreement.

7. MEETINGS OF EXECUTIVE BOARD.

a. Frequency. The Executive Board will meet as often as it deems necessary, but not less often than quarterly. Executive Board meetings will comply with the requirements of the State Open Public Meetings Act (OPMA).

b. Quorum. A quorum at any meeting of the Executive Board will consist of the Board members (or alternates) who represent a simple majority of the Board's membership.

c. Action. No action may be taken except at a meeting where a quorum exists. Action by the Executive Board requires an affirmative vote by a majority of the Board members present at a meeting, provided however, that a supermajority (two-thirds of all Board members) will be required to change the Administering Agency, or to modify the proposed contribution methodology for dues and assessments (see Section 15). Official action by the Executive Board may be conducted by motion, resolution, declaration, or such means as determined to be necessary by the Executive Board in their procedures for conducting meetings (referred to in 5.d above), provided however, changing the Administering Agency or Agencies shall be completed by resolution. All official action of the Executive Board shall be recorded in its official minutes. Each Executive Board member, or his or her alternate, will have one vote on any proposed action; except that shared member voting shall be in accordance with the Executive Board's approval under Section 5 (a). Proxy voting will not be allowed. To the extent applicable to meetings of the Executive Board, the Executive Board will comply with applicable requirements of the Washington State Open Public Meetings Act (chapter 42.30 RCW).

8. ADVISORY BOARD.

a. Purpose and Role. The Executive Board will create an Advisory Board to provide advice and recommendations on the work of SSHA<sup>3P</sup>. Specific objectives shall be to advise the Executive Board regarding: assessment of affordable/attainable housing needs for different populations in Pierce County; the development of policies and/or funding resources to meet those needs; the priorities for allocation of future SSHA<sup>3P</sup> capital resources to

create or preserve access to affordable/attainable housing; input on program design and development related to housing affordability and stability; suggested approaches to federal, state and regional legislative advocacy; and providing support for public education and community outreach activities. The Advisory Board will be created before the end of the first year of SSHA<sup>3</sup>P operations (with the start of the year defined as the hiring of the SSHA<sup>3</sup>P Executive Manager).

b. Membership. The Advisory Board will consist of not more than twenty (20) and not less than fifteen (15) community members and/or key stakeholders. The Executive Board will appoint members to the Advisory Board. Appointed members must have knowledge and understanding of affordable/attainable housing and be committed to the furtherance of improving access to affordable/attainable housing for all in Pierce County. Membership should reflect a geographic diversity of Pierce County cities, towns, tribes and unincorporated areas. Membership will reflect one-third consumers of affordable/attainable housing (rental and ownership housing), one-third developers, designers, planners, managers of affordable/attainable housing, and one-third advocates and advisors who work on land use and housing issues.

c. Terms. Appointments will be for a three-year term. When the Advisory Board is created, the initial terms of members shall be staggered as follows:

- One-third shall be appointed for a one-year term
- One-third shall be appointed for a two-year term
- One-third shall be appointed for a three-year term

The membership categories of the Advisory Board, described in section 8.b above, will be evenly distributed across the three initial terms.

d. Recruitment and Termination. The Executive Board will adopt procedures for the recruiting, convening and administration of the Advisory Board. A member may be removed from the Advisory Board by the Executive Board with or without cause on a majority vote of membership of the Executive Board.

e. Officers. When the Advisory Board has been duly created, the members shall elect a Chair and Vice Chair, who will be responsible for working with the SSHA<sup>3</sup>P Executive Manager to set agendas and facilitate meetings.

f. Conflict of Interest. Members of the Advisory Board shall comply with Ch. 42.23 RCW, the Code of Ethics for Municipal Officers. It is the responsibility of each Board Member to declare

potential conflicts of interest. The Chair shall be responsible for mediating differences of opinion on these matters as they may arise.

9. MEETINGS OF ADVISORY BOARD.

a. Frequency. The Advisory Board will meet as often as it deems necessary, but not less often than quarterly.

b. Quorum. A quorum at any meeting of the Advisory Board will consist of the Board members who represent a simple majority of the Board's membership. Advisory Board members may participate in any meeting by phone and/or video conferencing for all purposes, including but not limited to voting and establishing a quorum.

c. Action. No action may be taken except at a meeting where a quorum exists. Action by the Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a quorum exists. Official action by the Advisory Board may be conducted by motion, resolution, declaration, or other means as determined to be necessary by the Advisory Board. Proxy voting is not allowed. To the extent applicable to meetings of the Advisory Board, the Advisory Board will comply with applicable requirements of the Washington State Open Public Meetings Act (chapter 42.30 RCW).

10. AGREEMENT DURATION. This Agreement will be in full force and effect for a period commencing as provided in Section 34, and ending December 31, 2023. This Agreement will automatically renew for successive two-year terms, unless sooner terminated under the provisions of this Agreement.

11. TERMINATION OF AGREEMENT. This Agreement may be terminated at any time by affirmative vote of a majority of the legislative bodies of the Parties to this Agreement. Parties may consider multiple factors/reasons for termination, including but not limited to the timeliness of work plan deliverables and the sufficiency of dues to support the work plan and SSHA<sup>3</sup>P staff.

Upon termination of this Agreement, all property acquired during the life of the Agreement will be disposed of in the following manner:

a. all property contributed without charge by any Party will revert to the contributing Party;

b. all property purchased on behalf of SSHA<sup>3</sup>P after the effective date of this Agreement will be distributed to the Parties based on each Party's pro rata contribution to the overall budget at the time the property was purchased;

c. except as provided in Subsection d. below, all unexpended or reserve funds will be distributed to the Parties based on each Party's pro rata contribution to the overall budget in effect at the time the Agreement is terminated;

d. all uncommitted monies in the Housing Capital Funds Account will be distributed to the Parties by remitting the total uncommitted amounts remaining in each Party's Individual Account (as described in Section 14) to that Party; and

e. each Party that has funded a project through the Housing Capital Funds Account will be substituted for the Administering Agency with regard to all project financing documents, and the Administering Agency will be released from further obligations with respect thereto.

12. WITHDRAWAL. If a Party wishes to withdraw from participation in this Agreement, it may do so after the initial term if its Legislative Body first gives six months advance written notice to the Executive Board of its intention to withdraw, which notice will be due on or before June 30, 2023. If notice of an intent to withdraw is timely received, withdrawal will be effective as of 11:59 p.m. on December 31, 2023. The initial members of SSHA<sup>3</sup>P agree they will participate for at least through the first full term of the collaboration.

After December 31, 2023, an opportunity is provided once per year for a Party to withdraw from this Agreement. Under this provision, advance written notice must be provided from the Legislative Body of any Party to this agreement to the Executive Board on or before June 30, of its intention to withdraw from participation in the Agreement, effective as of 11:59 p.m. on December 31<sup>st</sup> of that current year.

Any Party withdrawing from this Agreement will remain legally and financially responsible for any obligation incurred by the Party pursuant to the terms of this Agreement, including but not limited to any project financing documents executed by the Administering Agency on behalf of that Party, during the time the withdrawing Party was a member of SSHA<sup>3</sup>P. A notice of withdrawal may be revoked by the Party that submitted the notice only by approval of a majority of the Executive Board to accept the revocation. Any

Party that provides written notice of its intent to withdraw may continue to vote on all matters before the Executive Board prior to the effective date of its withdrawal, except the budget and work plan for the following year.

13. BUDGET. The fiscal year for SSHA<sup>3</sup>P will be January 1 to December 31 of any year. The first year budget and anticipated second year budget for SSHA<sup>3</sup>P are attached to this Agreement as Exhibit B and incorporated herein by this reference. Approval of this Agreement by the legislative body of each Party includes approval of the SSHA<sup>3</sup>P budgets through the first full term of the agreement. For subsequent years, on or before July 1st of each year, a recommended operating budget for SSHA<sup>3</sup>P for the following budget year will be prepared, reviewed and recommended by the Executive Board and transmitted to each Party. The recommended operating budget will contain an itemization of all categories of budgeted expenses and will contain an itemization of the amount of each Party's contribution, including in-kind services, toward that budget. Contributions to the SSHA<sup>3</sup>P annual budget may also come from other public or private entities. The Executive Board will approve acceptance of those contributions.

a. No recommended budget will become effective until approved by the legislative body of each Party and adopted by the Executive Board, except for SSHA<sup>3</sup>P's first full term (2021, 2022 and 2023). Once the legislative body of each Party has approved its contribution to SSHA<sup>3</sup>P, either separately or through its budget process, and the SSHA<sup>3</sup>P budget has been adopted by the Executive Board, each Party will be obligated to make whatever contribution(s) is budgeted for that Party. If a Party does not approve the budget in a timely manner, the Executive Board may adopt the annual budget and work plan with a two-thirds majority vote.

b. Each Party's contribution(s) will be transmitted to SSHA<sup>3</sup>P on an annual basis no later than the end of the first quarter of each calendar year, unless otherwise provided in the budget document. The Administering Agency will submit invoices to each Party for their annual dues payments. Each Party will specify the amount of its contribution to be deposited by the Administering Agency into the SSHA<sup>3</sup>P Operating Account, as well as the amount, *if any*, to be deposited into the Party's Individual Account within the SSHA<sup>3</sup>P Housing Capital Funds Account established by Section 14.

c. If any Party is delinquent by more than three months in the payment of its approved operating budget contribution to

the SSHA<sup>3</sup>P Operating Account, that Party will not be entitled to vote on matters before the Executive Board until the delinquency has been paid. A Party's decision not to contribute funds to its Individual Account, or its delinquency in funding the same will not affect that Party's voting rights on the Executive Board.

14. HOUSING CAPITAL FUNDS ACCOUNT ESTABLISHED; PROCEDURES FOR ADMINISTERING HOUSING CAPITAL FUNDS ACCOUNT CONTRIBUTIONS. If authorized by resolution of the Executive Board, the Administering Agency may establish and maintain a subaccount or subfund within the SSHA<sup>3</sup>P Fund for the purpose of administering the contributions of Parties, or other public or private entities, to affordable/attainable housing projects and programs, to be known as the SSHA<sup>3</sup>P Housing Capital Funds Account. The amounts in the Housing Capital Funds Account will be held and disbursed by the Administering Agency as described in this Agreement.

a. Within the Housing Capital Funds Account, a sub-account or subfund will be established for each Party to this Agreement that chooses to contribute to the Housing Capital Funds Account. Such sub-accounts are collectively referred to as the "Individual Accounts." The Executive Board will work with the Administering Agency to create policies and procedures for the release of those funds.

b. A subaccount may be established within each Individual Account for each project or program funded in whole or part by a Party from its Individual Account. Such sub-accounts are referred to as "Project Accounts." The intent is to create a structure that enables each Party to easily track the use of their contributed funds.

c. The Administering Agency will maintain records sufficient to separately track the deposits, withdrawals and interest earnings, within each Individual Account and each Project Account, and will provide quarterly reports to all Parties as to the status of funds in each Individual Account and Project Account. The Administering Agency's responsibilities under this Section may be delegated to the SSHA<sup>3</sup>P Executive Manager to the extent consistent with applicable law and as the Administering Agency and Executive Board may agree.

d. Funds transmitted to SSHA<sup>3</sup>P for deposit in the Housing Capital Funds Account will be held by the Administering Agency on behalf of SSHA<sup>3</sup>P until directed for application by the contributing Party (as described in 14.a. above). Uncommitted funds in an Individual Account will be remitted to the contributing



Party within 45 days of receipt of written request from the Party signed by its chief executive officer, or upon the Party's withdrawal from SSHA<sup>3</sup>P in accordance with the terms of Section 12, or on the dissolution of SSHA<sup>3</sup>P per Section 11.

e. Funds held by the Administering Agency on behalf of SSHA<sup>3</sup>P will be subject to laws applicable to public funds, including but not limited to limitations on investments for public funds as provided in State law and the State constitutional limitations on the gifting of public funds. Investment earnings will be credited to each Individual Account and Subaccount on a pro rata basis.

f. The Executive Board will develop standard forms of approvals and agreements to be used in the application of funds contributed to the Housing Capital Funds Account (collectively referred to as "project financing documents"), consistent with the following goals and procedures:

- i. The SSHA<sup>3</sup>P Executive Board will authorize the application of specified amounts of Individual Account monies to projects or programs consistent with the purpose of the SSHA<sup>3</sup>P Capital Fund, and will authorize and recommend the SSHA<sup>3</sup>P Executive Manager, and the Administering Agency to take such actions as necessary to accomplish this. At least two weeks prior to the Executive Board action they will notify the individual parties whose funds will be used for such projects or programs of the various terms to accompany their authorizations, and will at a minimum include terms related to:
  1. amount of funds allocated;
  2. project description, including minimum affordability requirements, if any;
  3. nature of the funding commitment (loan, grant, or other);
  4. in the event the funding commitment is provided as a loan, the general repayment terms including but not limited to the term of the loan and applicable, interest rate(s); and
  5. a general description of the security interests, if any, to be recorded in favor of the Party.
- ii. For each individual housing project or program to be funded through the Housing Capital Funds Account, the developer, owner or administrator of such project or program (generally referred to as

the "developer"), will enter into the necessary set of agreements (project financing documents) with the Administering Agency. The project financing documents will specify that the Administering Agency is acting as administering agency on behalf of each Party that is providing Housing Capital Funds Account funding to the project or program pursuant to this Agreement and RCW 39.34.030(4), and will identify each participating funding Party. The project financing documents will be consistent with general forms of agreement approved by the Executive Board and the terms and conditions approved by the legislative bodies of the funding Parties. To the extent permitted by law, the project financing agreements will incorporate all terms and conditions relative to the use and (if applicable) repayment of such funds, and provide for transfer of the Housing Capital Funds Account monies from the funding Parties to the developer.

- iii. Funding contributions to, and repayments (if any) from, specific projects and programs will be recorded by the Administering Agency, including recording of monies deposited and withdrawn from each Party's Individual Account and Project Accounts. Repayments (if any) under any project financing agreement will be applied *pro rata* to the funding Parties' Individual Accounts based on the ratio of funding contributed to the project by each Party, unless the funding Parties otherwise agree.
- iv. Unless the Parties funding a project or program through the Housing Capital Funds Account otherwise agree, a default, termination or other action against a developer or other third party may be declared only after securing approval in writing of the chief executive officers of funding Parties which together have contributed not less than 51% of the total SSHA<sup>3</sup>P member funding to the project. The Administering Agency will provide reasonable notice and information regarding the status of projects as necessary to each funding Party's chief executive officer to allow them to make a timely decision in this regard. Funding Parties not consenting to such default, termination or other action will be bound by the decision of the majority. All funding Parties will be obligated on

a pro rata basis (based on their contributions to the project) to pay to the Administering Agency its reasonable costs and expenses incurred as a result of declaring a default, terminating an agreement or taking other action against a developer or other third party. Any funds recovered through such enforcement proceedings will be allocated to the funding Parties Individual Accounts pro rata based on their respective funding contributions to a project.

- v. The Executive Board may from time to time authorize the Administering Agency to administer housing project agreements entered into before the effective date of this Agreement, upon terms consistent with this Agreement and subject to the consent of the Administering Agency and the Parties to such agreements.

15. DUES, ASSESSMENTS AND BUDGET AMENDMENTS. Contributions to the SSHA<sup>3</sup>P Operating fund will be based on groupings of like-sized cities (based on population), or whatever contribution methodology is approved by a two-thirds majority of the Executive Board. Funding for the activities of SSHA<sup>3</sup>P will be provided solely through the budgetary process. Unless otherwise specified in this Agreement, no dues, charges or assessments will be imposed or required of the Parties except upon unanimous vote of the membership of the Executive Board and ratification by the legislative body of each Party subject to the dues, charges or assessments. An approved budget (the overall revenues and expenditures) will not be modified until approved by the legislative body of each Party and finally adopted by the Executive Board. If a Party agrees to totally fund an additional task to the work program, not currently approved in the budget, the task may be added to the work plan and the budget amended to reflect the funding of the total cost of such task by the requesting Party, upon approval by a majority of the membership of the Executive Board without approval by the individual Parties. Notwithstanding the foregoing, contributions by a Party to its Individual Account within the Housing Capital Funds Account will be solely within the discretion of that Party and are not considered "dues or assessments."

16. PUBLIC RECORDS REQUESTS. Each party to this agreement shall be responsible for retaining and producing the records it creates, owns or uses, in accordance with applicable public records access and retention laws and regulations. Nothing in this Section

is intended to require a Party to collect or produce records that are not prepared, owned, used, or retained by that agency as defined by the Public Records Act (RCW 42.56), other than as provided for herein.

The Administering Agency shall be responsible for maintaining and storing, in compliance with the state Public Records Act (Chapter 42.56 RCW), those records of the Executive Board and Advisory Committee that are created by the Administering Agency in connection with this Agreement (SSHA<sup>3P</sup> Records). SSHA<sup>3P</sup> records may include, but are not limited to, Executive Board and Advisory Committee meeting agendas, meeting summaries, reports, plans, budgets, and other related documents. For purposes of the Public Records Act, the SSHA<sup>3P</sup> Executive Manager shall serve as the Public Records Officer with respect to requests for SSHA<sup>3P</sup> records and the Administering Agency shall be responsible for ensuring compliance with RCW 42.56.152 (Training-Public Records Officers). Upon receipt of a request for SSHA<sup>3P</sup> records, the SSHA<sup>3P</sup> Executive Manager, serving as the SSHA<sup>3P</sup> Public Records Officer, shall timely share the request with the Parties. In the event that the SSHA<sup>3P</sup> Executive Manager shares a request for SSHA<sup>3P</sup> records with the Parties, each party notified by the SSHA<sup>3P</sup> Executive Manager shall cooperate with the SSHA<sup>3P</sup> Executive Manager as requested to fulfill the request. Parties who receive requests for SSHA<sup>3P</sup> records or records related to SSHA<sup>3P</sup> are also encouraged, but not required, to share those with the SSHA<sup>3P</sup> Executive Manager.

Each party shall indemnify and hold the other party to this Agreement harmless for any and all claims, demands, damages, lawsuits, liabilities, losses, liens, expenses including reasonable attorney's fees and costs arising from a public records require (collectively "Claims"), to the extent attributed to the indemnitor party's Fault. The term "Fault" as used herein shall have the same meaning as set forth in RCW 4.22.015. This obligation to indemnify and hold the other party harmless shall survive termination of this Agreement.

#### 17. INDEMNIFICATION AND HOLD HARMLESS.

a. Each Party will indemnify, defend and hold other Parties (including without limitation the Party serving as, and acting in its capacity as, SSHA<sup>3P</sup>'s Administering Agency), their officers, officials, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Party's wrongful acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries or damages are caused

by another Party. If there is any recovery under this Section, the Party responsible for any wrongful acts or omissions will pay any judgment or lien arising from the acts or omissions, including all costs and other Parties' reasonable attorney's fees. If more than one Party is held to be at fault, the obligation to indemnify and to pay costs and attorney's fees, will be only to the extent of the percentage of fault allocated to each respective Party by a final judgment of the court.

b. If a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of a Party (including without limitation the Party serving as, and acting in its capacity as, SSHA<sup>3</sup>P's Administering Agency), its officers, officials, employees, and volunteers, the Party's liability hereunder will be only to the extent of the Party's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this Section will survive the expiration or termination of this Agreement.

c. Each Party (including without limitation the Party serving as, and acting in its capacity as, SSHA<sup>3</sup>P's Administering Agency) will give the other Parties proper notice of any claim or suit coming within the purview of these indemnities.

18. INSURANCE. The Executive Board, SSHA<sup>3</sup>P Executive Manager and the Administering Agency will take such steps as are reasonably practicable to minimize the liability of the Parties associated with their participation in this Agreement, including but not limited to the utilization of sound business practice. The Executive Board will determine which, if any, insurance policies may be reasonably practicably acquired to cover the operations of SSHA<sup>3</sup>P and the activities of the Parties pursuant to this Agreement (which may include general liability, errors and omissions, fiduciary, crime and fidelity insurance), and will direct the acquisition of same.

19. AMENDMENTS. Any amendments to this Agreement must be in writing. This Agreement may be amended upon approval of the legislative bodies of all Parties to this Agreement, evidenced by the authorized signatures of those Parties as of the effective date of the amendment. This Section will not be construed to

require amendment of this Agreement for the addition of a new Party contemplated under Section 20 or for any related revision to Executive Board membership authorized in Section 5(a) or Advisory Board membership in Section 8(b). The Executive Board will review this Agreement, no less than every five years, to determine if the purposes of SSHA<sup>3</sup>P are being achieved and if any amendments or modifications to the Agreement are needed.

20. ADDITIONAL PARTIES. Municipalities, local governments, tribes, and public agencies within the SSHA<sup>3</sup>P Area of Activity may, on execution of the Agreement and approval of the budget and work plan by its legislative body, become a Party to this Agreement on affirmative vote of at least fifty percent of the Executive Board. The Executive Board will determine by a vote of at least fifty percent of its membership what, if any, funding obligations the additional Party will commit to as a condition of becoming a Party to this Agreement.

21. SEVERABILITY. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this Agreement, will not affect the validity of the remaining provisions of the Agreement.

22. CONFLICT RESOLUTION. Whenever any dispute arises between the Parties or between a Party or Parties, the Executive Board, or the Administering Agency (referred to collectively in this Section as the "Parties") under this Agreement which is not resolved by routine meetings or communications, the parties agree to seek resolution of such dispute in good faith by meeting, as soon as feasible. The meeting will include the Chair of the Executive Board, the SSHA<sup>3</sup>P Executive Manager, and the representative(s) of the Parties involved in the dispute. If the parties do not come to an agreement on the dispute, any party may pursue mediation through a process to be mutually agreed to in good faith between the parties within 30 days, which may include binding or nonbinding decisions or recommendations. The mediator(s) will be individuals skilled in the legal and business aspects of the subject matter of this Agreement. The parties to the dispute will share equally the costs of mediation and assume their own costs.

23. SURVIVABILITY. Notwithstanding any provision in this Agreement to the contrary, the provisions of Section 10 (Agreement Duration), Section 11 (Termination of Agreement), Section 12 (Withdrawal), Section 16 (Public Records Requests), and Section 17 (Indemnification and Hold Harmless) will remain operative and in full force and effect, regardless of the withdrawal or termination of any Party or the termination of this Agreement.

24. WAIVER. No term or provision of this Agreement will be deemed waived and no breach excused unless that waiver or consent is in writing and signed by the Party claimed to have waived or consented.

25. SUBSEQUENT BREACH. Waiver of any default will not be deemed a waiver of any subsequent default. Waiver of breach of any provision of this Agreement will not be deemed to be a waiver of any other or subsequent breach and will not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval of all Parties.

26. NOTICE. Any notice to the Executive Board will be in writing and will be addressed to the Chair of the Executive Board and to the SSHA<sup>3</sup>P Executive Manager. In the absence of a SSHA<sup>3</sup>P Executive Manager, notice will be given to the chief executive officer of the Administering Agency. Any notice to an Officer or Party will be sent, to the address specified by the chief executive officer of the Party.

27. ASSIGNMENT. No Party may sell, transfer or assign any of its rights or benefits under this Agreement without Executive Board approval.

28. APPLICABLE LAW AND VENUE. This Agreement and any rights, remedies, or obligations provided for in this Agreement will be governed, construed, and enforced in accordance with the substantive and procedural laws of the State. The Parties agree that the venue for any legal action under this Agreement is in the County in which a project is located, provided that the venue for any legal action against Pierce County may be filed in accordance with RCW 36.01.050.

29. RETAINED RESPONSIBILITY AND AUTHORITY. Parties retain the responsibility and authority for managing and maintaining their own internal systems and programs related to affordable/attainable housing activities.

30. INDEPENDENT CONTRACTORS. Each Party to this Agreement is an independent contractor with respect to the subject matter of this Agreement. No joint venture or partnership is formed as a result of this Agreement.

Nothing in this Agreement will make any employee of one Party an employee of another party for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's

compensation pursuant to Title 51 RCW, or any other rights or privileges accorded by virtue of their employment. No Party assumes any responsibility for the payment of any compensation, fees, wages, benefits or taxes to or on behalf of any other Party's employees. No employees or agents of one Party will be deemed, or represent themselves to be, employees of another Party.

31. NO THIRD PARTY BENEFICIARIES. This Agreement is for the benefit of the Parties only, and no third party will have any rights under this agreement.

32. NONDISCRIMINATION. The Parties will comply with the nondiscrimination requirements of applicable federal, state and local statutes and regulations.

33. COUNTERPARTS. This Agreement may be signed in counterparts and, if so signed, will be deemed one integrated Agreement. Parties will submit copies of signed Agreements to the Administering Agency, or to Pierce County before an Administering Agency is selected.

34. FILING AND EFFECTIVE DATE; PRIOR AGREEMENTS. This Agreement will become effective October 12, 2021, subject to its approval by the legislative bodies of all jurisdictions who are members of SSHA<sup>3</sup>P as of October 12, 2021, and, pursuant to RCW 39.34.040, upon recording this Agreement or posting this Agreement on a Party's web site or other electronically retrievable public source. Although this Agreement may be approved and signed by a Party after the Agreement's effective date, all acts consistent with the authority of this Agreement that occur on or after , October 12, 2021, are hereby ratified and affirmed, and the terms of this Agreement will be deemed to have applied.

(Signature Page Follows)



Approved and executed this 21st day of December, 2021.

Name of Party: Pierce County

DocuSigned by:  
By: Bruce Dammier  
1BD2210628D6495...  
Its: Pierce County Executive  
Date: 12/21/2021

City of Auburn

DocuSigned by:  
By: Nancy Backus  
AEC6B89537354C0...  
Its: Mayor  
Date: 12/21/2021

City of Edgewood

DocuSigned by:  
By: Daryl Edinger  
2159A08C38B14D3...  
Its: MAYOR  
Date: 12/2/2021

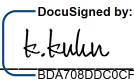
City of Fife

DocuSigned by:  
By: [Signature]  
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Its: Interim City Manager  
Date: 12/1/2021

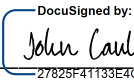
City of Fircrest

DocuSigned by:  
By: Scott Pingel  
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Its: City Manager  
Date: 11/29/2021

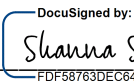
City of Gig Harbor

By:   
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Its: Mayor  
Date: 11/28/2021

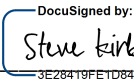
City of Lakewood

By:   
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Its: City Manager  
Date: 11/24/2021

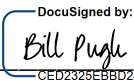
City of Milton

By:   
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Its: Mayor  
Date: 12/1/2021

City of Puyallup

By:   
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Its: City Manager  
Date: 11/24/2021

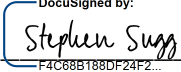
City of Sumner

By:   
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Its: Mayor  
Date: 11/24/2021

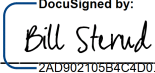
City of Tacoma

By:   
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Its: City Manager  
Date: 12/1/2021


City of University Place

By:   
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Its: City Manager  
Date: 12/1/2021

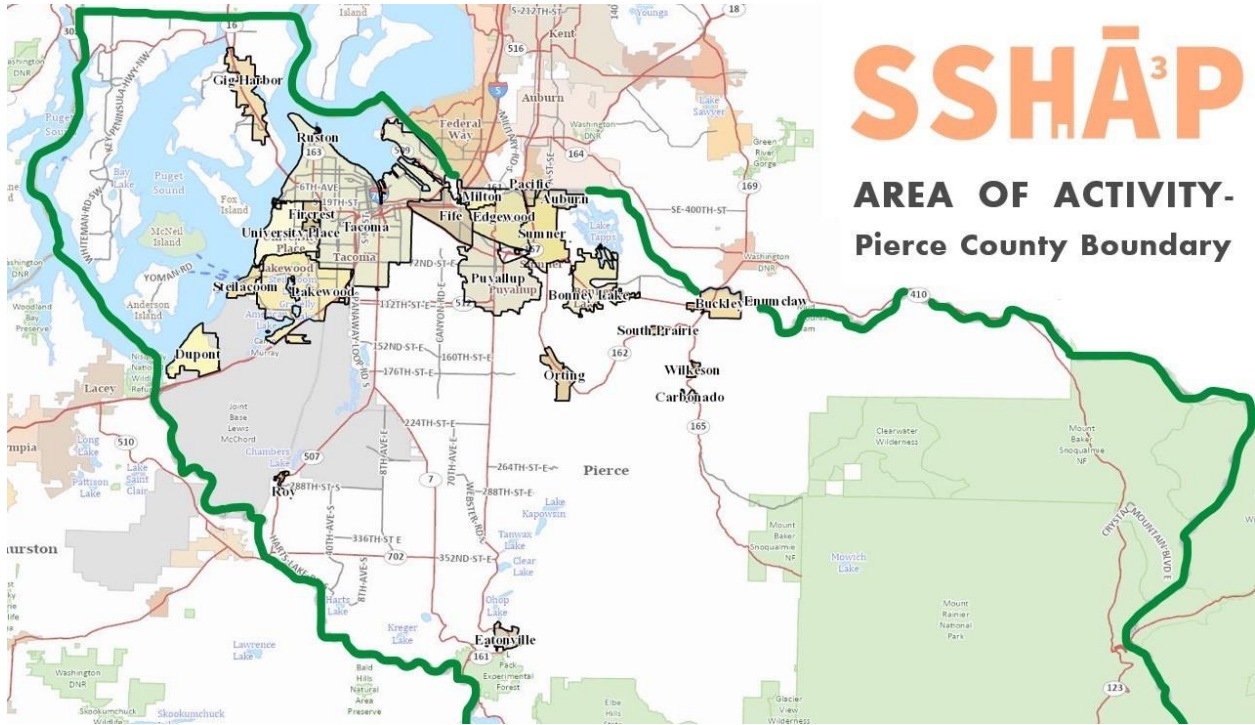
Puyallup Tribe of Indians

By:   
ZAD902105B4C4D0...  
Its: Bill Sterud Puyallup Tribe Chairman  
Date: 12/21/2021

Town of Steilacoom

By:   
0C598E261EC74C2...  
Its: Mayor of Steilacoom  
Date: 11/24/2021

# Exhibit A – SSHA<sup>3</sup>P Area of Activity (Map)



# EXHIBIT B – SSHA<sup>3</sup>P Budgets for First 2.5 Years

## DRAFT BUDGET PROPOSAL (14 Governments)

YEAR 1 (2021) - 1 FTE

Funding for 6 Months Operations

### Annual Expense Budget

Full-time manager with salary/taxes/benefits	\$	154,000
Administrative & policy support with salary/taxes/benefits (3 months)	\$	-
Direct Expenses - travel, phone, postage	\$	12,000
Insurance	\$	15,000
Space	\$	12,000
SubTotal	\$	193,000
10% Overhead/Administration Fee	\$	19,300
<b>TOTAL</b>	<b>\$</b>	<b>212,300</b>
<b>Cost for 6 months of Operations:</b>	<b>\$</b>	<b>106,150</b>

### Revenue Budget

Outside sources* (Philanthropy, aligned organizations)	\$	7,500
Office Space (in-kind donation) [Pro-rated]	\$	6,000
Shared among participating governments (see below)	\$	92,650
<b>TOTAL</b>	<b>\$</b>	<b>106,150</b>

### Shares for participating governments:

	Population (OFM 2021 est)	% of Population	Grouped by Population Size
Auburn	10,050	1%	\$ 2,000
Edgewood	13,000	1%	\$ 2,000
Fife	10,360	1%	\$ 2,000
Fircrest	6,860	1%	\$ 2,000
Gig Harbor	11,490	1%	\$ 2,000
Lakewood	60,330	7%	\$ 7,000
Milton	6,845	1%	\$ 2,000
Puyallup	43,040	5%	\$ 5,000
Puyallup Tribe	6,000	1%	\$ 1,000
Steilacoom	6,555	1%	\$ 1,000
Sumner	10,500	1%	\$ 2,000
Tacoma	214,700	25%	\$ 20,000
University Place	33,730	4%	\$ 5,000
Unincorporated Pierce Co	436,840	50%	\$ 41,000
<b>TOTAL</b>	<b>870,300</b>		<b>\$ 94,000</b>

**YEAR 2 (2022) - 1.5 FTE**  
**14 Governments Providing Full Year of Operations Funding**

**Annual Expense Budget**

Full-time manager with salary/taxes/benefits/inflation for 2nd year	\$	159,390
Administrative & policy support with salary/taxes/benefits/inflation for 2nd year	\$	67,636
Direct Expenses - travel, phone, postage	\$	12,420
Insurance	\$	15,000
Space	\$	12,000
SubTotal	\$	266,446
10% Overhead/Administration Fee	\$	26,645
<b>TOTAL</b>	<b>\$</b>	<b>293,090</b>

**Revenue Budget**

Outside sources (Philanthropy, aligned organizations)	\$	15,000
Office Space (in-kind donation)	\$	12,000
Shared among participating governments (see below)	\$	266,090
<b>TOTAL</b>	<b>\$</b>	<b>293,090</b>

**Shares for participating governments:**

	Population (OFM 2021 est)	% of Population	Grouped by population size
Auburn	10,050	1%	\$ 5,000
Edgewood	13,000	1%	\$ 5,000
Fife	10,360	1%	\$ 5,000
Fircrest	6,860	1%	\$ 3,000
Gig Harbor	11,490	1%	\$ 5,000
Lakewood	60,330	7%	\$ 20,000
Milton	6,845	1%	\$ 3,000
Puyallup	43,040	5%	\$ 12,000
Puyallup Tribe	6,000	1%	\$ 3,000
Steilacoom	6,555	1%	\$ 3,000
Sumner	10,500	1%	\$ 5,000
Tacoma	214,700	25%	\$ 62,000
University Place	33,730	4%	\$ 12,000
Unincorporated Pierce Co	436,840	50%	\$ 125,000
<b>TOTAL</b>	<b>870,300</b>		<b>\$ 268,000</b>

**YEAR 3 (2023) - 1.5 FTE**  
**14 Governments Providing Full Year of Operations Funding**

**Annual Expense Budget**

Full-time manager with salary/taxes/benefits/inflation for 3rd year	\$	164,969
Administrative & policy support with salary/taxes/benefits/inflation for 3rd year	\$	70,003
Direct Expenses - travel, phone, postage	\$	12,855
Insurance	\$	15,000
Space	\$	12,000
SubTotal	\$	274,826
10% Overhead/Administration Fee	\$	27,483
<b>TOTAL</b>	<b>\$</b>	<b>302,309</b>

**Revenue Budget**

Outside sources (Philanthropy, aligned organizations)	\$	15,000
Office Space (in-kind donation)	\$	12,000
Shared among participating governments (see below)	\$	275,309
<b>TOTAL</b>	<b>\$</b>	<b>302,309</b>

**Shares for participating governments:**

	Population (OFM 2021 est)	% of Population	Grouped by population size
Auburn	10,050	1%	\$ 5,175
Edgewood	13,000	1%	\$ 5,175
Fife	10,360	1%	\$ 5,175
Fircrest	6,860	1%	\$ 3,105
Gig Harbor	11,490	1%	\$ 5,175
Lakewood	60,330	7%	\$ 20,700
Milton	6,845	1%	\$ 3,105
Puyallup	43,040	5%	\$ 12,420
Puyallup Tribe	6,000	1%	\$ 3,105
Steilacoom	6,555	1%	\$ 3,105
Sumner	10,500	1%	\$ 5,175
Tacoma	214,700	25%	\$ 65,000
University Place	33,730	4%	\$ 12,420
Unincorporated Pierce Co	436,840	50%	\$ 130,000
<b>TOTAL</b>	<b>870,300</b>		<b>\$ 278,835</b>



# 2025 WORK PLAN

## *SOUTH SOUND HOUSING AFFORDABILITY PARTNERS*







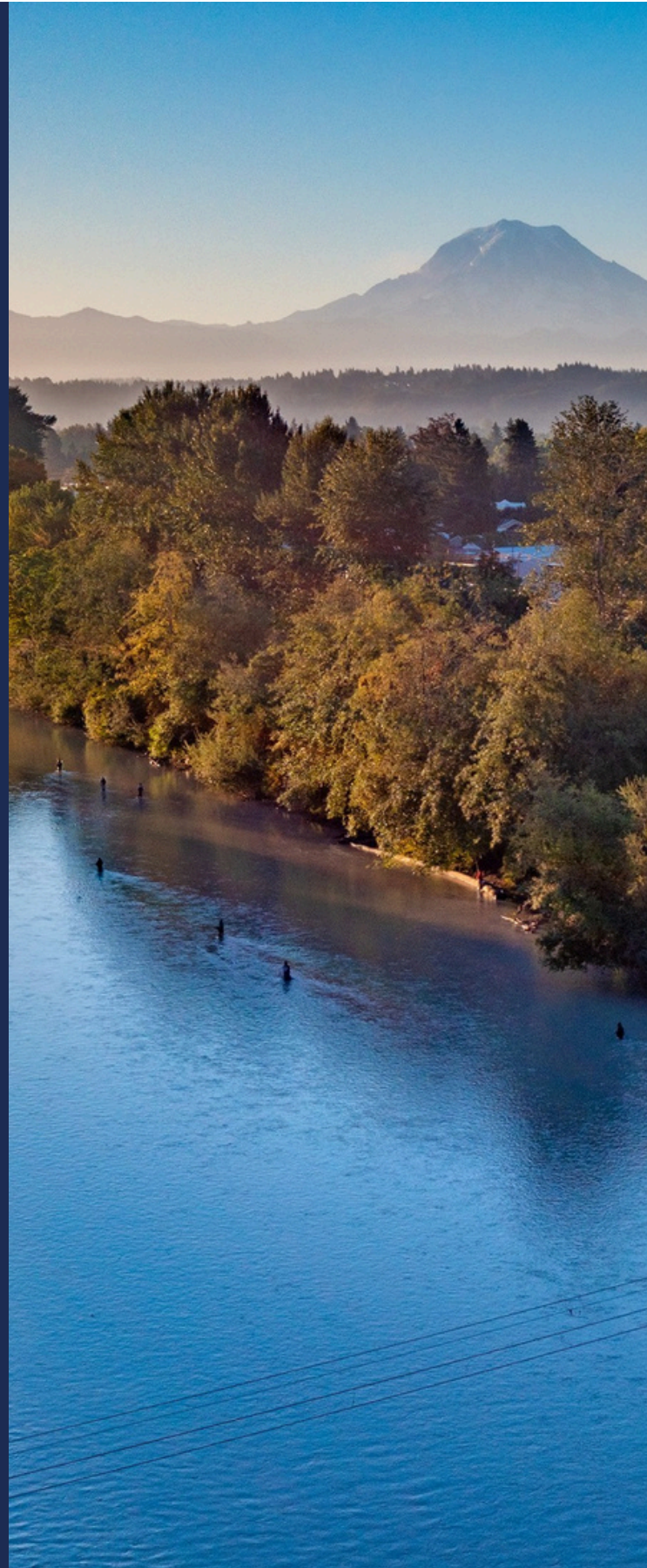
## ABOUT

The SSHA<sup>3</sup>P Work Plan is adopted on an annual basis by the Executive Board with input from the Advisory Board, member governments and community stakeholders, to inform a plan to serve our members and their affordable, attainable, and accessible housing goals.



## MEMBERS

- City of Auburn*
- City of DuPont*
- City of Edgewood*
- City of Fife*
- City of Fircrest*
- City of Gig Harbor*
- City of Lakewood*
- City of Milton*
- Pierce County*
- Puyallup Tribe of Indians*
- City of Puyallup*
- City of Sumner*
- Town of Steilacoom*
- City of Tacoma*
- City of University Place*



## 2025 WORK PLAN

### *SOUTH SOUND HOUSING AFFORDABILITY PARTNERS*



#### 5 AREAS OF FOCUS

##### AFFORDABLE HOUSING DEVELOPMENT AND PRESERVATION

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

##### PROGRAM, POLICY, AND GRANT SUPPORT

Support member governments in their development of local 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

##### INFORMATION AND ENGAGEMENT

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

##### ADVOCACY

Utilize a variety of communications to advocate at the state and federal level in support of affordable housing development in SSHA<sup>3</sup>P communities

##### ADMINISTRATION

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



# FOCUS AREA 1

## AFFORDABLE HOUSING DEVELOPMENT AND PRESERVATION



### WORK ITEMS



### INDICATORS

#### DEVELOPMENT

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

- Total moneys pooled
- Total moneys awarded
- Number of affordable unites funded

Philanthropy Affordable Housing Roundtables

- Number of philanthropy affordable housing roundtables hosted

#### PRESERVATION

Affordable Housing Preservation

- Identification of housing developments with affordability periods expiring before December 1, 2035
- Review of status of affordable housing developments with original affordability periods that have expired since 2020
- Review of strategies to identify and preserve naturally occurring affordable housing (NOAH), including manufactured home communities
- Review of strategies and programs to support low-income renters and homeowners in maintaining their current housing
- Affordable Housing Preservation report to Executive Board by December 5, 2025

# FOCUS AREA 2

## PROGRAM, POLICY, AND GRANT SUPPORT



### WORK ITEMS



### INDICATORS

#### PROGRAM AND POLICY SUPPORT

##### Member Government Assistance

###### Activities Include:

- Researching or analyzing policy
- Drafting policy or ordinance
- Presenting to staff, Planning Commission, and/or Council
- Supporting public outreach efforts on topics related to housing affordability, attainability, and accessibility, including:
  - Comprehensive Plan implementation
  - Implementation of state housing laws
  - Planning and affordable housing policy

##### Accessory Dwelling Units (ADUs)

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

*Collaboration with 9 member governments to create a model ordinance and guidance regarding co-living housing*

- Number of requests for technical assistance fulfilled
- Number of member governments assisted

- Explore opportunity with the City of Tacoma and interested member governments on consideration of ADU pre-approved designs
- Develop public communication tools for member governments to use for public education on ADU development

- Completion of grant deliverables by June 15
- Assist with implementation of HB 1998 code requirements

# FOCUS AREA 2

## PROGRAM, POLICY, AND GRANT SUPPORT



### WORK ITEMS



### INDICATORS

#### PROGRAM AND POLICY SUPPORT (CONT.)

##### Housing Toolkit

Facilitate the convening of land use planners to increase collaboration on housing policy and planning

**Affordable Housing Monitoring Program**  
*Service for member governments to monitor housing unit affordability requirements*

- Number of policies and programs adopted for member government consideration
- Semi-annual tracking report of member government consideration of policy and program recommendations adopted by the Executive Board
- Number of Pierce County Planners Collaborative meetings
- Monitoring Program policies and programs developed
- Monitoring Program services offered to member governments

#### GRANT SUPPORT

##### Grant Identification and Writing Support

- Number of grant applications submitted with SSHA<sup>3</sup>P staff assistance



# FOCUS AREA 3

## INFORMATION AND ENGAGEMENT



### WORK ITEMS



### INDICATORS

#### INFORMATION

Affordable Housing Completed Project Mapping

- Map update completed by August 1, 2025

Developer Portal

- Each member government's page on the Developer Portal updated by July 1, 2025

#### ENGAGEMENT

Developer Series

*Partner with member governments to present information to developers on updated Comprehensive Plans and opportunities for affordable housing development*

- Number of member governments presenting
- Number of attendees

Affordable Housing Developer Forum

*Networking opportunity for member government staff and affordable housing developers following Developer Series*

- Number of attendees
- Number of member governments and developers in attendance

Property Tax Exemption Seminars

- Number of property tax seminars
- Number of attendees

Home Repair Services Marketing

- Distribution of public and non-profit home repair program marketing materials to member governments
- Creation of social media content for member government use to market home repair services

Support member government assistance requests for communication related activities regarding affordable housing

- Number of requests for communication assistance fulfilled
- Number of member governments assisted





### WORK ITEMS



### INDICATORS

#### STATE

##### State Legislative Agenda Activities Include:

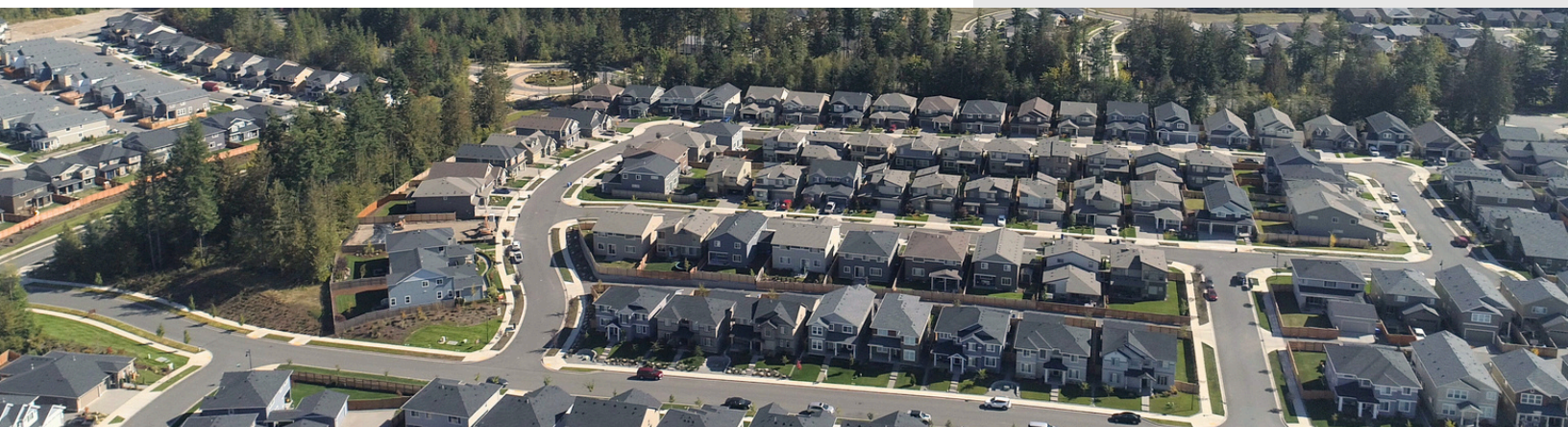
- Providing weekly update hot sheets on legislative activity affecting land use and housing
- Responding to member requests for information and data in support of pertinent legislative priorities
- Attending committee hearings to provide oral and written testimony
- Providing briefings to member government Councils and staff on activity pertinent policy

- Amount of capital funding directly allocated by the State Legislature to support affordable housing development in SSHA<sup>3P</sup> communities.
- Number of SSHA<sup>3P</sup> 'priority support' bills that are signed into law
- Number of SSHA<sup>3P</sup> 'priority oppose' bills that are not signed into law

#### FEDERAL

##### Federal Priorities Agenda

- Amount of capital funding allocated via Congressionally Directed Spending to support affordable housing development in SSHA<sup>3P</sup> communities.





### WORK ITEMS



### INDICATORS

#### ADMINISTRATION

Facilitate recruitment and selection of new members and/or reappointment of members with expiring terms

Support the Advisory Board in completing tasks from their current Work Plan and in creating a 2026 Work Plan

Coordinate the development of the 2026 Work Plan and Budget

Provide quarterly Work Plan and Budget performance reporting

Seek operating funding for SSHA<sup>3</sup>P from philanthropic and aligned organizations

Ensure the continuation of informal presentations for the Executive Board on topics of interest

- Number of months during the year that Advisory Board membership meets SSHA<sup>3</sup>P's Interlocal Agreement requirements
- Executive Board adopts a 2026 Advisory Board Work Plan
- 2026 Work Plan and Budget approved on or before July 1, 2025
- Executive Board reported on the following timeline:
  - FY25, Q1 – May 2025
  - FY25, Q2 – August 2025
  - FY25, Q3 – November 2025
  - FY25, Q4 – February 2026
- Total amount of moneys contributed by philanthropic and aligned organizations
- Number of informational presentations at Executive Board meetings





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Shaping the future of housing opportunities in our Pierce County

## **WHO WE ARE**

*The South Sound Housing Affordability Partners is an intergovernmental collaboration of 15 Pierce County governments working to create and preserve affordable, attainable, and accessible housing throughout our community.*

[www.SouthSoundAffordableHousing.org](http://www.SouthSoundAffordableHousing.org)

**CONTACT SSHA<sup>3</sup>P**

**JASON.GAUTHIER@PIERCECOUNTYWA.GOV | 253-281-9491**



<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

SSHA3P 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
SSHA3P 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, Advertising, 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>TOTAL Grant Expenditures</b>	<b>\$ 50,000.00</b>

## ***SOUTH SOUND HOUSING AFFORDABILITY PARTNERS***

## **2025 STATE LEGISLATIVE AGENDA PRIORITIES**

### **ABOUT US**

*Established in 2021, the South Sound Housing Affordability Partners (SSHA<sup>3</sup>P) is an intergovernmental collaboration among 15 members governments in Pierce County, working together to create and preserve affordable, attainable, and accessible housing throughout our communities.*

### **MEMBERS**

*City of Auburn  
City of DuPont  
City of Edgewood  
City of Fife  
City of Fircrest  
City of Gig Harbor  
City of Lakewood  
City of Milton  
Pierce County  
Puyallup Tribe of Indians  
City of Puyallup  
City of Sumner  
Town of Steilacoom  
City of Tacoma  
City of University Place*



### **AFFORDABLE HOUSING SUBSIDY**

Fund Capital Budget Requests for Pierce County Affordable Housing Projects.

Fund the Acquisition of Residential Properties for Affordable Housing.

Expand Eligibility for the Connecting Housing to Infrastructure Program.



### **FACILITATING HOUSING SUPPLY**

Support Construction Trade industry Workforce Development Efforts.



### **CREATING HOUSING STABILITY**

Remove the Income Qualification for the Disabled Veteran Property Tax Exemption.



## **AFFORDABLE HOUSING SUBSIDY**

### **Fund Capital Budget Requests for Pierce County Affordable Housing Projects.**

SSHA<sup>3</sup>P seeks to ensure affordable housing projects throughout our communities are adequately funded and will actively support capital funding requests via the Housing Trust Fund, Local and Community Projects, and Connecting Housing to Infrastructure programs, to support affordable housing project acquisition and development.

### **Fund the Acquisition of Residential Properties for Affordable Housing.**

SSHA<sup>3</sup>P supports funding and financing tools to enable local governments and affordable housing partners to respond to real estate market opportunities to acquire properties to preserve and create affordable housing. These opportunities include the support of resident efforts to acquire manufactured home communities, the acquisition of multi-family units, and the acquisition of real estate for future affordable housing development.

### **Expand Eligibility for the Connecting Housing to Infrastructure Program (CHIP).**

CHIP grants support the development of affordable housing by funding water, sewer and stormwater utility improvements and/or waiving system development charges for new affordable housing units. SSHA<sup>3</sup>P asks the legislature to make two program changes.

1. Allowing affordable housing developers to directly apply for this grant funding in partnership with eligible cities, counties, or utility districts.
2. Allow the funds to be used to support water, sewer, and stormwater utility connections and improvements for resident owned manufactured home communities.



## **FACILITATING HOUSING SUPPLY**

### **Support Construction Trade Industry Workforce Development Efforts.**

The State of Washington needs thousands more construction industry professionals to build the hundreds of thousands of housing units we need. SSHA<sup>3</sup>P supports workforce development efforts that increase the number of people in the construction industry workforce and ensure access to training on new construction technologies.



## **CREATING HOUSING STABILITY**

### **Remove the Income Qualification for the Disabled Veteran Property Tax Exemption.**

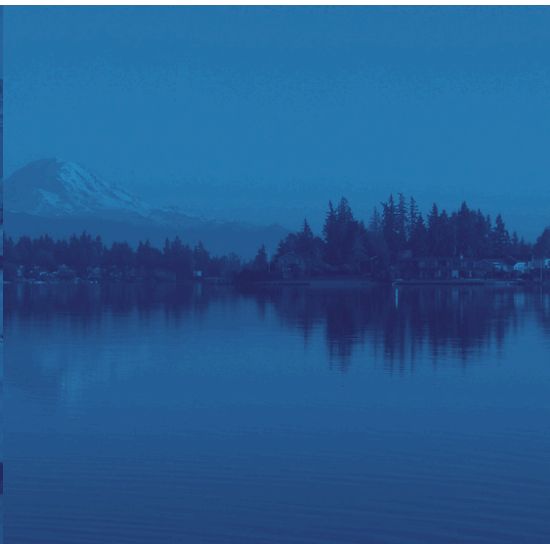
SSHA<sup>3</sup>P asks the Legislature to expand the eligibility for the disabled veteran property tax exemption by removing the income requirement. This action would align Washington's exemption policy with the 41 other states that have made the determination that service and sacrifice of our disabled military veterans should be recognized with some level of property tax exemption void of any personal income qualifier.





# SUPPORT | MONITOR | OPPOSE

- **Support** funding the Affordable Workforce Housing Accelerator Program.
- **Support** funding to support municipal planning and permitting.
- **Support** investments in rental assistance and eviction prevention.
- **Support** updates to the Washington Uniform Common Interest Ownership Act.
- **Support** Fair Housing training for ownership associations.
  
- **Monitor** legislation regarding the Residential Landlord Tenant Act.
- **Monitor** the creation of state and/or local revenue sources for affordable housing.
- **Monitor** legislation to exempt affordable housing development from sales and use tax.
- **Monitor** legislation to exempt low-income, community land trust buyers from the real estate excise tax.
  
- **Oppose** preemption of local land use authority.
- **Oppose** legislation that would increase the cost to produce affordable housing.





## 2025 Executive Board Meeting Calendar

**January 10, 2025**

*Special Meeting (January 3, 2025, Regular Meeting cancelled)*

**February 7, 2025**

**March 7, 2025**

**April 4, 2025**

**May 2, 2025**

**June 6, 2025**

**July 11, 2025**

*Special Meeting (July 4, 2025, Regular Meeting cancelled)*

**August 1, 2025**

**September 12, 2025**

*Special Meeting (September 5, 2025, Regular Meeting cancelled)*

**October 3, 2025**

*In-person meeting at DuPont City Hall (1700 Civic Dr., DuPont, WA 98327)*

**November 7, 2025**

**December 5, 2025**

## SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

## MEMBER SERVICES

### ABOUT US

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City of Milton  
Pierce County  
Puyallup Tribe of Indians  
City of Puyallup  
City of Sumner  
Town of Steilacoom  
City of Tacoma  
City of University Place



### PLANNING AND POLICY SUPPORT

Members governments may request SSHA<sup>3</sup>P staff assistance and support in the following areas:

- Grant writing
- Code review and drafting
- Policy analysis
- Community engagement
- Comprehensive Plan Periodic Update - Housing Element
- Program support (e.g., MFTE compliance and monitoring)



### LEGISLATIVE ADVOCACY

To advance the priorities of the annual Federal and State Legislative Agendas, SSHA<sup>3</sup>P staff work in collaboration with member governments and stakeholders during the interim and legislative session. In addition to SSHA<sup>3</sup>P's advocacy efforts, the organization's legislative services include:

- Committee monitoring
- Legislation tracking and analysis
- Budget tracking and analysis
- Weekly state legislative session hot-sheets

SSHA<sup>3</sup>P staff are available to conduct the following tasks in support of aligned interest, at the request of member governments:

- Assisting with producing talking points and/or committee testimony
- Providing legislative briefings
- Scheduling meetings with legislators
- Producing legislative analysis specific to the requesting government



### FACILITATING AFFORDABLE HOUSING DEVELOPMENT

Members governments may request SSHA<sup>3</sup>P staff assistance and support in the following areas:

- Beginning in 2024, investments via the SSHA<sup>3</sup>P Housing Capital Fund
- Feasibility analysis to determine mitigation issues, infrastructure needs, and zoned capacity
- Identification of publicly owned land suitable for affordable housing development
- Coordination between member governments and affordable or mixed income housing developers to explore development opportunities