



**South Sound Housing Affordability Partners  
Advisory Board**

**Regular Meeting Agenda**

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: +1253 215 8782 Meeting ID: 939 0747 6275

Webinar Link: <https://piercecountywa.zoom.us/j/93907476275>

April 21, 2026, 5:30 P.M.

---

Adria Buchanan, Ahndrea Blue, Doris Smith, Elaine Tuisila, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley, Jonah Kinchy, Lacey Barker, Laura Mullen, Lori Wada, Marcella Taylor, Rosey Zhou, Sara Delano, Sean McKenna, Tim Fairley, Zac Baker

---

**I. CALL TO ORDER**

**ROLL CALL**

**LAND ACKNOWLEDGEMENT**

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

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

This board commits to these objectives.

**HOUSEKEEPING**

---

**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

---

**III. CONSENT AGENDA**

**A. March 17, 2026, SSHA<sup>3</sup>P Advisory Board Minutes**

**Purpose:** Approval of minutes from the March 17, 2026, SSHA<sup>3</sup>P Advisory Board meeting.

**ATTACHMENTS:** [Minutes of March 17, 2026, Advisory Board meeting](#)

---

**IV. SSHA<sup>3</sup>P STAFF UPDATE**

---

**V. PRESENTATIONS AND DISCUSSION**

**A. 2027 Budget Presentation**

**Purpose** Jason Gauthier, SSHA<sup>3</sup>P Manager, will provide a presentation on the 2027 SSHA<sup>3</sup>P annual operating budget, and will request input and direction from the Advisory Board on priorities to consider.

**Action:** Presentation

**ATTACHMENTS:** [Agenda Memorandum: 2027 Budget Presentation](#)

[Presentation: 2027 Budget Presentation](#)

---

**B. Universal Design Tool Introduction**

**Purpose:** Alyssa Torrez, SSHA<sup>3</sup>P Program Specialist II, and members of the Universal Design Taskforce will present an introductory overview of the Universal Design tool to receive initial input from Advisory Board members.

**Action:** Discussion

ATTACHMENTS: [Agenda Memorandum: Universal Design Tool Introduction](#)

[Presentation: Universal Design Tool Introduction](#)

[DRAFT SSHA<sup>3</sup>P Universal Design Tool](#)

---

**VI. PUBLIC COMMENT**

This is the time set aside for the public to provide comment to the Advisory Board on the business of the Board. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone; if speaking in person, please sign in on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak.

The Advisory Board meeting can be heard by dialing 253-215-8782 and entering the Meeting ID 939 0747 6275 or through Zoom at <https://piercecounitywa.zoom.us/j/93907476275>. Written comments may be submitted to [alyssa.torrez@piercecounitywa.gov](mailto:alyssa.torrez@piercecounitywa.gov) Tuesday before 4:00 p.m. for the Public Comment period. Comments will be compiled and sent to the Advisory Board and posted on the SSHA<sup>3</sup>P website at: <https://southsoundaffordablehousing.org>.

---

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

**VIII. ADJOURN**

---

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

### **Advisory Board**

#### **Meeting Norms**

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

## ROBERTS RULES CHEAT SHEET

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

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

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

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

---

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

March 17, 2026

---

**Members Present:** Doris Smith Vice Chair), Jay Worley (Vice Chair), Jonah Kinchy, Lori Wada, Marcella Taylor, Rosey Zhou, Sara Delano, Sean McKenna, Tim Fairley (Chair), Zac Baker

**Members Excused:** Isabella Rivera Kjaer

**Members Absent:** Adria Buchannon, Elaine Tuisila, Faaluaina Pritchard

**Staff:** Alyssa Torrez, Jason Gauthier

## Call to Order

Chair Fairley called the meeting to order at 5:32 PM.

## Roll Call

Alyssa Torrez called roll; a quorum was present.

## Land Acknowledgement

Chair Fairley read the land acknowledgement.

## Housekeeping

## Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

## Consent Agenda

Motion was made by Seam McKenna to adopt consent agenda. Seconded by Lori Wada. Motion passed.

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

Alyssa Torrez shared an update on potential new Advisory Board members joining in coming months, pending Executive Board appointments on April 3<sup>rd</sup>.

Jason Gauthier provided an update on the in-person April 3<sup>rd</sup> Executive Board meeting, including presentation topics and an invitation to join the Board for a tour of the Mercy Housing project at Aviva Crossing, following the meeting.

## Presentations and Discussion

### 2026 Legislative Session Recap

Jason Gauthier provided an overview of the 2026 state legislative session and policy and budget items alignment with the SSHA<sup>3</sup>P legislative agenda. The presentation went over outcomes from the session based on our 2026 Legislative Agenda priorities

He also reviewed the timeline for creating and providing feedback for the upcoming 2027 Legislative agenda.

### Review Adopted Advisory Board work plan

Alyssa Torrez presented an overview of the adopted SSHA3P Advisory Board Work Plan and began discussion on tools needed to work on work plan items.

Board members shared ideas on potential speakers and other information and resources to utilize to meet the 2026 SSHA3P Advisory Board Work Plan goals.

### **Public Comment**

There were no public comments.

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

None

### **Adjourn**

Johan Kinchy moved to adjourn the meeting. Doris Smith seconded the motion. The motion passed. The meeting adjourned at 7:08 PM.



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

## AGENDA BILL

---

April 21, 2026

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2027 Budget Presentation

PRESENTED BY: Jason Gauthier, SSHA<sup>3</sup>P Manager

### SUMMARY/BACKGROUND:

The SSHA<sup>3</sup>P Intergovernmental Agreement requires the Executive Board to recommend an annual operating budget to member governments on or before July 1<sup>st</sup> of each year.

SSHA<sup>3</sup>P staff anticipate that the Executive Board will adopt a recommended operating budget at it's June 5, 2026 regular meeting.

The purpose of this presentation is to:

1. Provide background on SSHA<sup>3</sup>P's annual budget
2. Receive input and direction from the Advisory Board on priorities to consider in the devleopment of the 2027 annual budget.

### ATTACHMENTS:

- 2027 Budget Presentation

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A



# 2027 OPERATING BUDGET

---

SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING

APRIL 21, 2026

# BUDGET BACKGROUND

The SSHA<sup>3</sup>P Intergovernmental Agreement (the IGA) provides the Executive Board with the power to develop and recommend an annual budget.

- Section 13 of the ILA outlines the following pertinent items:
  1. *“...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.”*
  2. *“No recommended budget will become effective until approved by the legislative body of each Party and adopted by the Executive Board.”*
  3. *“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.”*

In October 2021, the SSHA<sup>3</sup>P adopted Resolution No. 2021-02 to designate Pierce County as SSHA<sup>3</sup>P’s administrating agency. SSHA<sup>3</sup>P is positioned as a division of the Pierce County Human Services Department, meaning it’s subject to the biennial budget policies and obligations of Pierce County.

# BUDGET CONSIDERATIONS

- Planning for budget consistency without over reliance on Fund Balance
- Member Government Feedback
- Feasibility Support
- Advisory Board Input
- Administrating Agency Requirements

# CURRENT FY26Y BUDGET

- Utilizes \$159,000 of Operating Fund Balance in FY26
  - \$100,000 to support Fife Levee Road Property feasibility analysis MOA. Expended funds are to be repaid by end of 2027
  - \$59,000 to offset member fees increases
- FY26 member contribution was a 0% increase over FY25
- Fund Balance Incoming is revenue from FY2021 fees that were not billed in 2021.
- Anticipated end of year fund balance: \$130,466.20

South Sound Housing Affordability Partners		
SSHA3P Fund	FY 2026	
<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	\$	159,000.00
<b>TOTAL Revenue</b>	<b>\$</b>	<b>466,440.83</b>
<b>EXPENDITURES</b>		
Salaries and Benefits - Manager	\$	198,220.00
Salaries and Benefits - Program Specialist II	\$	144,098.00
Travel and Training	\$	3,500.00
Phone	\$	1,300.00
Communication (Printing, Translation, Advertising, etc.)	\$	3,800.00
Contracted Service - Fife MOA	\$	100,000.00
Supplies, Space Rental and Miscellaneous	\$	500.00
Advisory Board Stipends	\$	4,950.00
Cost Pool Allocation	\$	10,000.00
<b>TOTAL Expenditures</b>	<b>\$</b>	<b>466,368.00</b>

Fund Balance		
Start of Fiscal Year in Fund Balance	\$	235,105.04
Fund Balance Incoming	\$	54,361.16
Fund Balance Outgoing	\$	159,000.00
<b>Year End Fund Balance</b>	<b>\$</b>	<b>130,466.20</b>

# FUND BALANCE

- Anticipated Fund Balance on January 1, 2027: \$130,466
- Anticipated Fund Balance on January 1, 2028: \$172,000
- Why is our Fund Balance so large?
  - Staff hiring lags
  - Middle Housing grant funding (2022-2023)
  - Cost pool allocation underspend

# Draft FY27 Operating Budget

- Member government fee increase of 12%
  - First increase since FY 2024
- Fund Balance usage of \$58,000
  - \$33,000 for general operating expenses
  - \$25,000 for Special Projects budget item
- Reduction of travel and training spending

SSHA3P Fund		FY 2027 (12% increase)
<b>OPERATING REVENUES</b>		
City of Auburn	\$	6,274.17
City of DuPont	\$	6,274.17
City of Edgewood	\$	6,274.17
City of Fife	\$	6,274.17
City of Fircrest	\$	3,764.50
City of Gig Harbor	\$	6,274.17
City of Lakewood	\$	25,096.68
City of Milton	\$	3,764.50
Pierce County	\$	157,612.00
Puyallup Tribe of Indians	\$	3,764.50
City of Puyallup	\$	15,058.01
Town of Steilacoom	\$	3,764.50
City of Sumner	\$	6,274.17
City of Tacoma	\$	78,806.00
City of University Place	\$	15,058.01
SSHA3P Operating Fund Balance	\$	58,000.00
<b>TOTAL Revenue</b>	<b>\$</b>	<b>402,333.73</b>
<b>EXPENDITURES</b>		
Salaries and Benefits - Manager	\$	205,175.70
Salaries and Benefits - Program Specialist II	\$	149,141.43
Travel and Training	\$	2,500.00
Phone	\$	1,320.00
Communication (Printing, Translation, Advertising, etc.)	\$	2,000.00
Supplies, Space Rental and Miscellaneous	\$	500.00
Advisory Board Stipends	\$	4,950.00
Cost Pool Allocation	\$	10,640.00
Special Projects	\$	25,000.00
<b>TOTAL Expenditures</b>	<b>\$</b>	<b>401,227.13</b>

# SPECIAL PROJECTS

- Funded by SSHA<sup>3</sup>P Fund Balance
- Enables SSHA<sup>3</sup>P budget to be in alignment with Pierce County budget
- Creates flexible expenditure authority to allow for creation of Feasibility Support Program for member governments
  - Funding for property evaluations (Phase 1 Environmental, Geotechnical, Critical Areas, etc.)
  - Funding for initial massing and architectural reports
  - This work would provide necessary background to evaluate feasibility of utilizing publicly owned property, or property being considered for acquisition, for future use as affordable housing.

# FY28 – FY31 Projection

<b>South Sound Housing Affordability Partners</b>						
FY27 - FY31 Budget Projection						
		PROJECTED	PROJECTED	PROJECTED	PROJECTED	
SSHA3P Fund	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	
	(12% increase)	(10% increase)	(6% increase)	(4% increase)	(3% increase)	
<b>OPERATING REVENUES</b>						
City of Auburn	\$ 6,274.17	\$ 6,901.59	\$ 7,315.69	\$ 7,608.31	\$ 7,836.56	
City of DuPont	\$ 6,274.17	\$ 6,901.59	\$ 7,315.69	\$ 7,608.31	\$ 7,836.56	
City of Edgewood	\$ 6,274.17	\$ 6,901.59	\$ 7,315.69	\$ 7,608.31	\$ 7,836.56	
City of Fife	\$ 6,274.17	\$ 6,901.59	\$ 7,315.69	\$ 7,608.31	\$ 7,836.56	
City of Fircrest	\$ 3,764.50	\$ 4,140.95	\$ 4,389.41	\$ 4,564.98	\$ 4,701.93	
City of Gig Harbor	\$ 6,274.17	\$ 6,901.59	\$ 7,315.69	\$ 7,608.31	\$ 7,836.56	
City of Lakewood	\$ 25,096.68	\$ 27,606.35	\$ 29,262.73	\$ 30,433.24	\$ 31,346.24	
City of Milton	\$ 3,764.50	\$ 4,140.95	\$ 4,389.41	\$ 4,564.98	\$ 4,701.93	
Pierce County	\$ 157,612.00	\$ 173,373.20	\$ 183,775.59	\$ 191,126.62	\$ 196,860.41	
Puyallup Tribe of Indians	\$ 3,764.50	\$ 4,140.95	\$ 4,389.41	\$ 4,564.98	\$ 4,701.93	
City of Puyallup	\$ 15,058.01	\$ 16,563.81	\$ 17,557.64	\$ 18,259.94	\$ 18,807.74	
Town of Steilacoom	\$ 3,764.50	\$ 4,140.95	\$ 4,389.41	\$ 4,564.98	\$ 4,701.93	
City of Sumner	\$ 6,274.17	\$ 6,901.59	\$ 7,315.69	\$ 7,608.31	\$ 7,836.56	
City of Tacoma	\$ 78,806.00	\$ 86,686.60	\$ 91,887.80	\$ 95,563.31	\$ 98,430.21	
City of University Place	\$ 15,058.01	\$ 16,563.81	\$ 17,557.64	\$ 18,259.94	\$ 18,807.74	
SSHA3P Operating Fund Balance	\$ 58,000.00	\$ 36,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
<b>TOTAL Revenue</b>	<b>\$ 402,333.73</b>	<b>\$ 414,767.10</b>	<b>\$ 426,493.13</b>	<b>\$ 442,552.85</b>	<b>\$ 455,079.44</b>	
<b>EXPENDITURES</b>						
Salaries and Benefits - Manager	\$ 205,175.70	\$ 212,338.22	\$ 219,770.05	\$ 227,462.00	\$ 235,423.17	
Salaries and Benefits - Program Specialist II	\$ 149,141.43	\$ 154,361.38	\$ 159,764.03	\$ 165,355.77	\$ 171,039.72	
Travel and Training	\$ 2,500.00	\$ 3,500.00	\$ 2,500.00	\$ 3,750.00	\$ 2,750.00	
Phone	\$ 1,320.00	\$ 1,400.00	\$ 1,400.00	\$ 1,450.00	\$ 1,450.00	
Communication (Printing, Translation, Advertising, etc.)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Supplies, Space Rental and Miscellaneous	\$ 500.00	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00	
Advisory Board Stipends	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	
Cost Pool Allocation	\$ 10,640.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Special Projects	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
<b>TOTAL Expenditures</b>	<b>\$ 401,227.13</b>	<b>\$ 414,049.60</b>	<b>\$ 425,884.08</b>	<b>\$ 440,517.77</b>	<b>453,162.89</b>	



# 2027 OPERATING BUDGET

---

SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING

APRIL 21, 2026



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

## AGENDA BILL

---

April 21, 2026

AGENDA CATEGORY Staff Presentation

SUBJECT: **Universal Design Tool Introduction**

PRESENTED BY: Alyssa Torrez, SSHA<sup>3</sup>P Program Specialist II

### SUMMARY/BACKGROUND:

The Advisory Board's 2024 and 2025 work plan include researching and potentially making a recommendation to the SSHA<sup>3</sup>P Executive Board regarding policies to incentivize construction of housing with Universal Design principles.

In 2024, the Advisory Board directed staff to conduct outreach to understand the need for accessible housing features in Pierce County and inform the Advisory Board's recommendations regarding universal design. Staff developed an outreach plan with Advisory Board input and conducted surveys, interviews, and small group discussions in late 2024.

In 2025, the Universal Design Taskforce was created to assist staff in designing a tool to use to incentivize the inclusion of Universal Design elements in housing units.

This presentation will introduce the work of the Universal Design taskforce and provide an overview of the draft Universal Design tool and incentives that were developed as a result of earlier research and outreach.

### ATTACHMENTS:

- Presentation: Universal Design Tool Introduction
- DRAFT SSHA<sup>3</sup>P Universal Design Tool

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A



# UNIVERSAL DESIGN TOOL INTRODUCTION

SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING  
APRIL 21, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST

# Agenda

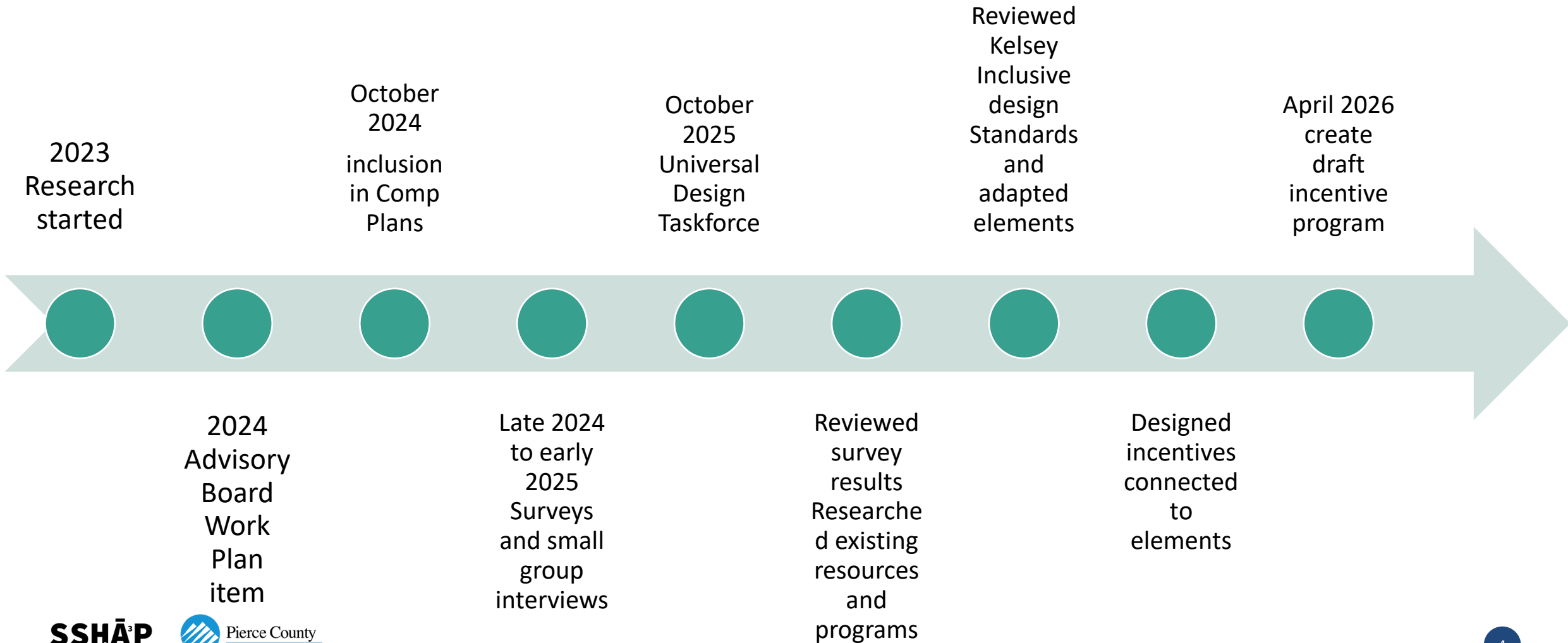
- What Is Universal Design?
- Background in Advisory Board Work
- Research
- The Kelsey Design Standards Overview
- Pierce County Universal Design Tool Overview and Walkthrough
- Next Steps
- Discussion

# What is Universal Design?

- “The design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.”
- Universal Design policies can apply to all kinds of residential homes



# BACKGROUND



# RESEARCH

- What did we find
- Policies in various jurisdictions
  - Various work being done at city, county and state levels
  - Awareness/certificate programs, builder/consumer incentive programs
  - Local work being done in Redmond
- Researched tools being used
  - Kelsey tool introduction

# KELSEY TOOL

- **Also known as the Inclusive Design Standards- provide comprehensive guidelines for creating accessible and inclusive housing for individuals with disabilities.**
  - Set of multifamily housing design and operations strategies
  - 300 elements- reflect development strategies, building features & operational policies that support accessibility and inclusion
  - Support wide range of needs, making environments usable for everyone
  - Included in projects in San Francisco, Birmingham Alabama, Omaha Nebraska and more
- **Categories**
  - Design Process
  - Site
  - Building Components
  - Interior Spaces
  - Dwelling Units
  - Operations and Amenities
- Points system
- Self certification



The Kelsey in partnership with *Mikiten Architecture* and the *Inclusive Design Council*

# PIERCE COUNTY UNIVERSAL DESIGN TOOL

## Overview How it works

- Categories and elements
  - Kept the same categories
  - Reviewed elements and scaled down the number
    - Based on community need, scope of our work and usability
    - From over 300 elements to just under 200
- Calculations and tiers
  - Each element is allocated points based on ease of inclusion and importance
  - Points totaled and put into three tiers

Tiers determine the level of incentives available for the development

  - Total points possible 350
- Incentives
  - Focused on timeline review, density, parking, permitting fees, zoning modifications

L1= 1 Point Total Potential Points	<b>78</b>
L2= 2 Points Total Potential Points	<b>82</b>
L3= 3 points Total Potential Points	<b>36</b>

>60 Points	None
60-89 Points	Gold
90-124 Points	Silver
125+ Points	Platinum

# DESIGN

Number of elements: 6

Total points available: 9

Required element: At least one member of design team trained in disability accessibility

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Focus Group	similar populations in focus groups/sharing feedback before design begins. - People with disabilities are part of the project visioning and development - Document the comments and requests and incorporate into the project's list of Universal Design goals - Possible methods: Confidential survey, design workshop, focus group, open meeting	L1	1	
Universal Design Expertise	<b>*REQUIRED*</b> At least one member of the design team has been trained in disability accessibility and/or Universal Design.	L1	1	
Universal Design Workshop	Universal Design expert conducts at least one UD Workshop at the beginning of Schematic Design. - Orients the design team to UD possibilities for the project and at least one team review workshop before 50% Schematic Design Phase drawings are complete	L1	1	
People with Disabilities Represented on the Project Team	People with disabilities are part of advisory groups / focus groups shaping the project with documented ability to shape and define the project. - Advisory or focus groups are people with lived experience assembled by the project team	L1	1	
People with Disabilities Represented on the Project Team	People with disabilities are paid consultants on the project team.	L2	2	
Local Accessibility Advocacy	accessibility. - Advocacy for increased accessible amenities in the surrounding area - Inclusive housing advocacy - Other disability-forward development advocacy	L3	3	
	<b>TOTAL</b>		<b>9</b>	<b>0</b>

# SITE

Number of elements: 45

Total points possible: 75

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Protected Porch	<p>include covered pedestrian arrival spaces.</p> <ul style="list-style-type: none"> <li>- Covered entry doors protect users, staff, and visitors from inclement weather</li> <li>- Benefits people with mobility aids who may take longer to enter a building</li> <li>- Prominent covered entrances are architectural cues for where people should enter a building, reducing stress on visitors and users</li> <li>- Provide cover at main building entries as well as dwelling unit entries that open directly to the outside</li> <li>- Shared porches at entrance lobbies act as a clear and understandable central pick-up/drop-off point</li> <li>- Provide a shelf, planter edge, or similar surface for residents to put down things they may be carrying while waiting for a ride or when talking to someone, to reduce fatigue</li> <li>- Assists in marking entries for familiarity and wayfinding clarity</li> <li>- Offers opportunities for project community interaction</li> <li>- Prevents water infiltration into the building</li> </ul>	L1	1	
Protected Porch	<p>Include covered vehicular arrival spaces.</p> <ul style="list-style-type: none"> <li>- Additional benefits for people with mobility aids who may take longer to enter and exit a car, van with a lift, or similar</li> <li>- Provide 118 inch clearance (ADA 98" + 20") to allow for paratransit van use</li> </ul>	L2	2	
Weather Infiltration Protection	<p>All primary entrances and exits have protection against the direction of prevailing wind.</p> <ul style="list-style-type: none"> <li>- Screen walls, vestibules, air curtains, etc.</li> <li>- Reduce infiltration of rain, blowing snow, etc., creating safer entry lobby floors.</li> <li>- Reduces energy loss, increases efficiency, and creates a more controllable and comfortable indoor environment</li> </ul>	L3	3	
Automatic Entry Doors	<ul style="list-style-type: none"> <li>- Vertical push bar activator or motion sensor</li> <li>- No in-ground operators at exterior doors (not reliable)</li> <li>- If only one leaf of a pair of doors is automated, select which door, and place the push bar activator, based on the anticipated direction of traffic flow</li> </ul>	L1	1	
Automatic Entry Doors	<p>Automatic doors at every exterior entrance used by residents or visitors.</p> <ul style="list-style-type: none"> <li>- Vertical push bar activator or motion sensor</li> <li>- No in-ground operators at exterior doors (not reliable)</li> </ul>	L2	2	
<b>TOTAL</b>			<b>75</b>	<b>0</b>

# BUILDING

Number of elements: 46

Total points possible: 80

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Wayfinding - Flooring	<ul style="list-style-type: none"> <li>- Texture changes should be cane-detectable by individual with vision-related access needs.</li> <li>- Select colors for visibility to people with different sorts of color blindness; minimum luminance contrast of 50 percent as well</li> <li>- Baseboard or floor material border color changes in corridors can help with navigating the building's orientation.</li> <li>- A varied and thoughtful flooring palette creates more clarity and a more interesting environment for everyone</li> </ul>	L2	2	
Wayfinding - Lighting	<ul style="list-style-type: none"> <li>- Use distinctive decorative lighting fixtures as landmarks.</li> <li>- Corridor ends and crossings to reduce disorientation</li> <li>- At unit entries to differentiate from other doors</li> <li>- A number of wall sconces indicating the floor you are on outside an elevator (for buildings with fewer floors)</li> <li>- Use downlighting, uplighting, and wall sconces strategically in different parts of a corridor</li> </ul>	L2	2	
Multilingual Communication	<ul style="list-style-type: none"> <li>- Multi Language Sign Communication.</li> <li>- Signage includes multiple languages based on highly used local languages</li> </ul>	L1	1	
Multilingual Communication	<ul style="list-style-type: none"> <li>- American Sign Language (ASL) Hand Signs.</li> <li>- Signage includes illustrations of key words and places in ASL</li> </ul>	L2	2	
Mailbox Shelter	<ul style="list-style-type: none"> <li>- Provide weather protection at outdoor mailbox areas.</li> <li>- Protects everyone getting their mail from a central location, especially if they are moving more slowly</li> <li>- Protects packages that might be left</li> <li>- Protects management notice areas that often occur at mailboxes</li> </ul>	L2	2	
Mailbox Counter	<ul style="list-style-type: none"> <li>- Provide a counter at mailboxes.</li> <li>- Easier use for people with less dexterity</li> <li>- More convenient for everyone</li> <li>- Provide clear knee space under counter</li> </ul>	L3	3	
<b>TOTAL</b>			<b>80</b>	<b>0</b>

# INTERIOR

Number of elements: 39

Total possible points: 76

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Mirrors	<p>Provide mirror options.</p> <ul style="list-style-type: none"> <li>- Bring mirrors behind sinks down as low as possible to allow seated or shorter people to see more of themselves than a code-implying mirror with the bottom at 40 inches AFF</li> <li>- Provide at least one full-length mirror per restroom</li> <li>- Allows everyone to check themselves fully - especially seated or shorter people who are served less well than standing people at sink mirrors</li> <li>- Allows people with low vision to approach the mirror closely (locate well outside of the door swing area)</li> </ul>	L1	1	
Paper Towel Dispenser	<p>Include touch-free dispenser (gravity or electric, no cranks, levers, etc.) with a fully- or semi-recessed waste bin next to the restroom main door.</p> <ul style="list-style-type: none"> <li>- Allows people to open the door with a paper towel and dispose of it in the same place</li> <li>- Without this, building maintenance will place a freestanding trash can at the door, blocking the required strike-side clearance</li> <li>- Even if air hand dryers are provided, people may still need paper towels</li> </ul>	L1	1	
Air Hand Dryers	<ul style="list-style-type: none"> <li>- Use dryers that do not require a shorter or seated person to reach into them</li> <li>- Specify quieter ones, since some people can be overwhelmed by the noise</li> <li>- Locate dryers close to sinks to avoid wet floors, and so that someone can reach them without repositioning their mobility aid with wet hands</li> <li>- Use dryers integrated into faucets if possible, which keeps floors dryer and safer (verify that manufacturer-supplied signage is clear and accessible, as operation is not always obvious)</li> <li>- Provide recessed paper towel dispenser/disposal near door for people to use for opening the door</li> </ul>	L2	2	
<b>TOTAL</b>			<b>76</b>	<b>0</b>

# DWELLING UNITS

Number of elements: 55

Total points: 99

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Toilet Location	Position toilets in a corner. - Allows side and rear fixed grab bars can be installed rather than flip-down grab bars when toilets are between a vanity and a tub or shower	L2	2	
Grab Bars	In addition to L1, install toilet side grab bars in all dwelling unit bathrooms and all grab bars in 25% of all units. - Toilet side grab bar is needed by more people than rear grab bars - Additional grab bars elsewhere increase convenience and safety for all	L2	2	
Bathroom Storage	Include a full-height linen cabinet or closet in the bathroom.	L2	2	
Bathroom Vanities	Vanities should be broadly usable. - Countertops are max. 34 inches high - Sinks should be undermount with the drain outlet as far to the rear as possible to provide additional knee clearance - P-trap should be plumbed to be as short as possible, or be bottle traps - Mirrors should be positioned with the bottom directly on the countertop backsplash - the resulting lower position vs. the ADA 40 inches provides a seated or shorter user much more visibility	L1	1	
Bathroom Lighting	Provide safe and useful bathroom lighting. - Bathroom ambient lighting should cover all areas equally to avoid problematic shadows for people with visual impairments - A light (can be integrated in an exhaust fan) should be provided above the shower or tub to provide direct illumination and a safer environment - Lighting should provide non-glare, non-shadow illumination on people's faces when at the vanity mirror. Multi-source lights or light bars can work well	L1	1	
<b>TOTAL</b>			<b>99</b>	<b>0</b>

# OPERATIONS AND MAINTENANCE

Number of elements: 5

Total points: 11

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Deep Affordability 2-bedroom	<p>Provide deed-restricted 2-bedroom apartments affordable to a single individual reliant on SSI.</p> <ul style="list-style-type: none"> <li>- Supports individuals who are extremely low income to have an additional bedroom for support staff, family, or other members of their household</li> <li>- Consider affordability income limits to support cases when residents have other earners (family or roommates) living in the unit who are not a caretaker; support providers/caretakers do not impact maximum earning</li> <li>- Define rents and income qualifications that people are able to qualify to pay with SSI-level income</li> </ul>	L3	3	
Acceptance of Vouchers	<p>Properties allow residents to utilize housing vouchers.</p> <ul style="list-style-type: none"> <li>- For example, Federal Vouchers (Housing Choice and Mainstream Vouchers) or City/State Provided Vouchers</li> </ul>	L2	2	
Deep Affirmative Marketing	<p>Reach out to people at all AMI levels of all races, and people with and without disabilities who may not already be aware of the affordable housing lottery process.</p> <ul style="list-style-type: none"> <li>- Use plain language and visualizations to encourage new populations to sign up for the affordable housing lottery</li> <li>- Marketing is not limited to those involved in the project development process</li> <li>- Identify community-based organizations who run programming related to preparing people with and without disabilities to be ready for housing lottery and application processes and ensure that the marketing materials are provided to such CBOs</li> </ul>	L1	1	
Deep Affirmative Marketing	<p>Deeper affirmative marketing efforts.</p> <ul style="list-style-type: none"> <li>- All of L1 above and:</li> <li>- Affirmative marketing plan is created 6 months prior to lease up</li> <li>- Affirmative marketing efforts is documented and tracked against metrics defined in planning process</li> </ul>	L2	2	
<b>TOTAL</b>			<b>11</b>	<b>0</b>

# Incentive Calculator

Incentives Calculator	Project Name		
	Total Possible	Total Proposed	Percent Applied
Design Elements	9	0	0
L2		0	
L3		0	
Site Elements	75	0	0
L2		0	
L3		0	
Building Elements	80	0	0
L2		0	
L3		0	
Interior Elements	76	0	0
L2		0	
L3		0	
Dwelling Unit Elements	99	0	0
L2		0	
L3		0	
Operations and Maintenance Elements	11	0	0
L2		0	
L3		0	
<b>Project Total:</b>	<b>350</b>		<b>0</b>
<b>Status</b>			
Nothing			
Silver			
Gold			
Platinum			
			Required
Total L2 Elements		0	2
Total L3 Elements		0	1

# Incentives

Incentive	Silver	Incentive	Gold	Incentive	Platinum
<b>Review Timeline</b>		<b>Review Timeline</b>		<b>Review Timeline</b>	
Guaranteed Review	<b>150 days</b>	Guaranteed Review	<b>120 days</b>	Guaranteed Review	<b>90 days</b>
<b>Density Bonus</b>		<b>Density Bonus</b>		<b>Density Bonus</b>	
Density Bonus Allotted	<b>No reduction</b>	Density Bonus Allotted	<b>5% bonus</b>	Density Bonus Allotted	<b>10% bonus</b>
<b>Parking Allotment</b>		<b>Parking Allotment</b>		<b>Parking Allotment</b>	
Reduction in No. of Parking Spaces Required	<b>None</b>	Reduction in No. of Parking Spaces Required	<b>10%</b>	Reduction in No. of Parking Spaces Required	<b>20%</b>
Increase in No. of Compact Spaces Allowed	<b>None</b>	Increase in No. of Compact Spaces Allowed	<b>5%</b>	Increase in No. of Compact Spaces Allowed	<b>10%</b>
<b>Fees</b>		<b>Fees</b>		<b>Fees</b>	
Planning*	<b>Reduced by 5%</b>	Planning*	<b>Reduced by 10%</b>	Planning*	<b>Reduced by 15%</b>
Permitting*	<b>Reduced by 5%</b>	Permitting*	<b>Reduced by 10%</b>	Permitting*	<b>Reduced by 15%</b>
Impact fees	No Reduction	Impact fees	<b>Reduced by 5%</b>	Impact fees	<b>Reduced by 10%</b>
Utility connections*	No Reduction	Utility connections*	<b>Reduced by 5%</b>	Utility connections*	<b>Reduced by 10%</b>
Building Fees	No Reduction	Building Fees	No reduction	Building Fees	<b>Reduced by 5%</b>
Traffic Impact Fees	No Reduction	Traffic Impact Fees	No reduction	Traffic Impact Fees	<b>Reduced by 5%</b>
School Impact fees	No Reduction	School Impact fees	No reduction	School Impact fees	<b>Reduced by 5%</b>
Park Impact Fees	No Reduction	Park Impact Fees	No reduction	Park Impact Fees	<b>Reduced by 5%</b>
Sanitary Sewer System/ Facilities Charge Waiver	No Reduction	Sanitary Sewer System/ Facilities Charge Waiver	No reduction	Sanitary Sewer System/ Facilities Charge Waiver	<b>Reduced by 5%</b>
Preliminary Plat/Formal Plat/Short Plat Application Fee Waiver	No Reduction	Preliminary Plat/Formal Plat/Short Plat Application Fee Waiver	No reduction	Preliminary Plat/Formal Plat/Short Plat Application Fee Waiver	<b>Reduced by 5%</b>
<b>Zoning Modification (jurisdictions chose at LEAST 1 from this list)</b>		<b>Zoning Modification (jurisdictions chose at LEAST 1 from this list)</b>		<b>Zoning Modification (jurisdictions chose at LEAST 2 from this list)</b>	
Lot Coverage		Lot Coverage		Lot Coverage	
Building Height (maximum height may be increased up to X feet)		Building Height (maximum height may be increased up to X feet)		Building Height (maximum height may be increased up to X feet)	
Lot Area		Lot Area		Lot Area	
Open Space/Landscaping		Open Space/Landscaping		Open Space/Landscaping	

# NEXT STEPS

- Review current Universal Design tool
- Feedback and discussion with Advisory Board
- Advisory Board recommendation
- Present to Executive Board (July at earliest)
- Adoption by Executive Board (end of year)

# DISCUSSION ITEMS

- Is this a usable tool?
  - Understandable
  - Useful elements
  - Easy to use
- Are these the right incentives to include?
  - Permit timelines
  - Anything else that stands out
  - Is there enough distinction between the categories for incentives?