SSHA³P

South Sound Housing Affordability Partners
Executive Board
Regular Meeting Agenda

1501 Market Street, Suite 112, Tacoma, WA 98402 | Puget Sound Conference Room
Dial: 253-215-8782 Meeting ID: 937 3861 1095
Webinar Link: https://piercecountywa.zoom.us/j/93738611095
November 6, 2026, 8:30 a.m.

Councilmember Robyn Denson (Chair), Mayor Carla Bowman (Vice Chair), Mayor Nancy Backus, Councilmember Jugal Thakor, Councilmember Jason Rasmus Mayor Kim Roscoe, Councilmember Hunter George, Mayor Mary Barber, Councilmember Mike Brandstetter, Mayor Bruce White, Executive Ryan Mello, Mayor Ned Witting Councilmember Nancy Henderson, Councilmember Sandesh Sadalage, Councilmember Edward Wood

Deputy Mayor Mike Winkler (Alternate), Councilmember Summer Andriyuk (Alternate), Mayor Pro Tem Brett Wittner (Alternate) Councilmember Julie Martin (Alternate) Councilmember Philip Lindholm (Alternate), Councilmember Dave Morell (Alternate), LeighBeth Merrick (Alternate), Katie Baker (Alternate) Councilmember Latasha Palmer (Alternate), Mayor Pro Tem Denise McCluskey (Alternate)

I. CALL TO ORDER

ROLL CALL

INTRODUCTORY QUESTION: What's one thing your community should brag about more?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: October 2, 2026, Executive Board regular meeting minutes

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 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/93738611095 and entering the Meeting ID 937 3861 1095. Written comments may be submitted to ssha3p@piercecountywa.gov.

V. RESOLUTIONS AND PRESENTATIONS

A. Resolution No. 2026-07

Purpose: Final consideration of Resolution No. 2026-07, recommending that member governments consider utilization of a Universal Design Incentive Tool.

ATTACHMENTS:
Agenda Memorandum: Resolution No. 2026-07
Presentation: Resolution No. 2026-07
Resolution No. 2026-07

B. 2027 Draft Work Plan Presentation

Purpose: Presentation by Jason Gauthier, SSHA³P Manager, to review a draft 2027 SSHA³P Work Plan.

ATTACHMENTS:
Agenda Memorandum: Draft 2027 SSHA³P Work Plan
Presentation: Draft 2027 SSHA³P Work Plan
DRAFT 2027 SSHA³P Work Plan

C. Feasibility and Site Testing (FAST) Program

Purpose: Presentation by Jason Gauthier, SSHA^{3}P Manager, on the proposed FAST Program and its design to assist member government in determining whether a property can support affordable or mixed-income housing

ATTACHMENTS: Agenda Memorandum: FAST Program Review
Presentation: FAST Program Review
FAST Overview
FAST Request Form

VI. REPORT BY THE SSHA^{3}P MANAGER

A. Advisory Board Updates

B. Frederickson South – Funding Update

C. 2027 Executive Board Leadership Election in December

D. City of Fife's Capital Project Capacity – Building Grant Program Application

E. 2027 Legislative Session

F. 2026 Q3 Budget Update

ATTACHMENTS: Budget Performance Report 2026 Q3

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN

SSHA^{3}P Executive Board Meeting

October 2, 2026

	Present	Excused	Absent
Denson	☑	☐	☐
Bowman	☐	☑	☐
Backus	☑	☐	☐
Thakor	☑	☐	☐
Southard	☐	☐	☑
Roscoe	☑	☐	☐
George	☐	☑	☐
Barber	☐	☐	☐
Brandstetter	☐	☑	☐
White	☐	☐	☑
Mello	☐	☑	☐
Witting	☑	☐	☐
Henderson	☐	☑	☐
Sadalge	☑	☐	☐
Wood	☑	☐	☐
Alternates			
Winkler	☐	☐	☐
Rasmus	☐	☐	☐
Andriyuk	☐	☐	☐
Wittner	☑	☐	☐
Martin	☐	☐	☐
Lindholm	☑	☐	☐
Morell	☐	☐	☐
Merrick	☑	☐	☐
Baker	☑	☐	☐
Palmer	☐	☐	☐
McCluskey	☐	☐	☐

Call to Order

Chair Denson called the meeting to order at 8:35 AM.

Roll Call

SSHA^{3}P Manager called roll; a quorum was present.

Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

Consent Agenda

Motion was made by Mayor Backus to approve the consent agenda, Mayor Roscoe seconded the motion. The motion passed via voice vote.

Public Comment

There were no public comments.

Resolutions and Presentations

SSHA³P

Resolution No. 2026-06

SSHA³P Manager, Jason Gauthier, provided a presentation on Resolution No. 2026-07, a resolution to adopt a 2027 State Legislative Agenda.

Motion was made by Mayor Backus to adopt Resolution No. 2026-06. Mayor Roscoe seconded the motion. The motion passed via voice vote and the resolution was adopted.

Universal Design Recommendation Overview

Alyssa Torrez provided a presentation on the Advisory Board's recommendation for the Executive Board to adopt a recommendation for member governments to consider the implementation for a universal design incentive.

SKHHP Capital Fund Update

SKHHP Executive Manager, Dorsol Plants, provided an update on the SKHHP Capital Fund and it's impact on project devleopment.

Report by the SSHA³p Manager

- Advisory Board Updates
  - Recruitment process underway
  - Advisory Board work a 2027 work plan recommendation is underway
- 2027 Work Plan Development
  - SSHA³P Manager provided an update that the 2027 work plan is under development and a draft work plan would be presented to the Executive Board in November.

Updates/Comments of the Executive Board

- Review of a draft Department of Housing Task Force Recommendation Letter

Adjourn

Mayor Backus moved to adjourn the meeting. Mayor Roscoe seconded the motion. The motion passed via voice vote. The meeting adjourned at 10:01 a.m.

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SSHA³P Executive Board

AGENDA MEMODRANUM

November 6, 2026

AGENDA CATEGORY: Resolution No. 2026-07

SUBJECT: Resolution No 2026-07 to recommend universal design incentive tool

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

The Advisory Board's 2024 and 2025 work plan include researching and potentially making a recommendation to the SSHA3P Executive Board regarding policies to incentivize construction of housing with Universal Design principles.

In August 2026, the SSHA3P Advisory Board recommended the Universal Design tool to move to the Executive Board for adoption.

The Executive Board received a presentation which included an overview of the Universal Design Incentive Tool at the October 2, 2026, regular meeting and provided feedback.

Resolution No. 2026-07 recommends that SSHA³P member governments consider the utilization of a universal design incentive tool.

ATTACHMENTS:

- Presentation Resolution No. 2026-07
- Resolution No. 2026-07

STAFF RECOMMENDATION:

- Adopt Resolution No. 2026-07

ALTERNATIVES:

- Amend items in the incentive tool
- Motion to reconsider resolution No. 2026-07 at the December 4, 2026 Regular Meeting and provide staff with further direction

RECOMMENDED MOTION:

"I move to adopt resolution No. 2026-07"

RESOLUTION 2026-07 UNIVERSAL DESIGN INCENTIVE TOOL



SSHA³P EXECUTIVE BOARD REGULAR MEETING

NOVEMBER 6, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST II

SSHĀ³P Pierce County Human Services

BACKGROUND

- “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.”
- Started work on this with the Advisory Board in 2024
  - “**Analyze and make a recommendation to the SSHA3P Executive Board on inclusion of Universal Design Incentives in SSHA3P’s housing toolkit.”**
- Universal Design Taskforce worked to adapt Kelsey Inclusive Design Standards

UNIVERSAL DESIGN TOOL

How it works

- Categories and elements
  - Six categories
    - Design, Site, Building Components, Interior Spaces, Dwelling Units, Operations
  - 196 Elements
  - 350 Total Possible Points
- Calculations and tiers
  - Each element allocated points based on ease of inclusion and importance
    - L1, L2, L3
  - Points totaled and put into three tiers to determine the level of incentives available for the development

CATEGORIES

- Design
  - **Number of elements**: 6
  - **Total points available**: 8
- Site
  - **Number of elements**: 45
  - **Total points possible**: 75
- Building
  - **Number of elements**: 46
  - **Total points possible**: 80
- Interior
  - **Number of elements**: 39
  - **Total possible points**: 76
- Dwelling Units
  - **Number of elements**: 55
  - **Total points**: 100
- Operations and maintenance
  - **Number of elements**: 5
  - **Total points**: 11

INCENTIVES

- Focused on things jurisdictions have control over while offering flexibility on incentives that can be provided
- Incentives included
  - Expedited permit review timelines
  - Increased density bonuses
  - Reduced parking requirements
  - Reduced planning/permitting fees
- Incentives TBD
  - Zoning modifications- Front, side or rear setbacks, lot area and coverage, etc.
  - Reduce impact fees, utility connections, building fees, etc.

INCENTIVE CALCULATOR

None	>60 points
Tier 1	60-89 points
Tier 2	90- 124 points
Tier 3	125+ points

Incentives Calculator		**Project Name**
	Total Possible	Total Proposed
Design Elements	8	0
L2		0
L3		0
Site Elements	75	0
L2		0
L3		0
Building Elements	80	0
L2		0
L3		0
Interior Elements	76	0
L2		0
L3		0
Dwelling Unit Elements	100	0
L2		0
L3		0
Operations and Maintenance Eler	11	0
L2		0
L3		0
Project Total:	**350**	
Status		
Nothing		
Tier 1		
Tier 2		
Tier 3		

SSHĀP Pierce County Human Services

QUESTIONS?

SSHA³P EXECUTIVE BOARD REGULAR MEETING

November 6, 2026

Alyssa Torrez, SSHA³P Program Specialist

SSHA³P

RESOLUTION NO. 2026-07

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS RECOMMENDING THAT MEMBER GOVERMENTS CONSIDER UTILIZATION OF A UNIVERSAL DESIGN INCENTIVE TOOL.

WHEREAS, the SSHA^{3}P 2024 Advisory Board Work Plan, adopted by the Executive Board on January 12, 2024, included analyzing and making a recommendation to the SSHA^{3}P Executive Board on inclusion of "universal design incentives" in SSHA^{3}P's housing toolkit; and

WHEREAS, the SSHA^{3}P housing toolkit is a set of policies and programs that SSHA^{3}P recommends to its member governments to consider implementing; and

WHEREAS, according to the Centre for Excellence in Universal Design, "Universal Design is 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"; and

WHEREAS, there is a need for accessible homes in Pierce County demonstrated by usage of programs that fund accessibility modifications for existing homes, such as the COPES Program (a Washington State Medicaid Waiver Program which funded 156 modifications in Pierce County from 2021 to 2023); and

WHEREAS, there are no policies or programs in Pierce County that incentivize or fund the inclusion of accessibility features in the new construction of residential homes beyond accessibility requirements in the Washington State Building Code; and

WHEREAS, SSHA^{3}P's mission is to create and preserve affordable, attainable,

and accessible housing across our Pierce County communities; and

WHEREAS, policies that incentivize the construction of housing designed with universal design principles will further SSHA^{3}P's mission to create accessible housing in Pierce County; and

WHEREAS, the construction of accessible housing will increase the housing stock accessible for a wide range of the Pierce County population and especially benefit people with disabilities and people with mobility impairments.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board recommends that SSHA^{3}P member governments consider the utilization of a universal design incentive tool to incentivize the construction of accessible housing.

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

Adopted this_____day of_____, 2026.

SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

_____
Robyn Denson, CHAIR

ATTEST:

_____

_____

SSHA^{3}P

AGENDA MEMODRANDUM

Executive Board

November 6, 2026

AGENDA CATEGORY Staff Presentation

SUBJECT: Draft 2027 Work Plan

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A ESTIMATED COST:

SUMMARY/BACKGROUND:

The SSHA^{3}P Intergovernmental Agreement (IGA) requires the Executive Board to adopt an annual work plan.

The annual work plan is designed to direct and prioritize workflow for SSHA^{3}P staff and set expectations for the Executive Board, Advisory Board, member governments, and the public.

SSHA^{3}P staff anticipate the 2027 SSHA^{3}P Annual Work Plan being considered for action of the Executive Board at its December 4, 2026, regular meeting.

The purpose of this presentation is to provide the Executive Board with a 2027 draft Work Plan to receive questions, comments, feedback and direction from the Executive Board.

ATTACHMENTS:

- Draft 2027 SSHA^{3}P Work Plan Presentation
- Draft 2027 SSHA^{3}P Work Plan

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

DRAFT 2027 WORK PLAN

SSHA^{3}P EXECUTIVE BOARD MEETING

NOVEMBER 6, 2026

JASON GAUTHIER, SSHA^{3}P MANAGER

WORK PLAN PURPOSE

- An annual work plan is a requirement of SSHA^{3}P Intergovernmental Agreement
- Directs and prioritizes workflow
- Set expectations for Executive Board, Advisory Board, member governments, and public

WORK PLAN AREAS OF FOCUS

- Affordable Housing Development
- Program and Policy
- Advocacy
- Advisory Board
- Administration

AFFORDABLE HOUSING DEVELOPMENT

- **Capital Fund**
- **Feasibility Assistance and Site Testing (FAST)**
- **Fife's Levee Road Property**
- **Faith Communities and Affordable Housing**

PROGRAM AND POLICY

- **Grant Support**
- **Planning Support**
- **Monitoring and Compliance**
- **Accessory Dwelling Units**

ADVOCACY

- **State**
- **Federal**

ADVISORY BOARD

- **Recruitment and Appointments**
- **Recommendations**
- **Work Plan**

ADMINISTRATION

- **Website**
- **Committees**

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Affordable Housing Development

A. Capital Fund

Project Pipeline

Work with the Fund Committee, member governments, and project sponsors to identify and evaluate potential affordable housing projects, with the goal of issuing a solicitation for funding proposals by the **end of the third quarter of 2027.**

Reporting

Strengthen procedures for tracking and managing pooled fund contributions, commitments, and expenditures. Coordinate with the Washington State Department of Commerce to ensure timely, complete reporting on the commitment and expenditure of revenues collected under RCW 82.14.540, consistent with applicable state requirements.

B. Feasibility Assistance and Site Testing (FAST)

Launch the FAST Program Request Form in January 2027. FAST is designed to help member governments assess whether properties can support affordable or mixed-income housing by providing early feasibility assistance that helps elected officials and staff understand site constraints, evaluate development potential, and determine practical next steps.

PROPERTY EVALUATION	DEVELOPMENT ANALYSIS
Phase I environmental assessments, geotechnical studies, critical areas assessments, and other site-specific testing.	Building massing studies and architectural reports that explore how housing could be accommodated on the property.

C. Fife's Levee Road Property

At the City of Fife's request, manage final procurements for site feasibility studies and predevelopment analyses and assist the City in preparing for the property's transfer for future housing development, including developing a request for proposals and identifying recommended conditions of transfer.

D. Faith Communities and Affordable Housing

In collaboration with Associated Ministries, Seeds for Peace, and the Pierce County Human Services Department support the advancement of the development of affordable housing on faith-based organization owned property. Actions to support this work can include:

- Outreach and communications efforts
- Attend and co-host convenings of faith-based institutions and community members
- Co-create and deploy a referral program for member jurisdictions
- Policy research and recommendations for improvements to support additional development
- Distribution of development opportunities through partner request for proposals (RFPs)
- Research and provide assistance to access potential funding

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Program and Policy Support

A. Grant Support

Assist member governments in identifying and pursuing grant funding that advances affordable housing planning, site readiness, infrastructure, and development. Match potential projects with funding opportunities, clarify eligibility and application requirements, and support application preparation through project scoping, narrative development, data gathering, and coordination with funding partners. Potential funding sources include:

- Regional Approaches Program
- Connecting Housing to Infrastructure Program (CHIP)
- Home & Hope

B. Planning Support

At the request of member governments, provide technical assistance, evaluation, and implementation of housing-related actions, including but not limited to the following:

- Incentive Programs (density, parking and tax incentives)
- Research on housing and related land-use and regulatory topics
- Creation of public engagement materials and campaigns
- Support on presentations and other materials for elected officials
- Comprehensive plan updates and implementation

C. Monitoring & Compliance Program

In coordination and alignment with Pierce County, finalize the development of the SSHA^{3}P Monitoring and Compliance Program to administer local housing incentive compliance with affordable housing requirements. This development of this program will include the creation and deployment of the following items:

- Website/Portal Development
- Member Government Service Agreements
- Guidance Documents for member governments and property managers d

D. Accessory Dwelling Units

Continue to support regional efforts to promote the development of accessory dwelling units (ADUs) including aiding Pierce County Planning and Public works in the development and distribution of information and resources related to pre-approved ADU plans.

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Advocacy

A. State Advocacy

Develop a state legislative agenda that advances the creation and preservation of affordable, attainable, and accessible housing. Engage member governments, the Advisory Board, and housing partners to identify shared legislative and funding priorities that address regional housing needs and support local implementation. Present the proposed agenda to the Executive Board for consideration and coordinate with legislators, state agencies, and advocacy partners to advance adopted priorities. Track legislative proposals and budget decisions, provide updates to member governments, and identify opportunities for coordinated advocacy.

POLICY DEVELOPMENT

Develop 1-3 targeted legislative policy priorities to support the creation and preservation of affordable housing.

CAPITAL BUDGET

Work with member governments and affordable housing developers to coordinate and support capital budget requests for the development of affordable housing.

B. Federal Advocacy

Develop a federal legislative agenda that advances the creation and preservation of affordable, attainable, and accessible housing. Engage member governments, the Advisory Board, and housing partners to identify shared priorities, including federal funding, regulatory improvements, and support for local housing implementation. Present the proposed agenda to the Executive Board for consideration and coordinate with congressional offices and regional partners to advance adopted priorities.

CONGRESSIONALLY DIRECTED SPENDING

Work with member governments and affordable housing developers to coordinate and support capital budget requests for the development of affordable housing.

FORMULA GRANT FUNDING

Advocate for increasing investments in the HOME Investment Partnership (HOME) and Community Development Block Grant (CDBG) programs.

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Advisory Board

A. Recruitment & Appointments

Coordinate Advisory Board recruitment and appointments consistent with the intergovernmental agreement and Executive Board direction. Identify upcoming vacancies and expiring terms, conduct outreach to prospective applicants, and support the application and appointment process. Seek members whose expertise, experience, and perspectives reflect the region's housing needs, and provide orientation to prepare new members to contribute effectively.

B. Policy Recommendations

Support the Advisory Board in developing policy and program recommendations consistent with its work plan and requests from member governments. Provide research, analysis, and opportunities for discussion to help members evaluate options and develop actionable recommendations. Present recommendations to the Executive Board or member governments, as appropriate, and communicate how the Advisory Board's input informs subsequent decisions and agency work.

C. Agency Advisory Work

The SSHA³P Advisory Board advises staff and the Board of Directors on the development of key documents that guide the agency's priorities and work. Since 2025, the Advisory Board's role has expanded significantly, strengthening the agency's planning and ensuring its work is informed by a broad range of expertise and perspectives. This advisory work includes:

Annual Work Plan

Engage the Advisory Board in developing the SSHA³P annual work plan, including identifying emerging housing needs, evaluating potential activities, and recommending priorities. Incorporate members' expertise and perspectives to align proposed work with member government needs, agency goals, and available staff capacity.

Annual Budget

Support Advisory Board review of the proposed annual budget, including how planned expenditures support work plan priorities. Provide clear financial information and facilitate discussion of resource needs and tradeoffs to inform budget recommendations to the Board of Directors.

State Legislative Agenda

Assist the Advisory Board in developing recommendations for the annual state legislative agenda. Provide policy research, gather input from member governments and housing partners, and facilitate discussion to identify and recommend legislative and funding priorities that address regional housing needs and support local implementation.

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Administration

A. SSHA³P Website

Review and update the SSHA³P website.

MEMBER GOVERNMENT HIGHLIGHTS

Update SSHA³P website with a new, member government highlight section to update the work of members on create housing supportive policy and land use conditions.

AFFORDABLE HOUSING MAPPING UPDATE

Deploy newly updated affordable housing mapping across Pierce County. The new mapping will include a full inventory of publicly funded affordable housing projects across our communities and include their affordability period.

B. Committees

Review

Evaluate SSHA³P's current ad hoc committee structure, including committee purposes, membership, responsibilities, and alignment with the agency's governance and work plan. Identify needs for new or continued ad hoc committees or standing committees to support ongoing responsibilities.

Recommendations

Develop and present recommendations to the Board of Directors on the committee structure needed to support SSHA³P's work. Address whether to establish, continue, modify, or conclude committees, with proposed purposes, membership, responsibilities, reporting expectations, and timelines, as appropriate.

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AGENDA MEMODRANDUM

Executive Board

November 6, 2026

AGENDA CATEGORY Staff Presentation

SUBJECT: FAST Program Review

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A ESTIMATED COST:

SUMMARY/BACKGROUND:

SSHA³P's 2026 Work Plan called for developing a menu of predevelopment services to help member governments evaluate potential housing sites. Staff introduced the program concept to the Executive Board on May 1, 2026, as part of the recommended FY2027 budget, and explored program design questions with the Planners Collaborative in July. The recommended FY2027 budget includes $25,000 for special projects, including FAST.

FAST would help member governments determine whether publicly owned property, or property being considered for acquisition, can support affordable or mixed-income housing. Services could include environmental assessments, geotechnical and critical areas studies, preliminary building concepts, and initial cost analysis. Each request would focus on the information needed to guide the jurisdiction's next decision, helping identify constraints before additional resources are committed.

The November 6 presentation outlines the proposed program's eligibility, services, request process, administration, and approval structure. Staff will seek Executive Board feedback and direction, particularly on repayment requirements, to refine the program for an anticipated launch in early 2027.

ATTACHMENTS:

- Presentation: FAST Program Review
- FAST Overview
- FAST Request Form

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

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FEASIBILITY ANALYSIS AND SITE TESTING (FAST)

SSHA³P EXECUTIVE BOARD REGULAR MEETING

NOVEMBER 6, 2026

Jason Gauthier, SSHA³P Manager

Pierce County
Human Services

BACKGROUND

- SSHA^{3}P's 2026 work plan called for create a menu of options to support predevelopment services
- SSHA^{3}P staff presented the FAST program concept to the Executive Board at it's May 1, 2026, as a part of the recommended FY27 budget.
- The recommended FY27 budget includes $25,000 for special projects, which includes FAST.

PROGRAM PURPOSE

Help member governments determine whether a property can support affordable or mixed-income housing devleopment.

Local Decisions	Inform acquisition, property disposition, and devleopment partnerships
Value of early analysis	Identify constraints before the member government or SSHA³P commits additional resources

MENU OF SERVICES

Initial site review	Existing, studies, zoning, access, utilities, and known constraints.
Targeted investigation	Environmental, geotechnical, critical areas, infiltration, or infrastructure analysis.
Development costs	Preliminary massing, residential capacity, architectural concepts, initial cost analysis

PARTICIPATION AND SITE ELIGIBILITY

Eligible requests	Member government owned property or property being considered for acquisition.
Site control	Preferred, but not required for program.
Local commitment	Designated staff lead, finding review, and intended next steps.

REQUEST PROCESS

Request	Short form: site, requested analysis, existing information, desired timeline
Scope and review	SSHA³P helps define the work, cost, and expected deliverables.
Work and next step(s)	Completed agreed upon work and services, review findings, and support member government's next steps

ADMINISTRATION AND RESPONSIBILITIES

SSHA³P	Coordinated consultants, invoices, and deliverables.
Member government	Define the need for and use of services, provide information and access, and review results.

PRIORITIES AND REVIEW AND APPROVAL STRUCTURE

FAST priorities

1. Housing potential

2. Reasonable scope and cost

3. Local capacity

Approval structure

SSHA^{3}P staff screen requests and develop scope

A small review group of staff workgroup and Advisory Board members advise on request.

The Executive Board considers recommended requests

Enter into MOA with member

REPAYMENT REQUIREMENT

FOR BOARD DISCUSSION

Recommended repayment	Repayment upon transfer or within two years of award, whichever comes first.
Alternate approach 1	Repayment on a longer timeline
Alternate approach 2	No repayment*

*A repayment deadline may discourage member governments from evaluating certain sites.

QUESTIONS AND DIRECTION

SSHA³P EXECUTIVE BOARD REGULAR MEETING

NOVEMBER 6, 2026

Jason Gauthier, SSHA³P Manager

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Feasibility Analysis & Site Testing (FAST) Program

What is FAST?

FAST is designed to support SSHA³P member governments determine whether a property can support affordable or mixed-income housing. By supporting early site feasibility evaluation, the program gives elected officials and staff the information needed to assess constraints and identify if there is a practical path toward development.

When to use FAST?

Consider FAST when your jurisdiction owns a potential housing site or is evaluating property for acquisition and needs technical information before deciding how to proceed. Site control is not proposed as a prerequisite, although projects with site control may be better positioned for funding.

What FAST can support?

Property evaluation. Phase I environmental assessments, geotechnical studies, critical areas assessments, and other site testing tailored to the property.

Preliminary development analysis. Initial building massing and architectural reports to explore how housing could fit on the site.

The scope would focus on the questions most important to the jurisdiction's next decision, rather than requiring every site to complete the same package of studies.

How participation would work

Start with a conversation. Contact SSHA³P staff with the site location, ownership or acquisition status, housing goals, available studies, and the questions you need answered.

Develop a focused request. Work with SSHA³P to identify services, expected deliverables, estimated costs, and timing. Requests are proposed to remain open until available funds are committed.

Review and agree on terms. The proposed review involves SSHA³P staff, member government staff, and selected Advisory Board members. Funding administration would be negotiated for each award; SSHA³P could administer funds to reduce local administrative work.

DRAFT

Use the findings. Following the completion of FAST activities the participating jurisdiction is expected to actively evaluate and pursue the feasibility of affordable or mixed-income housing using the completed studies to inform its next steps.

Funding and local commitment

The FY2027 SSHA³P budget includes $25,000 to fund the FAST program; this is not a per-project award amount. The proposed repayment term is upon property transfer or within two years of the completion of FAST activities, whichever occurs first. Staff should address repayment responsibility and timing when developing the award agreement.

Getting started

Contact SSHA³P staff to discuss a potential site and the information your jurisdiction needs.

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Feasibility Analysis & Site Testing (FAST) Program

Request

Requestors Name and Address:
Enter the jurisdiction's name, name and contact information of the person completing this form

Abstract:
Provide a brief paragraph summarizing what the FAST funds will be used for. The summary should cover the following information:

- *Address and/or parcel numbers of the property*
- *Name of current property ownership*
- *Amount of requested*
- *Activities funds will support*

Narrative and Activity Descriptions:

The narrative should include the following:

- ***Property**: Provide a detailed description of the property or properties, including ownership, zoning, and any site constraint concerns.*

- ***Activity**: Provide a detailed description of the proposed use of FAST funds, including the types feasibility work that is desired.*

- ***Commitment**: Describe how the jurisdiction will use the information gained as a part of its FAST program participation will be utilized to actively evaluate and pursue the feasibility of utilizing this property or properties for affordable of mixed-income housing devleopment?*

DRAFT

South Sound Housing Affordability Partners

Budget Performance Report

2026 Quarter 3 Update

SSHĀP

South Sound Housing Affordability Partners

Fiscal Year 2026 Operating Budget

SSHA3P Fund	2026 BUDGET	Q3 2026 ACTUAL
OPERATING REVENUES		
City of Auburn	$ 5,601.94	$ 5,601.94
City of DuPont	$ 5,601.94	$ 5,601.94
City of Edgewood	$ 5,601.94	$ 5,601.94
City of Fife	$ 5,601.94	$ 5,601.94
City of Fircrest	$ 3,361.16	$ 3,361.16
City of Gig Harbor	$ 5,601.94	$ 5,601.94
City of Lakewood	$ 22,407.75	$ 22,408.00
City of Milton	$ 3,361.16	$ 3,361.16
City of Puyallup	$ 13,444.65	$ 13,444.65
Puyallup Tribe of Indians	$ 3,361.16	
Town of Steilacoom	$ 3,361.16	$ 3,361.16
City of Sumner	$ 5,601.94	$ 5,601.94
City of Tacoma	$ 70,362.50	
City of University Place	$ 13,444.65	$ 13,444.65
Pierce County	$ 140,735.00	$ 105,549.00
SSHA3P Fund Balance	$ 159,000.00	$ 159,000.00
TOTAL REVENUE	**$ 466,450.83**	**$ 357,541.42**
EXPENDITURES		
Salaries and Benefits - Manager	$ 198,220.00	$ 144,412.22
Salaries and Benefits - Program Specialist II	$ 144,098.00	$ 100,334.51
Travel and Training	$ 3,500.00	$ 158.29
Phone	$ 1,300.00	$ 460.72
Communications (Printing/Translation/Advertising, etc.)	$ 3,800.00	$ 9,765.22
Supplies, Space, and Miscellaneous	$ 500.00	$ 430.64
Contracted Services - City of Fife MOA	$ 100,000.00	$ 37,024.66
Advisory Board Stipends	$ 4,950.00	$ 4,350.00
Cost Pool Allocation	$ 10,000.00	$ 15,323.09
TOTAL EXPENDITURES	**$ 466,368.00**	**$ 312,259.35**