

Memo

To: King County Affordable Housing Committee (AHC or Committee)

From: Housing Interjurisdictional Team (HIJT)

Date: May 8, 2020

Re: 2019- 2020 Work Plan Update

Summary

COVID caused disruptions to the Affordable Housing Committee work plan. In March and April, many HIJT and AHC members were busy with COVID-19 response efforts. As such, the March AHC meeting was cancelled. In addition, because COVID-19 is likely to impact regional affordable housing need, the Chair requested that the AHC spend the May meeting reflecting on COVID-19 impacts and identifying any associated work plan adjustments. To inform the AHC's discussion, staff assessed the implications of current delays to the AHC's adopted body of work. Staff conclude that the adopted 2020 work plan is not feasible if HIJT capacity and the frequency and length of AHC meetings stay the same. The Committee has the option to scale back work plan items or revise deadlines for work plan items.

Background

The Affordable Housing Committee adopted a 2019-2020 work plan in November 2019. *Table A: AHC 2020 Work Plan Status* lists the status of each work plan item, expected date of project completion, and the level of effort needed by the Committee and the HIJT to deliver the project. Most projects remain on track, two are taking longer than planned due to COVID complications and extended deadline, while two have not commenced. Please refer to *Exhibit A* for a comprehensive summary of the adopted work plan scope, project status, and possible next steps.

Considerations

At the May 15 AHC meeting, the Committee will be asked to consider how the work plan should change in light of COVID. Some key considerations to inform that discussion are:

- **The Committee could consider 1) scaling back current work plan items or 2) revising deadlines for work plan items** based on factors such as alignment with regional COVID-19 recovery needs, timeliness, capacity to execute, or how far along the project is in execution.
- **To remain on track, the Committee will need substantially more time than the three two hour-long meetings remaining this year to discuss, shape, and adopt the remaining work plan items. To properly support an increased meeting frequency additional assistance will be necessary to prepare materials and staff those meetings. On average, there will need to be 4 briefings, 2 decisions, and 3 updates at each of the July, September, and November meetings to accomplish the work plan.**

Attachment

Exhibit A. Work Plan Progress

Table A: AHC 2020 Work Plan Status

WORK PLAN ITEMS	PROGRESS	STATUS	LEVEL OF EFFORT
1. Establish procedures for Affordable Housing Committee		On schedule <u>Target:</u> Nov 2020	HIJT: ● AHC: ●
2. Center equity in the Committee’s work		On schedule <u>Target:</u> Nov 2020	HIJT: ● ● ● AHC: ●
3. Develop the data dashboard and reporting systems		Slowed due to project complexity and data availability <u>Revised target:</u> Fall 2020 release	HIJT: ● ● ● AHC: ●
4. Take advantage of timely opportunities to increase regional collaboration <i>Countywide Planning Policies</i>		Slowed due to COVID-19 and State extension of timeline <u>Revised target:</u> Fall AHC adoption	HIJT: ● ● ● ● AHC: ● ● ● ●
<i>Emerging Issue</i> COVID-19 discussion on May agenda		Not started <u>Target:</u> TBD	HIJT: TBD AHC: TBD
5. To build support for affordable housing, develop a community engagement strategy		Not started <u>Target:</u> Nov 2020	HIJT: ● ● ● ● AHC: ● ● ● ●
6. Analyze and identify unused and new revenue sources and help build the case for greater investment		Slowed due to COVID-19 capacity and rescheduling <u>Target:</u> Nov 2020	HIJT: ● ● ● ● AHC: ● ● ● ●
7. Review and recommend zoning and land use actions to increase and diversify housing choices and maximize affordability, particularly near frequent transit		Not started <u>Target:</u> Nov 2020	HIJT: ● ● ● ● AHC: ● ● ● ●

EXHIBIT A

Detailed Work Plan Progress Summary and Next Steps

The following table summarizes the adopted work plan scope for the AHC, status of HIJT efforts to date, and possible next steps for the AHC.

Work Plan Item & Adopted Scope for AHC	HIJT Progress (Nov-May)	AHC Next Steps (July-Nov)
<p><i>Build accountability to each other:</i> Establish Committee procedures</p> <ul style="list-style-type: none"> ○ Refine Committee procedures throughout 2020 ○ Revisit the Charter and propose changes ○ Discuss procedures for onboarding and offboarding of membership 	<ul style="list-style-type: none"> ✓ Onboarded seven new members and crafted standard onboarding procedures and materials 	<ul style="list-style-type: none"> ○ <u>July</u>: Proposed revisions to charter
<p><i>Build accountability to the people we serve:</i> Center equity in the Committee’s work</p> <ul style="list-style-type: none"> ○ Build upon the grounding work of September and November 2019 AHC meetings by providing time at each meeting to discuss topical and timely equity-related housing issues ○ Continue to expand an equity stakeholder network, build those relationships, establish feedback loops, and add value to the groups who engage ○ Prioritize information obtained from equity stakeholders to inform decisions ○ Encourage the Growth Management Planning Council (GMPC) to prioritize people of color and nonprofit stakeholders serving marginalized populations when seeking new Committee membership 	<ul style="list-style-type: none"> ✓ Created an equity stakeholder list of over 100 organizations ✓ Met with select equity stakeholders to establish a connection and build relationships ✓ Formed a HIJT Equity and Social Justice (ESJ) Work Group ✓ Developed draft Community Partners Table (CPT) concept 	<ul style="list-style-type: none"> ○ <u>July</u>: Status update ○ <u>Sept</u>: Status update ○ <u>Nov</u>: Possible presentation by CPT members to inform AHC 2021 work plan adoption

Build accountability to achieve our goals:

Develop the data dashboard and reporting system

- Shape the content of the dashboard by providing input on scope, layout, tracking, metrics, and visualization of data
 - Provide data to Committee staff for inclusion in the dashboard or annual report
 - Review a draft dashboard and be briefed on the annual report by March 30th, 2020
 - Share public-facing information with their constituents
- ✓ Finalized dashboard structure, organization, design elements, and narrative
 - ✓ Vetted and finalized rental data, cost burden data, and subsidized housing datasets
- July: Dashboard update
 - Sept: Annual report and dashboard briefing
 - Nov: Annual report and dashboard release

Focus on emerging opportunities:

Take advantage of timely opportunities to increase regional collaboration

- Reserve time on AHC agendas for member discussion on timely and emerging issues related to affordable housing
 - Share information and determine whether the Committee could make a positive impact on advancing the opportunities presented
 - Provide direction to the HIJT based on these discussions to produce work products for Committee review
 - Allocate time at the September AHC meeting for an emerging opportunity to be the main focus
- Countywide Planning Policies*
- ✓ Held one equity-focused meeting about the Countywide Planning Policies (CPPs) Housing Chapter
 - ✓ Held two AHC study sessions to learn about the CPPs and provide early direction to the HIJT on further research
 - ✓ Formed HIJT CPP Work Group to research and develop recommendations
 - ✓ Provided CPP Housing Chapter briefings to and solicited input from jurisdictional staff, affordable housing developers, advocates, the GMPC, and Sound Cities Association Public Issues Committee
 - ✓ Extended timeline for AHC adoption by six months due to state legislative action to extend the comprehensive planning cycle
- Countywide Planning Policies*
- July: Briefing and input
 - Sept: Review draft amendments and provide input
 - Nov: Review amendments and potentially adopt recommendation

- ✓ Cancelled or reprogrammed CPP-focused March and May AHC meetings due to COVID
- ✓ Informed effort of the GMPC Interjurisdictional Team to define overarching priorities for updating all chapters of the CPPs

Emerging Issue

- ✓ Prepared materials for AHC meeting about COVID impacts to region

Member-Driven Initiatives

- ✓ Developed draft “member-driven initiatives” concept to empower members to take initiative, share best practices, and drive forward Action Plan implementation

Emerging Issue

- May: Consider COVID impacts to AHC work plan

Member-Driven Initiatives

- If approved by AHC, this concept will be a standing agenda item

Work with the community:

Build support for affordable housing, develop a community engagement strategy

- Create a community engagement strategy to address common misconceptions and guide advocacy efforts for affordable housing
- Review, the community engagement strategy
- Adopt the community engagement strategy
- This work has not started
- July: Briefing on draft engagement strategy
- Sept: Update
- Nov: Adoption of engagement strategy

Advance Committee priority areas to produce more homes:

Analyze and identify unused and new revenue sources sufficient to support the federal, state, countywide, and local funding needed to build or preserve 44,000 affordable units by 2024 and help build the public case for greater investment in long-term affordable housing

- As part of the overall strategy to identify suitable funding mechanisms, direct the HIJT to build a public case for greater investment as part of a communication strategy
- ✓ Formed HIJT Revenue Work Group to research and develop educational materials and develop a recommended funding strategy for AHC consideration
- July: Briefing
- Sept: Discussion
- Nov: Adoption of coordinated funding strategy

- Based on stakeholder outreach, provide direction to the HIJT on criteria for a funding strategy sufficient to support the public funding needed to build or preserve 44,000 units within five years of implementation
- Adopt recommendations for a coordinated multi-jurisdictional funding strategy
- Communicate the recommendation and remaining need to stakeholders
- Track and monitor progress
- ✓ Paused Work Group efforts to allow time for staff and the AHC to focus on COVID response needs
- ✓ Created COVID-related revenue research to be shared with the AHC at the May meeting

Advance Committee priority areas to produce more homes:

Review and recommend zoning and land use actions to increase and diversify housing choices and maximize affordability, particularly in areas with current or planned high-capacity transit

- Be briefed by the HIJT on the effectiveness of various zoning and land use tools; HIJT-developed model ordinances, fact sheets, and/or technical assistance program for local jurisdictions interested in pursuing zoning changes; and barriers and potential opportunities to maximize deep affordability at transit areas
- Develop and issue recommendations on land use actions that have a significant impact on increasing density through diverse housing choices
- Determine priority affordability levels for focus of HIJT analysis, that reflects stakeholder input and needs around transit stations
- Work with transit agencies to identify properties suitable for zoning and land use
- This work has not started
- July: Briefing
- Sept: Discussion
- Nov: Adoption of recommendations to increase housing density

regulatory updates that maximize
affordability near transit

- Build support for recommendation by meeting with stakeholders to understand needs, priorities, and most applicable best practices for them to consider for the 2023 Comprehensive Plan update
- Develop and issue a recommendation to cities, the County, and Sound Transit
- Build support for the recommendation
- Track and monitor progress