

Regional Housing Council

Agenda: Thursday January 21, 2021 (4:30 p.m. – 6:00 p.m.) (via Zoom)

Jim Cooper: Chair

#	TIME	AGENDA ITEM	LEAD	ACTION
1	4:30 – 4:35	Welcome and Introductions <ul style="list-style-type: none"> • Check-in • Review Agenda/Meeting Purpose 	Jim	
2	4:35 – 4:50	Public Comment	Jim	Information
3	4:50 – 4:55	Approval of December minutes	Jim	Action
4	4:55 – 5:00	Status of RHC ILA and 1406 ILA	Tom and Brad	Information
5	5:00 – 5:05	Vote for Vice-Chair	Jim	Action
6	5:05 – 5:25	RFP Funding Priorities	Tom	Information
7	5:25 – 5:45	Technical Team working group updates <ul style="list-style-type: none"> • Siting (Keith) • Policy <ul style="list-style-type: none"> ○ Common Understanding (Keylee) ○ Relationships to Stakeholders (Tom) • Eviction (Cary) 	Staff	Information
8	5:45 – 5:50	Future Meeting Time Discussion	Jim	Information
9	5:50 – 5:55	Continue Public Comment, if needed	Jim	Information
10	5:55 – 6:00	Good of the Order	Jim	Information
11	6:00	Upcoming Meetings <ul style="list-style-type: none"> • Next RHC Meeting February 18, 2021 Location: Zoom meeting 		Information

REGIONAL HOUSING COUNCIL

Thursday December 17, 2020 Meeting Minutes

ATTENDEES:

Lacey: Carolyn Cox, Lenny Greenstein, Kelly Adams, Rick Walk, Scott Spence

Tumwater: Joan Cathey, Michael Althausser, Brad Medrud, John Doan

Olympia: Jim Cooper, Keith Stahley, Cary Retlin

Thurston County: John Hutchings, Ramiro Chavez, Schelli Slaughter, Tom Webster, Keylee Marineau, Jacinda Steltjes

South County: JW Foster

Public: No speakers

Meeting began at 4:30 pm.

Agenda Item 1: Agenda approved

Agenda Item 2: Public Comment, none

Agenda Item 3: Minutes from November: Motion and second, all approved.

Agenda Item 4: Status of RHC Interlocal Agreement (ILA)

Tom gave an update: The City of Rainier has declined to sign, staff is ready to proceed with signatures. Lacey and Tumwater will re-approve the ILA in early January. Staff will gather signatures in January.

Brad gave an update on the 1406 ILA: Staff has completed review, now goes to each jurisdiction for legal review.

Agenda Item 5: Safe Parking

Tom gave an update: Meetings between the County and City of Olympia, site visit at Carpenter Way, and preliminary site planning. Looking at space for 40 vehicles, over two lots, one lot for cars and one for RVs. Site will also need fencing and portable toilets.

Keith added: Have met with County permitting team, working on completing a temporary use permit. Permanent sewer isn't necessary for the site, but they would need portable toilets and a portable water service, as well as safety lighting. Cost estimates are not yet ready, looking to get grading and lighting estimates. Local fire departments are reviewing plans, and they will need input from Law Enforcement. Have been talking to Catholic Community Services about providing management on site.

Questions: John asked if there will be room for any expansion, and also what discussion has taken place with law enforcement (LE)? Answer: Preliminary site assessment will determine how many RVs and cars can fit, unlikely there will be additional space to expand. Also, this site is designated for future conversion to solid waste transfer site, approximately 3 years from now, so safe parking is a temporary use only. Have not had outreach with LE yet. Keylee added that at yesterday's tech team meeting they discussed that a next step is to get Sheriff's Office (SO) and other LE at upcoming meetings. John asked

how soon could they get people in, Keith thinks if everything keeps moving then possibly March. City is taking lead on Capital, and County is taking lead on operations, for a 6-month trial period. Lenny adds that he is concerned that this has moved forward without information to Lacey. He has spoken to SO, they do not have the manpower to handle this site, so Lacey PD will have to cover response. Question: Is there a plan for food service? Not discussed with Community Kitchen yet. Question: what is the Communication strategy, Lacey residents have said they do not want safe parking at this site, so will there be outreach to local Community to discuss? There will be outreach efforts. Lenny adds that if the plan is to have people there in March, then outreach would need to happen now. Question: where will other funds come from? Keith adds that the preliminary budget for 6 months is addressed. Lenny adds that this is a lot of funds for 6 months, Keylee adds that it costs roughly \$600K to \$800K a year to operate a shelter. Jim addressed the communications question, related to the Martin Way project Meg and Keylee developed best practices for neighborhood committee development, and addressing community concerns. Scott asks to include Lacey PD in their discussion. Carolyn adds that there was an article in The Olympian about this project, urge that as soon as they have enough info to answer public questions, they should begin outreach.

Jim asks for RHC approval to keep moving forward, RHC approves. Added that outreach and LE component are very important.

Agenda Item 6: Technical Team working group updates

Siting Committee, Keith: have been working on GIS coordination, the result of this work will be a robust GIS tool. Right now the focus is on the 100 most viable sites for low income and /or supportive housing in the County. All jurisdictions have been working on this.

Policy Team: Relationship group, Tom: After the November RHC meeting, staff sent out a Relationship document that was developed with stakeholders in the community. Staff is asking for feedback from the RHC on this document. Document identifies and includes jurisdictional partners, the Housing Action Team and HAT subgroups, Homeless Crisis Response team, communication between partners, no duplication of efforts across partners. Tom gave a brief overview of the Relationship document, including relationship with Thurston Thrives, and how partners connect through the RHC technical groups. Staff is looking for feedback and suggestions on this document.

Comments: Carolyn commends staff and the document. Question about calling out/adding private and non-profit developers or property managers, and Tribes as potential partners.

If RHC members have any comments, please send to Tom by the end of December. A final draft will be brought back in January, then the document will be posted to RHC website. Idea of an annual summit with stakeholders is discussed.

Eviction Team, Cary: Both Olympia and Tumwater are working on hosting renter protection meetings, and engaging stakeholders in the discussion. ERAP has paid \$2.6M to 693 households. Have hit some demographic targets but are behind on People of Color target. Olympia and Lacey residents are highest demand group. The Governor's budget includes \$160M for rent assistance. Housing Trust Fund now includes funds to acquire hotels/motels for conversion to housing units. Eviction group meets the 4th Thursday of each month. Michael adds that the Governor's budget is actually double that estimate, for 2

years of funding. Tom adds that CAC has spent out nearly all funds, and have started a wait list, people can continue to apply and when more funding is available they will continue program.

Funding and RFP team: No update

Agenda Item 8: Public Comment Continued

None

Agenda Item 9: Good of the Order

Keith added that construction of Microhouses begins tomorrow.

JW came from south sound council CTE meeting, has a food service program, perhaps they could help with safe parking food service.

Joan wants to recognize John, Jim adds they are recognizing John's service to the Community. Thank you to John, with him the RHC wouldn't be where it is. John thanks everyone for all they have contributed. Multiple members commend John for work and his service. JW adds that no Commissioners have done the job better.

Jim encourages everyone to let Tom and Keylee know who the RHC members and alternates will be before next meeting.

Agenda Item 10: Upcoming Meetings

Meeting Adjourned: 6:00 pm

Next Meeting: January 21, 2021, 4:30 pm

Housing Action Team

2021-2022/23 Funding Priorities

In December of 2018, the Washington State Department of Commerce released a set of new guidelines, with the intent local communities adjust their current Homeless Crisis Response Plans (HCRP) accordingly. It is the intent of the HAT to present funding priorities based on the objectives as defined by the Department of Commerce. Below, you will find 2021-2022/23 funding priorities that are directly correlated with the 2019-2024 HCRP strategies. The priorities below have also been approved by Thurston County's Local Continuum of Care, the Homeless Housing Hub as per Department of Commerce's Consolidate Homeless Grant (CHG) Guidelines.

1. Addressing Racial Disparities; Centering Racial Equity

- a. Prioritize funding to hire a Diversity, Equity and Inclusion consultant for the Homeless Crisis Response System (HCRS). This funding action could ensure that HCRS strategies are vetted, correctly targeted, and that the HCRS is moving forward strategically to address racial disparities both within service delivery prioritization as well as addressing implicit bias within policy making and HCRS leadership
- b. Prioritize funding to agencies that provide methods and strategies to address racial disparities within the low-income and homeless population

2. Identify and Engage All People Living Outside

- a. Prioritize continued funding levels to maintain and increase outreach efforts
 - i. Prioritize funding to outreach efforts that provide service delivery and resource referral to targeted populations within the HCRS (Seniors, Youth & Young Adults {YYA}, Families, Single Adults, Veterans)

3. Prioritize Housing Placements for those with the Highest Needs

- a. Prioritize funding that is proportional to need of **sub-populations** with a racial equity lens (Seniors, YYA, Families, Single Adults, Veterans) to ensure proportionate distribution of affordable housing funds
- b. Prioritize funding that maintains and or increases current emergency shelter system, rapid rehousing, and other essential services prioritizing agencies that operate with focus on best practices and centering principles of racial equity

4. Operate an Effective and Efficient HCRS – moving houseless individuals and families from homelessness into permanent housing

- a. Maintain a 2-year funding cycle for HCRS operations funding to increase HCRS program stability
- b. Within Fair Housing regulations, prioritize funding for affordable housing projects that promote prioritizing housing first and racial equity principles and populations earning 60% or less AMI
- c. Direct available affordable housing funds to capital projects for new unit creation and preservation of units including PSH, PH, multi-family rental and home ownership for literally homeless individuals and families.
- d. Support capital funding for affordable housing projects that promote growth of personal and family wealth – such as home ownership programs
- e. Ensure priority capital and affordable housing projects are proportionally dispersed with a racially equitable lens/process across all sub-populations (Seniors, YYA, Families, Single Adults, Veterans)
- f. Prioritize the selection of three Affordable Housing Projects, to include home ownership, preservation of available units and PSH ensuring one project of which requiring local fund leverage annually

Regional Housing Council – Relationship to Partners and Stakeholders

A Framework of Roles, Responsibilities, and Implementation Principles

To ensure the success of the Regional Housing Council (RHC), it is necessary for the RHC to establish clear, effective, and open lines of communication with the many partners and stakeholders that have a vital role in the region’s homeless crisis response system and to promote equitable access to safe and affordable housing.

A. Categories of Partners and Stakeholders

1. Jurisdictional Partners

- Board of County Commissioners (BoCC)
- Olympia, Lacey, Tumwater, and Yelm City Councils and staffs
- Thurston County Public Health and Social Services Office of Housing and Homeless Prevention (OHHP)

2. Homeless Crisis Response System (HCRS) Partners

- Thurston Thrives Housing Action Team (HAT)
- HAT Teams, which includes the Homeless Housing Hub (local Continuum of Care (CoC)) (HHH), Affordable Housing, Rental Housing, and Senior Housing teams, as well as the Data Work Group and 5 Year Plan Homeless Crisis Response Plan (HCRP) Work Group
- HCRS Teams, which includes Coordinated Entry, Vulnerability Index, Greater Regional Outreach Workers League, BIPOC (Black, Indigenous, and People of Color) Caucus, and Hazardous Weather Task Force (HWTF)

3. Other Stakeholders

- Unhoused persons and people with lived experience of homelessness
- Service provider organizations
- Thurston Thrives Coordinating Council
- Native American Tribes and Tribal Governments
- Private and non-profit housing developers and property managers
- Foundations and funding agencies
- Local businesses
- Neighborhood associations
- General public

B. Principles

- The 5 Year HCRP will drive funding priorities and decision-making
- Respect the current structure of the HCRS and its supporting stakeholder groups

- Ensure affordable housing and homelessness actions and discussions are centered on racial equity
- Value partnership and participation of people with lived experience
- Be innovative in moving forward to identify solutions around affordable housing and homelessness
- Avoid duplication of roles, responsibilities, and efforts
- Leverage skills and perspectives of different partners and stakeholders to achieve improved coordination and cooperation
- Establish connections to City Councils, BoCC, and Coordinating Council on affordable housing and homeless issues through the RHC
- Promote clear lines and norms of communication that may evolve as organizations, stakeholders, and partners grow and change
- Balance the need for the HCRS to be responsive to urgent needs while maintaining focus on long-term planning that is intended to reduce future urgent needs

C. Areas for Coordination

The relationship between the RHC partners and stakeholders will vary based on the type or nature of an issue. There are four broad areas or categories under which this coordination will occur:

- **Funding.** Funding includes setting funding priorities, implementing a process to make funding awards, and making funding award decisions.
- **5 Year Homeless Crisis Response Plan.** The 5 Year Plan includes development, implementation, monitoring and oversight of the Plan.
- **Policies.** For the RHC, policies refer to a course of action the government takes in response to an issue or problem. This includes identification, research and development, approval and implementation of policies.
- **Education and Advocacy.** Education and advocacy include development and dissemination of information to increase knowledge and understanding of issues related to homelessness and affordable housing.

D. Proposed Roles and Responsibilities

1. Funding

Partner/Stakeholder	Role
RHC	<ul style="list-style-type: none"> • Final determination of RFP funding priorities and priorities of other funds under the authority of the RHC • Final recommendation of RFP funding awards to BoCC • Set final priorities and approve Capital Pipeline RFI • Approve projects for Capital Pipeline • Seek and collect input of priorities from HAT

Partner/Stakeholder	Role
	<ul style="list-style-type: none"> • Use the 5 Year Plan as basis of funding priorities and recommendations • Plan and oversee implementation of RFP process • Focus on racial equity during priority setting and funding awards.
BoCC	<ul style="list-style-type: none"> • Approval of Funding RFP and Contract Awards
Jurisdictions	<ul style="list-style-type: none"> • Input on priorities through RHC • Participate on Technical Review Team review of RFP and RFI applications
OHHP	<ul style="list-style-type: none"> • Implement RFP process -issue RFP and application with racial equity focus • Implement Capital Pipeline RFI process, issue RFI and application • Support Application Review Process • Support RHC in making funding award recommendations • Present funding award recommendations to BoCC • Issue contracts
Coordinating Council	<ul style="list-style-type: none"> • No direct role in RFP process • Collective impact grant applicant
HAT	<ul style="list-style-type: none"> • Provide input to RHC as subject matter experts on funding priority recommendations • Ensure racial equity is addressed as part of funding priority recommendations
HHH	<ul style="list-style-type: none"> • Provide input, via HAT, on funding priority recommendations
Other HAT Teams	<ul style="list-style-type: none"> • Provide input, via HAT, on funding priority recommendations • Provide input on Capital Pipeline RFI and Priorities
HCRS Teams	<ul style="list-style-type: none"> • No specific role, although may provide input to HHH on funding priority recommendations
Other Stakeholders	<ul style="list-style-type: none"> • Providers bring additional resources into HCRS through other funders • Local funders direct resources to support the 5 Year Plan and to projects that work in tandem or compliment the RHC funding awards

2. 5 Year Homeless Crisis Response Plan

Partner/Stakeholder	Role
RHC	<ul style="list-style-type: none"> • Guide funding priorities and policies • Monitor implementation of 5 Year Plan
BoCC	<ul style="list-style-type: none"> • Final Approval of 5 Year Plan
Jurisdictions	<ul style="list-style-type: none"> • Update on implementation progress via RHC • May use Plan to guide own funding efforts • Any jurisdictional plans should be complimentary and in alignment with 5 Year Plan
OHHP	<ul style="list-style-type: none"> • Draft Plan and submit to Commerce • Ensure compliance with Consolidated Homeless Grant (CHG) guidelines • Take lead in tracking implementation
Coordinating Council	<ul style="list-style-type: none"> • May receive updates on plan implementation • May have a supporting role in completing specific tasks within the plan • No role in direct implementation of Plan
HAT	<ul style="list-style-type: none"> • Oversee implementation of plan through HCRP Work Group • Use to guide funding priority recommendations
HHH	<ul style="list-style-type: none"> • Approve plan as local CoC • Inform and support development and implementation of Plan • Educate and advocate for the Plan
Other Action Teams	<ul style="list-style-type: none"> • Support development of specific elements of the Plan, as appropriate • Educate and advocate for Plan, as appropriate
HCRS Teams	<ul style="list-style-type: none"> • Implement (or support implementation) of specific tasks within the Plan, as appropriate
Other Stakeholders	<ul style="list-style-type: none"> • May have supportive role in implementing specific tasks of the Plan • Recipients of information updates on status of Plan implementation

3. Policies

Partner/Stakeholder	Role
RHC	<ul style="list-style-type: none"> • Identify topics for policy discussion and research

	<ul style="list-style-type: none"> • Share information on jurisdiction policies • Recommend policy or policy changes at member jurisdiction Council or BoCC to achieve greater consistency among jurisdiction policies • Solicit and accept input from stakeholders on policy recommendations/proposals • Ensure policies are considered through a racial equity perspective
BoCC	<ul style="list-style-type: none"> • Approve or Reject policy recommendations presented to the BoCC
Jurisdictions	<ul style="list-style-type: none"> • Consider policy recommendations from RHC for approval
OHHP	<ul style="list-style-type: none"> • Support implementation of approved policies, as appropriate • Provide input as subject matter experts on policy proposal and research into policy options
Coordinating Council	<ul style="list-style-type: none"> • Play a supporting role in promoting policy recommendations
HAT	<ul style="list-style-type: none"> • Provide input as subject matter experts on policy proposal and research into RHC policy options, as appropriate • Develop and advocate for policy issues and recommendations to the RHC for consideration by jurisdictions • Ensure subject matter expertise and advocacy supports racial equity
HHH	<ul style="list-style-type: none"> • Develop and advocate for policy issues and recommendations through the HAT to the RHC for consideration by jurisdictions
Other Action Teams	<ul style="list-style-type: none"> • Develop and advocate for policy issues and recommendations through the HAT to the RHC for consideration by jurisdictions
HCRS Teams	<ul style="list-style-type: none"> • Develop and advocate for policy issues and recommendations through the HAT to the RHC for consideration by jurisdictions
Other Stakeholders	<ul style="list-style-type: none"> • May support development of policy recommendations or advocate for policy recommendations • May support implementation of policy decisions

4. Education and Advocacy

Partner/Stakeholder	Role
RHC	<ul style="list-style-type: none"> • Recipient of information regarding affordable housing and homeless activities

Partner/Stakeholder	Role
	<ul style="list-style-type: none"> • Promote or share information with member jurisdictions and members of the public and other stakeholder groups, as appropriate • As appropriate and in coordination with the HAT, support advocacy at local, regional, and state levels regarding affordable housing and homeless issues
BoCC	<ul style="list-style-type: none"> • Recipient of information regarding affordable housing and homeless activities • Promote or share information with members of the public and other stakeholder groups, as appropriate • Take action, as appropriate, based on information provided
Jurisdictions	<ul style="list-style-type: none"> • Recipient of information regarding affordable housing and homeless activities through its RHC members • Promote or share information with members of the public and other stakeholder groups, as appropriate • Take action, as appropriate, based on information provided
OHHP	<ul style="list-style-type: none"> • Share information with BoCC • Support HAT and other teams in the development and dissemination of information regarding affordable housing and homeless issues
Coordinating Council	<ul style="list-style-type: none"> • Recipient of information regarding affordable housing and homeless activities through HAT • Promote or share information with members of the public and other stakeholder groups, as appropriate
HAT	<ul style="list-style-type: none"> • Identify topics and issues regarding affordable housing and homelessness that require education and advocacy • Support the development and dissemination of educational materials • Advocate at local, regional, and state levels regarding affordable housing and homeless issues • Promote or share information with members of the public and other stakeholder groups, as appropriate
HHH	<ul style="list-style-type: none"> • Identify topics and issues regarding homelessness that require education and advocacy • Develop educational materials and work through the HAT to disseminate materials • Advocate at local, regional, and state levels regarding homeless issues

Partner/Stakeholder	Role
	<ul style="list-style-type: none"> • Promote or share information with members of the public and other stakeholder groups, as appropriate
Other HAT Teams	<ul style="list-style-type: none"> • Identify topics and issues regarding affordable housing that require education and advocacy • Develop educational materials and work through the HAT to disseminate materials • Advocate at local, regional, and state levels regarding affordable housing issues • Promote or share information with members of the public and other stakeholder groups, as appropriate
HCRS Teams	<ul style="list-style-type: none"> • Support the HHH in the development of educational materials and work through the HHH to disseminate materials • Advocate at local, regional, and state levels regarding homeless issues • Promote or share information with members of the public and other stakeholder groups, as appropriate
Other Stakeholders	<ul style="list-style-type: none"> • Support the development of education and advocacy materials and the dissemination of such materials

E. Implementation Principles

1. The primary connection point for HCRS Partners and other stakeholders is through the RHC Technical Team and its work groups.
 - a. The RHC Program Manager and Technical Team Chair shall attend all HAT meetings as well as HAT Teams and HCRS Team meetings when necessary to serve as a conduit to provide and receive information related to work of the RHC.
 - b. RHC members and technical team members are encouraged to attend partner and stakeholder meetings, as appropriate
2. The RHC or its Technical Team may invite any partner or stakeholder to participate on an RHC Technical Team workgroup. The Technical Team should proactively ensure appropriate subject matter experts are engaged and consulted for any work conducted under the auspices of the RHC.
 - a. RHC Technical Team and Work Group meetings are not open to the public. Information on the efforts of such groups will be provided at full RHC meetings, which are open to the public.
3. Any partner or stakeholder may request an item to be added to the RHC agenda. The request should be made to the RHC Program Manager or Technical Team Chair, who may

- bring it to the Technical Team. A determination of whether to include the requested item on the RHC agenda will be made by the RHC Chair and/or Vice Chair.
- a. The RHC Chair or Vice Chair may invite any stakeholder to participate in discussion or to make a presentation to the RHC, at their discretion.
 - b. Partners or stakeholders may request to present on a policy issue or education and advocacy efforts to seek RHC support.
4. At least once per year, the RHC Funding Workgroup will solicit the input of the HAT and its teams on recommended funding priorities for the upcoming Request for Proposal (RFP) funding process. The input should be provided no later than January of each year.
 5. The RHC or the Technical Team will not create any RHC workgroup that duplicates the work of an existing HAT or HCRS team.
 - a. The RHC or Technical Team may invite any partner or stakeholder to present, share, or provide technical guidance related to its activities.
 - b. The RHC or Technical Team may request any partner or other stakeholder to perform research, participate in policy development, or develop education materials. The partner or stakeholder group may consider such a request but is under no obligation to fulfill the request.
 6. Any partner or stakeholder may request a representative of the RHC to attend a meeting or provide input on the work of the RHC. The representative may be a member of the RHC Technical Team. The RHC will make a good faith effort to fulfill all appropriate requests.
 7. At least once per year, the 5 Year HCRP Work Group should report to the full RHC a report on progress in implementing the 5 Year Homeless Crisis Response Plan. As appropriate, jurisdictional partners should provide information to the HCRP Work Group on progress made in implementing jurisdiction-specific affordable housing and homeless response plans.
 8. In the development of its annual work plan, the RHC will seek input from the HAT and other appropriate partners and stakeholders on topics or tasks to include in its annual work plan.
 9. The RHC should develop a process by which partners or stakeholders may convey support, concerns, or objections to the RHC regarding decisions or actions taken or under consideration by the RHC.
 10. The RHC in cooperation and consultation with HCRS partners and stakeholders will periodically review and update these implementation principles to ensure transparent and effective lines of communication and cooperation.

Appendix A

List of Organizations Participating in HCRS Teams

To be completed

DRAFT