

Permanent Supportive Housing Advisory Committee



Annual report pursuant to RCW 43.330.425

**OFFICE OF APPLE HEALTH AND
HOMES - PERMANENT
SUPPORTIVE HOUSING**

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Report to the Legislature

Director Mike Fong

Acknowledgments

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Table of Contents

Executive summary	4
Introduction	6
Strategic prioritization exercise results	8
Synopsis of rural/urban breakout workgroups	11
Appendix A: Committee meetings	13

Executive summary

Overview

In [Chapter 266, Laws of 2022 \(SHB 1724\)](#), the Legislature created the Permanent Supportive Housing Advisory Committee to provide guidance and recommendations on the administration of permanent supportive housing (PSH) programs managed by the Department of Commerce (Commerce). This report satisfies Section 2(2)(d) of Chapter 266, Laws of 2022, which requires the committee:

Until December 31, 2027, report its recommendations to enhance the coordination and availability of permanent supportive housing to the appropriate committees of the legislature and the governor by December 1st of each year.

This report fulfills that requirement. It also describes the establishment of the committee and the first year of activities, including the selection of members, selection of a chair, and preliminary recommendations to ensure alignment of capital, services, and operating investments and fidelity of the provision of permanent supportive housing from the four quarterly meetings held between November 2022 and August 2023.

Highlights

Commerce released a request for proposals in June 2022 and selected BDS Planning and Urban Design to assist our staff with creating the committee and organizing and facilitating the committee meetings, including setting up the committee bylaws. Commerce worked with BDS Planning to formulate an application inclusive of all the criteria for each position on the PSH Advisory Committee as listed in [Chapter 266, Laws of 2022 \(SHB 1724, Section 2\)](#). A regional approach to identify geographic distribution was created using the [Apple Health Integrated Managed Care regions](#) as a guide.

The Legislature required 26 advisory positions, of which four were identified as state agency-represented positions. The director of Commerce has appointing authority. There were 260 applications for the 26 legislatively required positions due to extensive marketing and outreach to the identified community groups and state agencies. BDS and Commerce reviewed each application, established a shortlist, and made recommendations for the Commerce director, who selected the appointees. Appointment letters were sent before the first committee meeting, on November 17, 2022.

Subsequent meetings were held on Feb. 16, May 18, and Aug. 17, 2023. BDS Planning met individually with committee members between meetings to offer support, debrief, provide additional context, or address any unanswered questions or issues not addressed in the committee meetings. As the committee members are in different stages in their understanding of the challenges of PSH, each meeting included an educational component on the issues, resources and challenges. During the February meeting, the committee embarked upon a strategic planning process to envision an ideal state of PSH in Washington 20 years in the future. This conversation also identified turning points that would lead to those goals. Commerce presented strategies under their area of control that could impact the turning points at the May committee meeting. The committee then prioritized the eight strategies through a virtual poll. The August meeting did a deeper dive into the top prioritized strategy, breaking it down into specific recommendations from the committee.

In addition to focusing on PSH strategies, the committee elected a chair during the May committee meeting and adopted bylaws at the August meeting. Discussions have occurred at each committee meeting regarding the equity of the committee, prompting Commerce to create an information session on the recruitment and appointment process. The session was recorded and posted on the [Commerce website](#).

Overview of the first year

The committee's first year was focused on developing and informing the committee since members have a broad continuum of knowledge about PSH. Discussions focused on how committee members were recruited, equity and diversity of the membership, development of the bylaws and the chair election, education, and 'level setting' on the definitions of PSH resources and the structure and distribution of state and local funding. Eleven of the 26 members have lived experience, either currently or formerly residing in PSH, and are not as familiar with the formal structures and funding sources. However, their perspectives on navigating the complexity of the systems are very valuable. The committee members are anxious to dive into deeper discussions on the issues and challenges of expanding and improving the quality of PSH throughout Washington. However, ensuring everyone was on the same page with definitions, concepts and principles, and PSH models was important. BDS Planning spent extensive time supporting all members of the PSH Advisory Committee, particularly individuals with lived experience, with one-on-one meetings between the quarterly meetings.

Each meeting is recorded with materials posted on the Commerce [Permanent Supportive Housing Advisory Committee website](#).

Introduction

Membership

Commerce selected BDS Planning to assist with creating the committee, organizing and facilitating committee meetings, and drafting the committee bylaws. The work also included application development, marketing, distribution, and facilitation of committee meetings.

Summary of the process to formulate recommendations for membership

Step 1: Application

Commerce and BDS Planning created an application with the criteria associated with each position on the PSH Advisory Committee. We used a regional approach based on the [Apple Health Integrated Managed Care regions](#) to identify applicants to ensure geographic distribution of the membership.

Outreach and marketing:

- BDS Planning outreach efforts through internal list-serves
- Commerce GovDelivery to Housing and Homeless List (over 4,000 contacts)
- Marketing through Commerce's Community Engagement Team
- Presentations to Communities of Concern Commission
- Outreach to the Washington State Developmental Disabilities Council
- Washington State Health Care Authority (HCA) distributed information through its GovDelivery network of over 4,000 people with lived experience
- Commerce contacted the Department of Social and Health Services Aging and Long-Term Support Administration (DSHS-AL TSA), DSHS-Research and Data Analysis (DSHS-RDA), DSHS-Developmental Disabilities Administration (DSHS-DDA), and HCA for the state agency appointments
- A total of 260 applications were received from Sept. 8-30, 2022, of which 64% identified as white and 36% identified as people of color.

Step 2: Review of applications against legislative criteria

BDS and Commerce reviewed each application against the following criteria:

- Did the applicant indicate the criteria of the seat for which they applied and describe their relevant experiences?
- Did the applicant reflect the geographic diversity of the state of Washington (King County, urban, rural, frontier¹)?
- Did the applicant reflect the racial/ethnic diversity of Washington?
- Did the applicant have lived experience of homelessness?
- Did the applicant have lived experience of substance use or behavioral health disorder? (Research indicates a significant prevalence of behavioral health conditions in individuals who experience homelessness²).
- Was the applicant a current resident of permanent supportive housing?

¹ Wilger, Susan, National Rural Health Association, "Definition of Frontier," (2016), <https://www.ruralhealth.us/getattachment/Advocate/Policy-Documents/NRHAFrontierDefPolicyPaperFeb2016.pdf.aspx>

² National Alliance to End Homelessness, Health and Homelessness, (updated December 2023), <https://endhomelessness.org/homelessness-in-america/what-causes-homelessness/health/>

Step 3: Establishing a shortlist

BDS and Commerce staff scored applications based on the above criteria. BDS and Commerce created a shortlist that prioritized diverse representation across geography, lived experience, race and ethnicity, and residency in permanent supportive housing. Upon examining candidates on the shortlist, BDS and Commerce narrowed down the recommendations by identifying duplication of experience or qualifications and selecting candidates who either:

1. Scored highest
2. Provided geographic representation
3. Whose experience wasn't already reflected on the final list

The final list of selected members is included in [Appendix A](#). On April 28, 2023, Commerce conducted an information session on the recruitment process, which was posted on the Commerce website. The PowerPoint illustrating the process of narrowing the positions from the highest-scoring applicants and the geographic representation, equity, and lived experience of the final candidate list is also included in [Appendix A](#).

Table 1: Demographics of the 25 original members selected for the Committee (one open position)

Demographics	Percent
Identify as members of the LGBTQ+ community	12%
Identify as people of color	40%
Identify as having experienced homelessness and/or behavioral health conditions	60%

One committee member was discharged from the committee. A subcommittee was established during the August committee meeting to recruit members for existing open positions and future recruitments. BDS and Commerce staff are currently recruiting for two positions, including someone living in PSH representing the intellectual/developmental disability community and someone living in PSH representing the physical disability community.

Strategic prioritization exercise results

Process

At the Feb. 16, 2023, PSH Advisory Committee meeting, members were asked to participate in a strategic visioning exercise where they imagined what the newspaper headlines would say 20 years in the future if we successfully transform PSH in Washington so it serves everyone who needs it (including capital, rent assistance, services), how to ensure PSH is available in every community for all populations, and how to increase the quality of PSH overall. The themes from that visioning exercise are listed in Table 2. The group visioning exercise responded to the following discussion prompt:

Consider 20 years into the future and the ideal state of PSH in Washington ...

What will the newspaper/article headline read about our progress in PSH housing-impacted populations?

As you look back, what were the turning points or breakthroughs along the way?

Results from the committee to the prompts

Table 2: "What will the PSH newspaper headlines look like in 20 years?"

Housing advocates work to create a system where ALL residents have all their housing needs met.
The State of Washington ends chronic homelessness, providing safe and dignified homes for individuals and families in our communities.
Homelessness is addressed at the underlying services and support needed, not just the outer layer of being homeless.
Anyone in need CAN actually access supportive housing services that meet their needs right when they need it.
Homelessness, once considered intractable, is no longer a reality for low-income individuals and families in Washington State.
PSH vision becomes a reality with multi-tiered housing models tailored to the wants and needs of individuals, providing housing and services to people without wait times.
Homelessness is addressed as a HUMAN issue and not merely a lack of structure issue.
Washington has created innovative, successful, award-winning systems that are studied and copied regionally, nationally, and internationally.
Washington provides on-demand, tailored support paired with permanent rent assistance to meet the housing needs of its population.
Tried and tested Washington state PSH provides wraparound case management for EVERY individual, supportive of EVERY resident in self-actualization.
Washington state successfully develops enough housing to decrease homelessness in our state by 50%. Cost savings are estimated to be in the billions.
Ability to use resources effectively, using vouchers etc., drastically reduces housing crisis in Washington state.

Next, Committee members were asked what turning points would need to take place to achieve those desired outcomes. After the strategic visioning exercise, committee members engaged in one-on-one conversations with BDS staff to discuss their priorities in further detail. The ideas initially expressed in the visioning exercise were used as a jumping-off point for these conversations.

Notes from the one-on-one conversations and the list of "turning points" suggestions from the strategic visioning exercise were combined and shared with Commerce staff, who reviewed the priority suggestions. Commerce staff synthesized these ideas into a working list of ideas within the scope of the state Legislature and/or the agency and simplified these ideas into a list of eight possible strategies that the PSH Advisory Committee could prioritize.

The May 18, 2023, PSH Advisory Committee meeting resulted in a review and further discussion of these strategies. Members then received a survey to prioritize the eight strategies. The survey was designed as a "ranked choice" voting system in SurveyMonkey, where members could indicate which strategy they felt was most important, which was second most important, and so forth. A point value was assigned to each strategy based on its rank. Each of these strategies was linked to the themes from the Turning Points (see below). Members could add narrative comments to elaborate on their choices.

Results

The list of priorities is in Table 3 in order of the highest scoring priority to the lowest scoring priority as a result of the voting from the participating members of the committee. The committee members strongly preferred to focus on understanding regional capital investments, emphasizing the differences in how funds have been utilized towards different PSH models and outcomes in urban vs. rural settings.

Table 3: Strategies and prioritization

Commerce strategy	Description	Turning point theme	Rank
Regional investments	Regional Investment - Create/finalize a PSH inventory to (1) identify PSH unit distribution across the state, (2) analyze the need for further targeted investments, (3) generate estimates of required spending, (4) understand what models of PSH are present in different communities (urban/rural, etc.)	Capital Bricks & Mortar	1
Capacity grants	Help By/For and smaller community-based organizations develop the capacity to leverage resources to sustain themselves and provide PSH.	Anti-Discrimination	2
Quality assessment	Support PSH's continuous quality improvement by assessing projects across time through the Operations, Maintenance, & Services (OMS) funding program.	Capital Bricks & Mortar	3
Increase rent assistance	Expand the long-term tenant- and project-based rental assistance program called Community Behavioral Health Rent Assistance (CBRA) Program to include strategies such as master leasing for individuals exiting both mental health and substance use treatment facilities.	Financial Subsidies	4
Inpatient discharge improvement	Create a formal strategy to address how individuals are discharged that promotes the utilization of peer support and community health workers to help navigate and access PSH to avoid discharging to homelessness.	Systems	5
Communication toolkit	Provide information to advocates, non-profits, by-and-for organizations, and local government leaders on PSH, what it is and isn't, and other PSH info.	Anti-Discrimination	6
Feedback loop	Require feedback from people with lived experience in multiple systems; build feedback requirements into contracts.	Systems	7
New program start-up	Provide recipients of funds with clear requirements and tools to share information about new programs with system partners, advocates, people experiencing homelessness, and other stakeholders.	Systems	8

Table 4: Turning points, or "Breakthroughs that lead to the newspaper headlines," were grouped into eight themes and various strategies

1. Tools	2. Systems
<ul style="list-style-type: none"> ○ Case management software ○ Improve the discharge planner's toolkit ○ No one discharged into homelessness ○ Homeless classification broader ○ Government transparency and accountability to the homeless sector ○ Better statewide systems across agencies and organizations, creating consistency, transparency and improving efficiency 	<ul style="list-style-type: none"> ○ 211 system as a model for case management. More numbers (311, 411, etc.) for other needs ○ Less reliance on Social Security Numbers or phone numbers for identification ○ "No wrong door" approach ○ Housing Choice Vouchers for everyone
3. Workforce development	4. Supportive services
<ul style="list-style-type: none"> ○ Invest in workforce development ○ Homeless service providers are well-paid and supported ○ Peers are trained and empowered as community advocates 	<ul style="list-style-type: none"> ○ Community-supported Housing First models ○ 24/7 access to services, not just M-F 9-5
5. Anti-discrimination	6. Financial and subsidies
<ul style="list-style-type: none"> ○ End stigmatization of vulnerable populations ○ No discrimination for income source 	<ul style="list-style-type: none"> ○ Fiscal investments at the scale that we need ○ Better resource coordination
7. Capital - bricks and mortar	8. Landlord and market mitigation
<ul style="list-style-type: none"> ○ Supply of affordable housing ○ Land allocation to affordable housing ○ Centrally located brick-and-mortar housing locations with walk-in availability 	<ul style="list-style-type: none"> ○ Robust tenant protections mitigate market pressures ○ Compensation for landlords for high-risk tenants with complex needs ○ Landlord mitigation funds should not be reimbursements; smaller landlords can't front the money ○ Landlord incentives

Synopsis of rural/urban breakout workgroups

Facilitators from Commerce and BDS attended two breakout sessions within the PSH Advisory Committee. Each breakout workgroup was asked to respond to the following questions:

- What are the barriers to building/developing/purchasing PSH in [Rural/Urban] areas?
- What strategies do you recommend to address the barriers to building/developing/purchasing PSH in [Rural/Urban] areas?
- How can we help small grassroots organizations and by-and-for organizations with capital development to serve marginalized populations?

Urban breakout room - challenges

- Workforce capacity – do not have enough people to operate the building or project for funding available
- Finding the balance between large buildings dedicated to PSH serving a complex population where real estate is prime and smaller-scale projects where individuals can build community
- NIMBYism (“Not In My Back Yard”) and limited resources
- Does the number of units available impact the local PSH housing targets? The benefit of a larger building footprint is = a greater impact for more people and more economical to run a site for several residents.
- Building and sustaining Permanent Supportive Housing sites/units requires finding the “sweet spot” between all of these factors:
 - Operations (what are the services needed and offered?)
 - Management and Capacity (what does it take to run the site?)
 - Benefit to community and residents

Rural breakout room - challenges

- Prevalence of service deserts; communities do not have pre-existing services such as mental health, physical health, laundromats, etc.
- NIMBYism (“Not In My Back Yard”) is pervasive, and community members are resistant to building PSH in their neighborhoods.
- A smaller and more spread-out workforce makes hiring and maintaining staff difficult (long commutes, low wages, fewer competitive job applicants in a given area).
- Uniquely rural considerations include low fair market rents (FMR), competing needs for H2A visa worker housing, and competition around funding and land, which also impacts land/building availability for PSH developers.

Urban breakout room - strategies

- Pooling or clustering shared services and staff. For example, campus setting or building PSH near existing community services such as low-income clinics and food banks.
- Anti-stigma campaign to combat NIMBYism.
- More funding is needed from all levels of government not only for building new sites but also for continued operations, maintenance, and services.
- Permitting and development standards reform to support faster new development for affordable housing.
- Continue to expand the rapid capital acquisition program.
- Promote more relationships between public housing authorities and community service organizations so that the housing authorities are being leveraged as experts in the development process.
- Convert unused office space into housing.

Rural breakout room - strategies

- Overcoming NIMBYism with Anti-stigma and public education campaigns.
- Empower and support local landlords by offering reimbursements, mitigation funds, legal support, and education so that they can take on riskier tenants.
- Reducing barriers to gain entry for tenants. For example, stipulations about their past, credit scores, sobriety, or no-pet policies create significant barriers to entry.
- We need different rate structures in rural areas – a one-size-fits-all approach of laws/rates/building regulations/funding mechanisms based on urban development models does not work for rural communities.
- Technical assistance, mentorship, and training programs for smaller organizations and community groups.
- Hiring a case manager for each property to assist people early in the lease-up process for issues that come up like filling out the applications, getting their driver's license or social security cards, and other things that are needed for entry, along with helping specifically with companion animal issues.

Helping small grassroots organizations/ by-and-for organizations with capital development to serve marginalized populations - Strategies

- Small by-and-for organizations need to partner with funders who can hold some of the burden of risk over the lifespan of the housing site's existence. The government should also help to carry some of this risk.
- Providing consultant or technical assistance organization that has been doing this work for a while - create space for collaboration and relationship building.
- Implement a 'Supportive Housing Institute' (Curriculum created by the Corporation for Supportive Housing) dedicated to by-and-for organizations.
- Provide more unrestricted funds for pre-development grants.
- Mentorship program - from larger to smaller organizations (community cross-pollinating).

Appendix A: Committee meetings

First PSH Advisory Committee meeting – Nov. 17, 2022

The first PSH Advisory Committee meeting was held on November 17, 2022, with welcoming remarks from Dr. Lisa Brown, then-director of Commerce, and Rep. Nicole Macri, the sponsor of the establishing legislation. Committee members introduced themselves, described what they hoped the committee would accomplish, and explained why they were personally invested.

Some key themes included:

- Elevating the stories and nuanced experiences of folks with lived experience of permanent supportive housing and homelessness
- Addressing specific sub-population needs as it intersects with homelessness and housing
- Increasing the quality of permanent supportive housing and quality of living
- Building pathways to create more permanent supportive housing options
- Improving the coordination of resources and collaboration across state agencies

BDS Planning reviewed the committee's purpose, role and expectations. Members were sent background materials, including a copy of the legislation, educational materials such as PSH models, information about the effectiveness of PSH, research and quality indicators, and more information about the various resources available. Committee expectations and interpersonal norms were presented to the group.

Minimum expectations include:

- Meet quarterly
- Contribute to the development of a yearly report to the Legislature
- Support the direction and priorities for permanent supportive housing
- Strategic planning on expanding and scaling permanent supportive housing
- Respond to recommendations on issues identified by Commerce staff
- Learning and material review between meetings

Melodie Pazolt, managing director of the Office of Apple Health and Homes/Permanent Supportive Housing, also presented to the committee. Pazolt provided an overview of the definitions of PSH, the principles of the evidence-based practice model from the Substance Abuse Mental Health Services Administration (SAMHSA) and the PSH funding framework, which is described as the three legs of the stool:

- 1) Capital: Bricks and mortar
- 2) Subsidies: Rents, also known as operations and maintenance
- 3) Supportive housing services

Permanent supportive housing, or PSH, is defined in RCW 36.70A.030 as:

subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on- or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness before moving into housing to retain their

housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all the rights and responsibilities defined in chapter 59.18 RCW.

The committee also reviewed administrative activities and responsibilities, including nominating a chair and adopting bylaws. Commerce and BDS adopted the [Community Compensation Guidelines](#) set forth by the Washington State Office of Equity and shared the process and mechanics for reimbursing qualifying members with lived experience for their time. A poll after the meeting identified members interested in being the chair.

Second PSH Advisory Committee meeting – Feb. 16, 2023

Committee members were asked, "What does Permanent Supportive Housing mean to you?" and "Who benefits from Permanent Supportive Housing?" before the second committee meeting. As a group, we reviewed two word-cloud graphics summarizing their responses.

Melodie Pazolt, managing director of the Office of Apple Health and Homes/Permanent Supportive Housing, gave more background information on PSH and discussed the projected needs for the housing type in Washington. She also addressed misconceptions about PSH and explored the definitions and relationship of the "three legs of the stool" for PSH: Subsidies and rents, supportive services, and capital bricks and mortar. She emphasized that while each "leg of the stool" has a role, the coordination and quality of the entire stool will have the best impact on the population most in need.

Committee feedback and discussion:

- Committee members said the "legs of the stool" aren't always present, and many people cannot access housing. The stool legs are uneven/wobbly and sometimes don't even appear to exist.
- Several members acknowledged and shared stories regarding the complicated and traumatic experiences of navigating the system.
- The group acknowledged a series of existing barriers in the current state of permanent supportive housing.
- BDS facilitator Ishmael Nuñez proposed creating a shared "Why we're here" list based on the committee's feedback to ground everyone on current issues.

PSH strategic planning – vision and turning points

As outlined in the advisory committee's expectations, the group will provide a meaningful role in guiding Commerce's strategic planning around PSH. BDS's Nuñez proposed a strategic planning framework, and the group participated in a visioning exercise in response, the results of which are contained in the "Strategic prioritization exercise results" section.

Committee structural business

The remaining portion of the committee meeting focused on structural or administrative business. Draft bylaws were reviewed and distributed to committee members before the meeting. The purpose of bylaws and how they will serve the group was discussed. Members provided input, suggestions, and edits to the facilitators on changes, with the goal of voting on the bylaws at a future meeting.

Committee members agreed that there should be a Chair Selection Sub-Committee and that Committee members may either serve on that subcommittee or pursue the chair role, but not both. A Chair Selection Sub-Committee will help craft the process of selecting, interviewing, and voting on chair candidates and providing recommendations to the PSH Advisory Committee.

Based on the Washington State Office of Equity guidelines, BDS Planning presented an overview of the compensation process, including eligibility. Due to technical difficulties, this meeting was not recorded; however, the meeting materials are [posted on the Commerce PSH Advisory Committee website](#).

Third PSH Advisory Committee meeting – May 18, 2023

The third PSH Advisory Committee meeting began with the Committee's structural and administrative business. Committee group session. A review of suggested bylaw edits based on feedback and process updates was also highlighted. The committee was encouraged to review the bylaws and make any recommended changes or suggestions in preparation for official voting at the August meeting.

The advisory board also reviewed the chair selection subcommittee's April 2023 meeting. This subcommittee's four members met to discuss the chair selection process, voting recommendations, and to review interested candidates. There were eight self-selected candidates, of which two submitted letters of interest. The subcommittee discussed interview practices, including video calls and potential questions. The subcommittee was unable to reach a consensus on the process. BDS and Commerce decided to use an online voting tool during the May meeting for the two candidates who submitted their formal letters of interest. Each candidate was given four minutes to speak to the whole committee. This vote selected Autumn Nolan.

The remainder of the meeting focused on continuing the strategic planning process. Notes from the one-on-one conversations and the list of “turning points” suggestions from the strategic visioning exercise were combined and shared with Commerce staff, who reviewed the priority suggestions. Commerce staff synthesized these ideas into a working list of strategies within the scope of the authorizing statute and/or the agency based on the turning point themes.

With the turning point themes, Commerce identified several action items the agency could implement or influence, then requested the PSH Advisory Committee prioritize the strategies. These strategies were presented as a survey in SurveyMonkey with a ranked-choice voting system, where members could indicate their prioritized strategies in order. Each of these strategies was linked to the themes from the turning points. Members could add comments to elaborate on their choices. The "Strategic prioritization exercise results" section lists the strategies and prioritization results.

Fourth PSH Advisory Committee meeting – Aug. 17, 2023

Building from the strategic planning process in the previous meetings, the fourth PSH Advisory Committee meeting focused on regional investments, which was the highest priority strategy identified by members. The meeting delved into the bricks-

County	Units of PSH
Asotin	0
Chelan	0
Columbia	0
Cowlitz	0
Douglas	0
Ferry	0
Garfield	0
Grant	0
Kittitas	0
Lincoln	0
Okanogan	0
Pend Oreille	0
San Juan	0
Skamania	0
Wahkiakum	0
Whitman	0
Walla Walla	6
Island	10
Benton	16
Jefferson	19
Klickitat	23
Grays Harbor	24
Mason	30
Pacific	30
Skagit	35
Lewis	55
Franklin	59
Stevens	70
Clallam	91
Kitsap	95
Whatcom	175
Pierce	202
Snohomish	281
Thurston	285
Yakima	298
Clark	379
Spokane	790
King	5220

and-mortar development of PSH, regional inventory, and identifying regions where targeted investments are needed.

During the August meeting, there were presentations from several committee members including DSHS-Research and Data Analysis (DSHS-RDA), a PSH housing owner/operator, a PSH developer and the managing director of the Housing Trust Fund. Commerce assembled an inventory of PSH units based on capital-funded projects with Housing Contracts Management System (HCMS), a capital contracts data platform, as well as the organizations currently under contract for the PSH operations, maintenance, and services funding (PSH-OMS). This inventory does not include locally funded projects and may not fully encompass all data sources or PSH projects throughout the state, but represents a summary of Commerce-funded or -supported units.

Taylor Danielson, the PSH researcher on the committee, presented information on the number of individuals who are projected to need PSH. Using data from multiple administrative data sources through the integrated client databases, DSHS-RDA can link individuals through multiple systems for evaluation, performance and analysis purposes. Through analysis of risk conditions, such as chronic health conditions, serious mental health and substance use disorders, criminal/legal system involvement, and longitudinal involvement with multiple systems, RDA was able to forecast the number of individuals who may need PSH now and into the future. Additional information on the forecasted need for PSH can be found in the DSHS-RDA report submitted to the Legislature, [Projected Demand for Permanent Supportive Housing \(2023\)](#).

In addition to identifying the number of individuals who may need PSH, [Chapter 254, Laws of 2021](#) (E2SHB 1220) directed Commerce to project future housing needs for jurisdictions by income bracket. Local jurisdictions must include housing for households with moderate, low, very low, and extremely low incomes, as well as emergency housing and permanent supportive housing, in their planning efforts. Commerce created a calculation toolkit that projects the current PSH units by county combined with population growth, which results in an estimate of over 122,000 units of PSH units in the next twenty years. Additional information on the methodology for the calculation, the calculator, training and materials are available on the [Commerce Growth Management webpage](#).

Two committee members, who are also experts in the development of PSH, presented information on the complexity of putting together capital grant applications. Rhonda Hauff (Yakima Neighborhood Health Services) and Ginger Segel (GS Consulting LLC) presented their experiences of stacking and braiding various funding sources to purchase or construct affordable housing units. The joint presentation demonstrated the complexity and challenges involved with expanding project-based PSH units.

Nate Lichti, managing director of Commerce's Multi-Family Housing Unit, then highlighted the legislative investments from the 2023-25 biennial budget, and recapped the results of investments from the previous biennium. The 2021-23 biennium resulted in 2,153 awarded PSH units across 54 projects (or communities), seven projects that restricted 119 units for Apple Health and Homes.

- Average of 47 units per project
- Average of 40 PSH units per project
- Average of 17 AHAH units per AHAH project

Rural/urban breakout workgroups

After the presentations, the committee broke into two separate workgroups: One workgroup focused on urban areas, and the second workgroup on rural areas. Commerce and BDS staff facilitated the workgroups. The questions the workgroup responded to, and the results from the workgroups are presented in the "Synopsis of rural/urban breakout workgroups" section.

Structural and administrative business

The second half of the meeting was focused on the structural/administrative business of the PSH Advisory Committee, including the voting on the bylaws and discussing recruitment and appointment of members. The committee passed the bylaws. A copy of the bylaws is posted on the [PSH Advisory Committee webpage](#).

Subcommittee development

Next, the PSH Advisory Committee focused on developing two subcommittees. As of this report, there are two open membership positions. One position has been vacant since the beginning (a person with lived intellectual/developmental disabilities living in PSH), and one member was dismissed (a person with physical disabilities living in PSH). It was also shared that one member has never attended a meeting; per the newly passed bylaws, unexcused absences from three meetings would result in removal. This conversation resulted in the creation of two new subcommittees:

- 1) Subcommittee on Recruitment: This subcommittee will likely meet three times per year to improve the committee's existing recruitment methods and strategies, the application process, and improving equity and diversity.
- 2) Subcommittee on Membership: This subcommittee is expected to meet once annually (after the recruitment subcommittee has completed its efforts) and communicate over email before the annual meeting. This subcommittee's primary role is reviewing applicants for vacant committee positions and to nominate members for the committee. The Chair will present the top nomination to the committee. Per RCW [43.330.425](#), only the director of the Department of Commerce can officially appoint members; the subcommittee would assess eligibility and vote on recommendations.

Members were encouraged to submit their interest in the two committees via a submission form provided by BDS Planning.

Complete information on each meeting, the recordings and handouts are available on the [PSH Advisory Committee webpage](#).