



MEETING NOTES

Wednesday, October 6, 2021

11:00 am - 1:00 pm

Webex

ATTENDEES: Willard Brown, Cassie Chinn, Gregory Davis, César Garcia Garcia, Quynh Pham, Yordanos Teferi, *EDI Advisory Board Members*; Monisha Harrell, *Facilitator*; Ubx Gardheere, Abesha Shiferaw, Michael Blumson, Michael Hubner, Aja Hazelhoff, Katie Sheehy, *OPCD Staff*

Welcome

Monisha Harrell noted that it seems like not everyone got the appointment, so staff will find out which calendar systems other Board members use so that we make sure everyone can join our meetings.

Public Comment

No members of the public joined the meeting.

Approval of retreat notes

Monisha and a couple of Board Members identified typos that have been corrected and the retreat notes were approved with one abstention.

Funding updates/Mayor's Budget

Ubx Gardheere, EDI Director, provided an overview of the Mayor's proposed budget that would increase EDI funding through the JumpStart payroll tax (see [Ordinance 126393](#)). Key elements of the proposed budget, as it relates to the Equitable Development Fund include an additional \$14.3M from JumpStart payroll tax, two additional project managers to administer grants and support grantee organizations, and one additional contract management specialist to support OPCD's finance and administrative team with the significant increase in projects. If approved by City Council, these new positions would likely be hired in early 2022.

Question from the board: how will BIPOC communities be involved with the participatory budgeting process?

Answer: The Office of Civil Rights is hiring a small team that will design and guide this process.

Question from the board: When will we know the final approved budget?

Answer: City Council will review and modify the budget. It is likely to be finalized right before Thanksgiving and ratified later in November.

JumpStart update

Abesha Shiferaw, Michael Blumson, OPCD

Staff began by noting that we received almost 80 applications for the EDI Fund Request for proposals and 100 applications for the Strategic Investment Fund. We will continue working with the Board to identify different scenarios for 2022 funding rounds, timelines, etc. Michael noted that

the \$5M of EDI Funding was split across a lot of different goals and that we would like to ensure more stability for grantees receiving capacity-building, more flexibility in funding for site control, and larger funding amounts for capital projects.

Please see attached JumpStart Fund Scenarios

Capacity-building

Board members support multiple years of funding for capacity-building and noted that it is often an entry point for newer organizations to develop and plan for capital projects that meet the needs of their communities.

Emergency funding

Board members agreed that establishing an emergency fund that EDI grantees could access outside of more formal request for proposals could be very beneficial.

Community Development Block Grants (CDBG)

Board members had a number of questions about Federal CDBG funding including why it is not used for more EDI projects and how departments administering these funds might be able to find additional ways to support equitable development and community-driven projects. Staff noted that administering CDBG is complicated and OPCD only had one project that has been able to use this funding. It often creates additional reporting processes and requirements for grantees, so more often this funding is used to support other department programs, e.g. OED's commercial affordability, that advance equitable development.

Eligibility criteria

Board members recognize the tension between opening up funding opportunities for new grantees with ensuring that current grantees get the funding necessary to complete their projects. While the EDI fund was never intended to be the sole source of funding for capital projects, more partnerships will need to be established to help grantees get the necessary funding. Balancing between expanding the program and getting current projects complete will require ongoing discussions. Interim OPCD Director Quirindongo noted that with City Council currently deliberating on the 2022 budget, it is a very good time to advocate for additional funding for specific projects.

Comprehensive Plan update

Michael Hubner, Aja Hazelhoff, OPCD

OPCD staff are developing the community engagement plan and starting the Racial Equity Toolkit process for the update of the Comprehensive Plan that will more formally begin next year. Later this year, OPCD hopes to release a joint Request for Proposals with SDOT to solicit proposals from community based organizations (CBOs) that would like to help engage their communities in this update process as well as the Seattle transportation plan. Department of Neighborhood's Community Liaisons (CLs) will also be engaged to help connect these processes with their communities. Staff noted that this effort will likely break with old models of engagement and hope to engage many new community organizations.

Board Members emphasized that it will be extremely important to ensure perspectives from EDI neighborhoods, who traditionally have not had as much influence over the Comprehensive Plan as other neighborhoods. They also noted that it's important to consider the variety of ways people are connected to neighborhoods beyond just living, working, or owning businesses, particularly in areas like the Chinatown International District / Little Saigon where community members have already been displaced from living in Seattle but still have connections to the neighborhood where community members were historically restricted from living in those neighborhoods but still

regard the neighborhood as home. The Board also expressed support for working with CBOs and CLs and noted that additional CLs will need to be hired in support of these efforts.

Working Group updates

Patrice Thomas, OPCD staff, provided high level overview of the draft By-Laws that a working group reviewed and edited in September. They will need to be finalized and approved by the Board. Two key issues need to be addressed: (1) structure of the EDI Advisory Board and (2) compensation.

(1) **Board structure.** We will need Co-Chairs, so please start thinking about whether you would like to volunteer or who you might want to nominate for these positions. This will require additional time commitments and responsibility. We will also need co-chairs for Board committees and each Board Member will need to sign up for at least one committee. Currently proposed committees include:

- Executive Committee: comprised of Board Co-Chairs and co-chairs of the other committees. Responsibilities include drafting annual budget letters and other formal Board recommendations.
- Policy, Practice, and Advocacy (work Giulia often led)
- Auditing, Data, & Program Evaluation
- Youth & Community Engagement - giving and receiving information to our partners

(2) **Compensation.** The current recommendation would be to provide stipends of \$300 per month, \$3,600 annually. This will be significantly easier for Board Members and staff to track compared to hourly rates. This amount would include one full EDI meeting and at least one committee meeting per month plus additional work. This does not include funding review committees, because those are separate processes that not all Board members participate in. Stipends could be directed toward your organization.

ADJOURN 1:00 PM

EDI Fund Concepts for JumpStart tax funding

Base \$\$ Assumptions

\$14.3M – JumpStart Tax

5% Admin Cap = \$715,000

3 positions = \$411,11

Admin Available = **\$271,000**

\$5M – STRT/GF

Capital Available = **\$18,585,000**

Scenario 1: Alternating Year Deployment

2022:

Early 2022 – EDI staff reconvenes a review committee to evaluate proposals from the 2021 RFP round. \$8.3M available for new projects.

Land Acquisition Fund is capitalized at **\$10M** – these funds can be drawn only by existing projects that are seeking site control and will roll over to 2023 if not used. Funds are available on a first-come first-served basis. Consider turning into a sharia-compliant loan fund to allow for repayment if other funding sources are used and/or if the site allows some level of repayment.

Emergency Fund capitalized at \$285,000 – these funds can be deployed by the advisory board as needed to support projects that encounter urgent barriers that cannot wait until a next funding round. If projects receive funding from this and then receive a future award, the funding from that award is reduced by the amount received from the emergency fund.

Admin Funds: Approx. \$200,000 used for additional Law support – remainder applied to either 1) contract grant-writing support for future applicants, 2) additional FTE with partner departments or EDI team ex. Additional accounting support. Assume this allocation is ongoing, 3) Contract some funding with the CSA to providing ongoing portfolio management of “closed” contracts, so EDI staff doesn’t have to worry about ongoing compliance issues.

2023: This becomes standard odd-year deployment strategy

Recapitalize land acq and emergency fund- assume \$10.3M used.

\$8.2M remains available

Beginning of year: Release capacity building RFP only – two year awards (each org funded at \$150,000). Projects selected may immediately access the land acquisition program if needed. Limit of 10 new projects to manage staff capacity. \$1,500,000 deployed.

Early-Spring – Release capital RFP to existing projects for remaining \$6.7M which includes the new capacity-building projects. Projects from before the 2023 round can also apply for renewed two-year capacity-building funds. This should incorporate time for oral interviews.

2024: This becomes standard even-year deployment strategy

Recapitalize land acq and emergency fund- assume \$10.3M used.

\$8.2M remains available

Transfer \$2M to help capitalize the Cultural Space Agency (note, this may also mean we adapt the RFP guidance to deprioritize strictly cultural space proposals similar to deprioritizing housing projects). If this isn't used, funds are added to the RFP below.

\$6.2M available for general RFP. Projects that received capital awards in the previous year are ineligible to apply (orgs that receive capacity-building awards but not capital can apply for capital only, since their capacity grant is already in for 2024). Review committee has discretion as to the number of projects brought in.

\$6.2M may not be enough to increase the cap on capital awards although without the transfer to the CSA – the cap might be able to be raised to \$2M.

Scenario 2: Two Annual RFPs

Assume land acq and emergency fund as in scenario 1 for \$10.3M

\$8.2M available

RFP released twice a year in Spring and Fall rounds, approximately \$4.1M each round. Capacity-building is still awarded for two-year awards. Projects awarded in the Spring are not eligible to apply in the Fall round but may apply in the next year. Assume the capital cap remains at \$1M since the funding rounds are small

Assume approximately 4-month processes so approximately award and release dates as follows:

Spring – Release January, Award late April

Fall – Release May, Award late August

This would mean: RFP out for approximately 1.5 month, staff review .5 months, Reviewers reading 1 month, Review Committee 1 month. This is a month faster than the previous processes.

Scenario 3: Large Capitalization Scenario

Establish a land acq fund but reduce to \$3M, can maintain emergency fund.

\$15.3 available

Single RFP following similar practices but allow capital asks to increase to \$3M maximum, allowing for much deeper investments in selected projects, with about the same ~10-15 projects/year being admitted to the fund as previous cycles.

This could also be aligned with multi-year capacity-building and disallow returning asks for the next cycle. The fund could also consider not allowing returning asks for projects once an award of \$3M is made from the fund for development costs (not including acquisition funding).



Seattle's Comprehensive Plan

Created for and by Seattle's communities, it helps guide the city's housing and job growth over the next 20 years.

Updated every 8 years, the last update, called Seattle 2035, was completed in 2016.



Seattle
Office of Planning &
Community Development

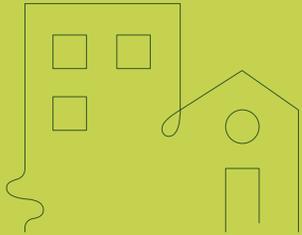


Comprehensive Plan Major Update

What makes our next update different?

- Global pandemic and recovery
- National reckoning with systemic racism
- Climate change and adaptation at the forefront
- Persistent housing crisis and displacement risk
- Seattle's rapid growth is anticipated to continue

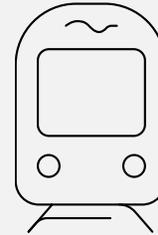
Policies Guide Many City Actions



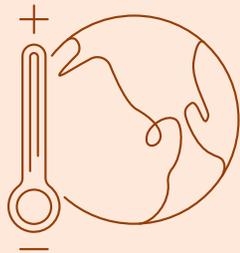
housing



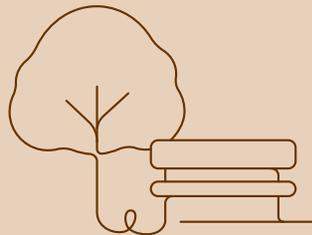
jobs/economy



transportation



environmental justice/
climate change



parks/open spaces



livability

Community Engagement Goals

- Citywide and neighborhood level
- Equitable engagement ethos
- Effective communication
 - Meaningful, relevant
 - Plain talk and graphics
 - Multiple channels and platforms (virtual & in-person)
 - Accessible and multi-lingual
- Meaningful engagement
 - Interaction and co-creation
 - Transparency, responsiveness, and accountability



Equitable Community Engagement

Prioritize resources to engage with:

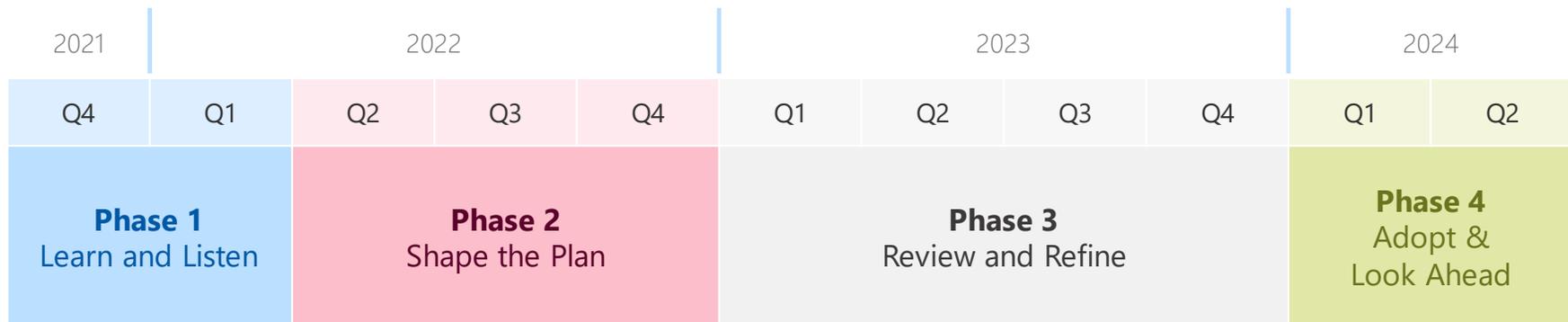
- ✓ BIPOC communities
- ✓ Limited-English populations
- ✓ Youth
- ✓ Renters
- ✓ LGBTQ community
- ✓ People with disabilities
- ✓ Low-income populations
- ✓ People experiencing homelessness

We will also engage with:

- City boards and commissions
- Public agencies
- Cultural organizations
- Policy advocates
- Community-based organizations
- Neighborhood associations
- Business associations
- Small business owners
- Property owners
- Builders and developers
- General public

SEATTLE 2044 COMPREHENSIVE PLAN UPDATE

Timeline for Engagement



Thank You



SEATTLE 2044 COMPREHENSIVE PLAN UPDATE

Timeline for Engagement

