Housing Policies Consistency Checklist

The following checklist is used for determination of consistency between the low-income housing proposal and the City of Seattle 2018-2022 [Consolidated Plan for Housing & Community Development](http://www.seattle.gov/humanservices/funding-and-reports/resources/seattles-2018-2022-consolidated-plan-for-housing-and-community-development-), the [Seattle Housing Levy Administrative & Financial Plan](http://seattle.legistar.com/View.ashx?M=F&ID=7313337&GUID=2881282E-77A3-4DC9-92CD-D3659039B76C) for Program Years 2019-2020, and the Seattle Office of Housing’s [**Funding Policies**](http://seattle.legistar.com/View.ashx?M=F&ID=7313338&GUID=AF0AA88C-0348-4318-A5F1-99D887E1F2C5).

Please complete the below checklist in full and email as a Word document to [laurie.olson@seattle.gov](mailto:laurie.olson@seattle.gov) at the Office of Housing.

# General Information

**Date:** Click here to enter text.

**Applicant/Developer:** Click here to enter text.

Contact information for person completing this checklist:

**Name:** Click here to enter text.

**Agency:** Click here to enter text.

**Address:** Click here to enter text.   
(provide full mailing address, including zip code)

**Phone:** Click here to enter text. Fax: Click here to enter text.

**Email:** Click here to enter text.

**Low-income housing name:** Click here to enter text.

**Low-income housing address, including zip code:** Click here to enter text.

## Applications Requiring Consistency Certification

Below, identify all applications for which this Consolidated Plan consistency certification is intended to be used:

### City of Seattle

**Rental Housing Program (long-term funding)**

Future application. Estimated funding ($) and application date: Click here to enter text.

Application currently pending. Funding requested ($) and application date: Click here to enter text.

**Acquisition and Preservation Program (short-term funding)**

Future application. Estimated funding ($) and application date: Click here to enter text.

Application currently pending. Funding requested ($) and application date: Click here to enter text.

### Non-City Agencies

WSHFC 9% LIHTC/bonds: Application date: Click here to enter text.

WSHFC 4% LIHTC/bonds: Application date: Click here to enter text.

State Housing Trust Fund: Application date: Click here to enter text.

Other – Identify the application type and date: Click here to enter text.

## Low-Income Housing – Description

### Units by AMI Limit

* Click here to enter text. units for households with incomes ≤ 30% of median income
* Click here to enter text. units for households with incomes ≤ 50% of median income (not included above)
* Click here to enter text. units for households with incomes ≤ 60% of median income (not included above)
* Click here to enter text. units for households with incomes ≤ 80% of median income (not included above)
* Click here to enter text. units unrestricted
* Click here to enter text. TOTAL UNITS

### Detailed Description

Click here to enter text.

### Units for people experiencing homelessness

Not applicable

# units for chronically homeless Click here to enter text.

# units for not chronically homeless Click here to enter text.

Type of housing

Transitional

Permanent

Permanent Supportive Housing (i.e. housing will have appropriate services that generally will include on-site case management, mental health, health care, and chemical dependency services)

Population

Single adults

Families – specify with children, without children or both: Click or tap here to enter text.

Youth and young adults – age group: Click here to enter text.

# Consistency with [Consolidated Plan](http://www.seattle.gov/humanservices/funding-and-reports/resources/seattles-2018-2022-consolidated-plan-for-housing-and-community-development-) for Housing & Community Development

## Priority Needs

|  |  |  |
| --- | --- | --- |
| Program Name | Priority Need Addressed | Goal Outcome Indicator |
| Rental Housing Program | |  | | --- | | Affordable housing for low-income households  Homeless housing units  Accessible units for households with physical disabilities  Range of unit sizes, including larger units for families with children | | Affordable housing, including publicly supported housing, affirmatively marketed to reduce disparate impacts on protected classes | | Publicly supported affordable housing for people with disabilities | | New construction of or investment in publicly owned housing | | Affordable housing with access to support services  On-site support services  Community-based support services | | # rent/income-restricted units: Click here to enter text.  # homeless units: Click here to enter text.  # units 2-bedroom and larger: Click here to enter text. |

# Consistency with [Seattle Office of Housing Funding Policies](http://www.seattle.gov/Documents/Departments/Housing/Footer%20Pages/Data%20and%20Reports/Housing%20Funding%20Policies.pdf)

Not applicable (no City funding)

## Program Objectives

### Rental Housing Program (Housing Funding Policies pp. 2-3)

Provide a mix of affordable rental housing, serving a range of households and income levels consistent with income limits and affordability requirements for each fund source, to promote housing opportunity and choice throughout the City.

Contribute to countywide efforts to make homelessness rare, brief, and one-time by providing housing that serves individuals and families who are homeless or at risk of homelessness, including those with long or repeated periods of homelessness, chronic disabilities, criminal records, or other significant barriers to housing.

Provide a stable and healthy living environment where Low-Income individuals and families can thrive, with culturally relevant and linguistically competent services, and with access to education, employment, affordable transportation, and other opportunities and amenities.

Promote preservation of affordable housing, and prevent displacement of Low-Income residents, through purchase and rehabilitation of existing housing.

Contribute to the City’s equitable development goals through the development and preservation of affordable housing in low-income neighborhoods where underserved groups have historic ties, including neighborhoods where low income individuals and families are at high risk of displacement.

Contribute to the development of sustainable, walkable neighborhoods, particularly near high-capacity transit, giving Low Income residents access to transportation, services, and economic opportunity.

Working collaboratively with other funders of affordable rental housing to ensure that the greatest number of quality affordable housing units are preserved or produced each funding round.

Promote cost-effective sustainable design, construction, rehabilitation, and operations of affordable housing.

Reinvest in low-income housing when necessary to upgrade major building systems, improve operations, energy efficiency, and safety, and extend the life of the building.

### Acquisition and Preservation Program (Housing Funding Policies p. 49)

Not applicable (no short-term City funding)

Acquire and preserve existing affordable housing, including occupied buildings that are subsidized rental housing or affordable private market housing, particularly such occupied buildings where low-income residents may be at risk of displacement.

Provide affordable housing opportunity in communities where low-income residents and communities of color may be at risk of displacement.

Produce or preserve low-income housing in high-capacity transit station areas and locations with high-frequency transit service, to provide access to employment and services.

Support cost-effective housing investment, particularly where short-term acquisition financing is critical to achieve cost savings.

Leverage significant funding for housing development, operations, and/or services, or project-related infrastructure investments, which may be lost without the availability of short-term acquisition financing.

## Resident Population Priorities (Housing Funding Policies pdf pp. 3-4)

Housing for homeless families, adults, and youth and young adults, including chronically homeless individuals with disabling conditions

Housing for seniors and people with disabilities.

Housing affordable to low wage working families and individuals.

## Location Priorities (Housing Funding Policies pdf p. 5)

Neighborhood in which low-income housing is or would be located: Click here to enter text.

Urban village or center in which low-income housing is or would be located (if applicable) – *use* [***SDCI GIS***](http://seattlecitygis.maps.arcgis.com/apps/webappviewer/index.html?id=f822b2c6498c4163b0cf908e2241e9c2) *to identify the name and type of urban village*: Click here to enter text.

Please describe how the low-income housing meets the Location Priorities of the Housing Funding Policies.

Provides access to transit: Click here to enter text.

Provides access to opportunity: Click here to enter text.

Advances equitable development goals and address displacement: Click here to enter text.

Serves the needs of residents: Click here to enter text.

Proximity to where development has generated payment contributions: Click here to enter text.

## Development Siting Policy (Housing Funding Policies pdf pp. 64-65)

Not Applicable (zero ≤ 30% AMI units)

The Office of Housing fills in all of the information outlined below based on the street address and units by AMI limit information provided on page 1 of this Checklist. Applicant should not populate the table.

|  |  |  |
| --- | --- | --- |
| Census Tract | Click here to enter text. | |
| Block group | Click here to enter text. | |
| 1 | Estimated number of housing units in the Census block group[[1]](#footnote-1) | Click here to enter text. |
| 2 | Total number of units in proposed project (i.e. total units from page 2 table) | Click here to enter text. |
| 3 | Total number of units in OH-funded buildings that are not yet captured in estimated number of housing units in the Census block group[[2]](#footnote-2) | Click here to enter text. |
| 4 | Sum of units **(#1 + #2 + #3 = X)** | Click here to enter text. |
| 5 | Development Siting Policy calculation **(#4 x 0.2 = X)** | Click here to enter text. |
| 6 | Number of units in service for Extremely Low-Income households in the Census block group according to the latest available OH data | Click here to enter text. |
| 7 | Current capacity for additional rent restricted units for Extremely Low-Income households **(#5 – #6 = X)** | Click here to enter text. |
| 8 | Number of units for Extremely Low-Income households to be built (ELI units from page 2 table) | Click here to enter text. |
| 9 | Capacity for future units for Extremely Low-Income households **(#7 - #8 = X)** | Click here to enter text. |
| 10 | Consistency with Development Siting Policy (units for Extremely Low Income households is consistent with siting policy if (1) row 9 is greater than zero, (2) the units are located within the Downtown, Uptown, or South Lake Union Urban Centers, or (3) the OH Director finds that one or more “alternative conditions” apply (refer to Development Siting Policy) | Click here to enter text. |

## Community Relations (Housing Funding Policies pdf pp. 65-68)

### Site Control

Legal name of current property owner: Click here to enter text.

Is the current property owner the applicant/developer?  Yes  No

Provide name, title and organization/agency of each person who will be managing member of the property ownership structure: Click here to enter text.

If the applicant/developer has secured site control, are there contingencies on the purchase?  Yes  No

If there are contingencies on site control, when is the earliest date they would be released?  N/A  
Click here to enter text.

Date of applicant/developer signature of the purchase and sale agreement, if applicable: Click here to enter text.

Does the proposal involve renovation of an existing building?  Yes  No

If yes, how long has the applicant owned the building? Click here to enter text.

### Notification and Community Relations Requirements

1. Consultation required prior to release of purchase and sale agreement contingencies, except when renovating existing building previously owned by the applicant/developer:

Consultation with OH

* + Date: Click here to enter text.
  + Names of attendees: Click here to enter text.
  + Describe: Click here to enter text.

Other affordable housing owners contacted to learn about neighborhood’s historical and current housing- and development-related concerns

* + Who was contacted: Click here to enter text.
  + Summary of issues discussed: Click here to enter text.

1. Neighborhood notification prior to submitting application for funding (within one year of submission of application):

Neighborhoods within at least 500 feet of site completed:  Yes  No

Date notice provided by applicant/developer: Click here to enter text.

Copy of written notice, letter or flyer attached

List of recipients attached

Briefly describe information provided Click here to enter text.

1. Draft community relations plan:

Draft community relations plan attached (required)

Summary of activities already undertaken in addition to neighborhood notification (briefly describe): Click here to enter text.

Activities planned for maintaining ongoing communication throughout pre-development, design, construction, and operation (briefly describe): Click here to enter text.

Strategies for engaging historically underrepresented communities, including communities of color and people for whom English is a second language (briefly describe): Click here to enter text.

Plan for meeting outreach requirements prior to Design Review (see SDCI Director’s Rule and DON website): Click here to enter text.

## Relocation, Displacement, and Real Property Acquisition (Housing Funding Policies p. 68)

**The low-income housing will not involve any displacement of:**

Households

Businesses/commercial/other

**The low-income housing will involve displacement of:**

Households: Temporary Permanent

Businesses/commercial/other: Temporary Permanent

Completed consultation re: displacement with OH staff:

* + Date: Click here to enter text.
  + Names of attendees: Click here to enter text.
  + Describe: Click here to enter text.

## Affirmative Marketing and Community Preference (Housing Funding Policies pdf pp. 68-70)

Applicant proposes to use community preference to prioritize certain applicants when leasing or selling units in communities at high risk of displacement

Applicant acknowledges draft affirmative marketing plan must be provided to Office of Housing upon award of funding

Applicant acknowledges final affirmative marketing plan must be provided to Office of Housing upon award of funding prior to leasing

*Sponsors are encouraged to consult with OH early in the low-income housing planning process about community-based organizations and resources that may be part of an affirmative marketing effort.*

Consultation with OH

* + Date: Click here to enter text.
  + Names of attendees: Click here to enter text.
  + Describe: Click here to enter text.

1. Housing Funding Policies requires that this be based on 2010 Decennial Census housing unit count plus net new residential units according to latest data available from SDCI. Since SDCI not currently able to provide permit data by CTBG, the Office of Housing uses the latest ACS Housing Unit estimate for the Census block group. [↑](#footnote-ref-1)
2. Includes units in properties for which one or more City affordable housing incentive programs is used. [↑](#footnote-ref-2)