



Seattle
Office of Housing

NOTICE OF FUNDING AVAILABILITY

Rental Housing Program

June 8, 2020

Application Due Date: Wednesday, July 8th at 12pm

City of Seattle
Jenny Durkan, Mayor

Office of Housing
Emily Alvarado, Director



To our applicants:

The Seattle Office of Housing is pleased to announce this special Notice of Funding Availability. Through this NOFA the Office of Housing seeks to produce an estimated 500 new units of permanent supportive housing at an unprecedented pace. Through this NOFA we seek to scale production of a proven, long-term solution to homelessness and make a meaningful impact on our current homelessness crisis and its disproportionate impact on Black, Indigenous and People of Color. This funding pilot is unique not only in its large scale and narrow focus, but also on its express emphasis on new types of partnerships and new approaches to project delivery.

While this special NOFA is limited to housing for individuals experiencing homelessness, the Office of Housing continues to promote housing options that serve all Seattle residents who struggle to find appropriate housing that they can afford. This is the second NOFA issued by the Office of Housing during 2020, and a third is planned for the fall.

The alignment of this pilot funding round with the COVID-19 emergency is intentional. Like few other events, this public health crisis has highlighted the essentiality of a home for every single person in Seattle. The qualities of this NOFA make two clear statements. First, its scale and focus expressly recognize the special role permanent supportive housing will play in our response and recovery process. Second, its emphasis on new partnerships and approaches to delivery ensures that we deploy this proven solution to homelessness with the urgency that it merits.

We look forward to your proposals.

Sincerely,

Emily Alvarado, Director



Table of Contents

I. Introduction, Goals, and Funding Availability	3
II. Special Pilot Features	4
III. Threshold and Competitive Criteria	6
IV. Basic Loan Terms and Conditions	8
V. OH Policies and Procedures	9
<input type="checkbox"/> Developer Fee Schedule	
<input type="checkbox"/> Good Standing on Existing Loans and Subsidy Contracts	
<input type="checkbox"/> Environmental Review and Choice-Limiting Actions	
<input type="checkbox"/> Consistency Letters (Siting Policy, Neighborhood Notification)	
<input type="checkbox"/> Bidding and Contracting	
<input type="checkbox"/> Fair Contracting, WMBE Utilization , and Section 3	
<input type="checkbox"/> Evergreen Sustainable Development Standard	
<input type="checkbox"/> Residential Prevailing Wage Rate Policy	
<input type="checkbox"/> Relocation, Displacement & Real Property Acquisition	
VI. Application Information	13

Appendices

- A. [Housing Funding Policies – Rental Housing Program](#)
- B. [Housing Funding Policies – General Policies for Capital Funding](#)
- C. [Housing Funding Policies – Program Definitions](#)
- D. [Residential Anti-displacement and Relocation Assistance Plan \(RARAP\)](#)
- E. [Income and Maximum Rent Tables](#)
- F. [Developer Fee Schedule](#)
- G. [OH Residential Prevailing Wage Rate Policy](#)
- H. [Housing Development Consortium RSJI Toolkit](#)
- I. [OH Underwriting Guidelines](#)

Attachments

- 1. [OH Table of Contents/Checklist](#) - PSH Pilot 2020 Version
- 2. [2019 Combined Funders Application](#) - Narrative Questions and Required Attachments
- 3. [2020 Seattle Office of Housing Addendum](#)
- 4. [2019 Combined Funders Budgets and Forms](#)
- 5. Supplemental Information on [Consistency Certification](#) and OH [Community Relations Plan](#) (due 30 days before OH NOFA Award)

I. Introduction, Goals, and Funding

The City of Seattle Office of Housing (OH) is announcing a special notice of funding availability (NOFA) for production of permanent housing that will serve individuals experiencing homelessness or at immediate risk of homelessness. Projects serving a general low-income population are ineligible for consideration under this funding notice.

Funding is available to support production of an estimated 500 new studio apartments, small efficiency dwelling units, or other permanent housing unit types appropriate to the intended population. The total amount of funding awarded will be determined on the basis of variables such as the strength of the applications received and the availability of supplementary funding sources, such as 9% low-income housing tax credits.

The present public health emergency, coupled with homelessness's disproportionate impact on Black, Indigenous and People of Color, places a premium on this NOFA's success in achieving its intended outcomes. It is unique in the history of OH funding rounds not only in its singular focus on rapid delivery of permanent housing for people experiencing homelessness, but also in its explicit requirements for per-unit cost limits and its emphasis on new methods of project delivery.

Goals

The goals of the Rental Housing Program remain unchanged from those established in the City Council-approved 2019-2020 Seattle Housing Levy Administrative and Financial Plan (Appendix A). Some of those goals, such as provision of a mix of affordable rental housing that serves a range of households and income levels, are being satisfied under other NOFA processes, including 2020's special spring NOFA and the general funding NOFA that OH issues each fall. The Rental Housing Program goals specific to this NOFA follow:

- 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.
- Promote preservation of affordable housing, and prevent displacement of Low Income residents, through purchase and rehabilitation of existing housing.
- Working collaboratively with other funders of affordable rental housing, ensure that the greatest number of quality affordable housing units are preserved or produced each funding round.
- Promote cost-effective sustainable design, construction, and operations of affordable housing.

Capital Funding Availability and Restrictions

Proceeds from the Seattle Housing Levy will be the primary source of funding available under this NOFA. Consistent with the Housing Levy Administrative and Financial Plan for 2019-20 and Council-adopted appropriations to OH, it is possible that OH will award more than one year's worth of Levy proceeds to this pilot funding round. Forward-committing in this fashion is intended to accelerate the results of the pilot effort while still ensuring that other sources of funds – such as payment proceeds from Seattle's residential and commercial Mandatory Housing Affordability programs authorized under Seattle Municipal Code 23.58B and 23.58C, respectively) – will continue to be available for production of housing serving other populations.

It is likely that certain federal resources, including HOME and CDBG, will be availed to projects selected under this NOFA.

Applicants are encouraged to be familiar with the specific requirements of all available funds, and particularly federal resources. However, applicants do not need to specify which sources they are seeking, as OH will determine appropriate funds based on project-specific and program-wide considerations.

Operating Subsidy

The Office of Housing understands that the people ultimately residing in the projects funded under this NOFA will likely have little capacity to pay the rents necessary to support the cost of building operations.

For purposes of responding to this NOFA, applicants should assume the availability of operating subsidy to sustain a monthly per-unit rent that equates to 60% of area median income. For underwriting purposes respondents should use the 20120 Washington State Housing Finance Commission rent schedule, available [here](#).

II. Special Pilot Features

As a pilot, this NOFA is structured to test new methods for reducing development costs and accelerating the project schedules. Applicants shall abide rigid cost limits. To help sponsors achieve the cost target this NOFA explicitly encourages projects that utilize regulatory flexibilities availed under Ordinance 126072 and test new delivery methods.

Cost Limits

Projects submitting for funding under this NOFA must adhere to a strict cost limit of \$250,000 per unit, exclusive of land and reserves. Attainment of this cost limit is a threshold criterion for consideration under this NOFA. **OH recognizes that these budgets are preliminary and may ultimately not meet this cost limit due to unforeseen circumstances, however the intent for cost reduction, innovation and speed remain as integral to this NOFA's success.*

Regulatory Flexibility

Respondents to this NOFA are encouraged to tap regulatory flexibilities established under City of Seattle Ordinance 126072. This ordinance temporarily modified and suspended procedures related to land use review decisions and meeting procedures, consistent with the Governor's proclamations and the Mayor's proclamation of civil emergency. This NOFA's intent to rapidly escalate housing production for Seattle residents experiencing homelessness is a critical element of the City's recovery in the wake of the Covid-19 public health crisis. The Office of Housing therefore expects that any respondent to this NOFA will employ all appropriate legal and regulatory flexibilities established in response to the civil emergency.

Preferred Delivery Mechanisms

The Office of Housing explicitly encourages respondents to achieve cost controls and accelerate development schedules through use of non-traditional project delivery strategies. Respondents may wish to consider the following preferred mechanisms; however, respondents are also invited to propose other novel strategies to achieve the intended outcomes.

- **Turnkey partnerships.** High levels of building customization add cost and often delay schedules. This pilot NOFA encourages partnerships where an experienced builder, using standard plans for all-studio (or SEDU) projects, would design and build the project to meet basic program requirements and turn the completed or almost completed project over to an experienced provider and operator of permanent supportive housing. Projects seeking this partnership must be subject to LIHTC requirements and standards.
- **Alternative construction methods.** Over the past few years the construction industry has made significant advances in the use of modular and prefabricated building components. By allowing factory-based construction and on-site sitework to occur simultaneously, these construction options can reduce time to completion and the all-in cost of the final product. Looking beyond capital costs, some building systems also include centralized controls and standardized building components that can lower long-term operating cost and improve building operations in the context of a highly vulnerable population. Office of Housing staff have closely tracked the progress of several firms and would be pleased to facilitate partnerships upon request.
- **Acquisition and adaptation of existing market-rate pipeline projects from small units to PSH.** The current economic climate may cause some market-rate developers to reconsider proceeding with planned projects. Respondents to this NOFA may wish to consider outright purchase of partially completed or permitted projects from private developers that seek to shield themselves from market risk. Acquired properties may require some customization to accommodate a change in population, but the overall timeline to deliver the ultimate product should still be advantageous. Because OH hopes to leverage City funds with the 9% Low-Income Housing Tax Credit for as many projects as possible, respondents to this NOFA should consider the extent to which already-completed work may compromise the project's capacity to tap tax credit equity.

III. Threshold and Competitive Criteria

As in other NOFA processes, the underwriting approach used for this pilot NOFA will consider factors such as the project plan, the sponsors' organizational capacity, the performance of existing properties, cost-effectiveness, capital leverage, and schedule. Office of Housing staff will use the combined funders' application, which is the heart of the submittal package, to evaluate each application's attainment of these goals. Due to the timing and urgency of this pilot NOFA, OH will accept alternative forms of documentation that covers similar items traditionally captured in the combined funder's application.

While all the standard criteria used in other NOFA processes will be considered, several supplemental threshold and competitive criteria will be of special consequence under this pilot NOFA.

Threshold Criteria

Only projects that achieve an all-in cost-per-unit of \$250,000 or less, exclusive of land and reserves, are eligible for consideration under this special NOFA.

Only projects that propose permanent housing suitable for single persons experiencing homelessness or at immediate risk of homelessness, are eligible for consideration under this special NOFA.

Special Competitive Criteria

A. Cost-Effectiveness: Achieving lower-than-typical costs for the intended type of housing is an essential element of this competitive process. Proposed projects that achieve a lower per-unit cost than the maximum of \$250,000 (exclusive of land and reserves) will be considered favorably. OH recognizes that these budgets are preliminary and may not be able to capture unforeseen circumstances. OH will work with sponsors/projects awarded under this NOFA to mitigate unforeseen issues, but will not be penalized if OH determines that the unforeseen costs are legitimate.

- This special NOFA expects that novel financing or project delivery mechanisms such as turnkey partnerships in compliance with LIHTC rules and requirements, alternative construction methods, or acquisition of partially completed or pipeline housing projects will contribute to the proposed projects' extraordinary cost-effectiveness. Applicants should clearly explain the intended innovation and the expected savings that the innovation delivers.
- The Office of Housing also expects that emergency regulatory flexibility will contribute to cost savings. Applicants should clearly attribute any expected cost savings to the emergency regulatory environment established temporarily in response to the current public health crisis.
- Designs should demonstrate use of sustainable materials and systems that create long-term operational efficiencies.
- Proposals should describe a thoughtful plan to minimize change orders.

- Proposals should show a clear delineation of project team functions that avoids redundant design and project management fees.
- While the cost of land and reserves shall not be included in the \$250,000 per-unit cost limit, applicants must clearly quantify the cost of land and reserves both in total and on a per-unit basis. Applicants should demonstrate negotiation of property acquisition that ensures a competitive purchase price and reflects factors such as site work challenges and zoning limitations. Applicants must negotiate purchase (or option) agreements with reasonable terms:
 - i. Agreements must require the purchase price to be supported by current appraised value.
 - ii. Agreements may not include automatic cost escalators that would cause the purchase price to exceed the current appraised value.
 - iii. Agreements must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) – see Policies and Procedures.
 - iv. Extension fees and earnest money deposits should be applicable toward the purchase price (and must be if the purchase price is equal to the appraised value). Applicants are strongly encouraged to consult with OH prior to payment of nonrefundable extension fees.
 - v. Agreements must comply with federal fund source requirements.

B. Capital Leverage: Consistent with OH policies and to achieve OH production goals, it is necessary that every City dollar be leveraged to the maximum extent with other resources. Specific evaluation criteria therefore including the following.

- City funding as a percentage of total development costs.
- The impact of combined public funding requests to the City, King County and the State of Washington.
- The applicant’s capacity to secure other funding sources. In the case of projects proposing to employ an allocation of low income housing tax credits, OH seeks to invest in applicants with a high likelihood of securing a tax credit investor and negotiating favorable investment terms.
- Projects proposing the use of 9% credits, absent a waiver from the OH Director prior to application, must include at least two special needs set-asides as outlined in the WSHFC policies. Absent pre-approval from the OH Director, OH requires that for one of the two set-asides, at least 20% of the project’s low-income units be set-aside for homeless individuals or families.

C. Operating and Service Leverage: Applications should assume a high likelihood of securing operating subsidy sufficient to achieve rents consistent with 60% of the area median income. The Office of Housing’s underwriting will include a review of the applicant’s track record for securing mainstream resources and the project’s competitiveness for limited service and operating dollars.

- D. Schedule:** Rapid delivery of the housing funded under this special NOFA is of paramount importance. Projects that cannot be under construction by March of 2021 with expected completion no later than June 2022 will be deemed less competitive.
- E. Referral Plan:** Each project application should indicate an intended tenant referral process and explain the impact of that referral process on operations and finances. Permanent supportive housing will typically rely wholly or partially on Coordinated Entry for All as the means of identifying a queue of prospective residents. Some project sponsors may wish to propose alternative means of identifying prospective tenants, including the possibility of direct referral from health and welfare institutions like Harborview Hospital and Western State. It is also possible that some providers will choose to draw residents from unstable and temporary living conditions, such as Seattle based shelters or tent cities. Staff from OH's capital investments and asset management teams will coordinate closely on a review of each sponsor's referral plan to ensure that it promotes racial equity, demonstrates financial feasibility, and is appropriate to the intended capital project.
- F. Anti-Racist Outcomes:** OH seeks to invest in organizations and projects that align with the City's Race and Social Justice Initiative, with explicit emphasis on systemic change to eliminate race-based disparities in our community. The Office of Housing will consider a project's capacity to redress such disparities; applicants are encouraged to explain how the proposed project, organizational partnership, and/or approach to project delivery and operations combats systemic forces that have historically conferred disproportionate advantages on White people or White-led institutions. For more information on the Race and Social Justice Initiative or tools go to: <http://www.seattle.gov/rsji/>

IV. Basic Loan Terms and Conditions

The following section describes basic loan terms and conditions for the Rental Housing Program. The City of Seattle Housing Funding Policies includes more extensive information on loan conditions (see [Section 2](#), pages 18-22). A full set of conditions will be included in OH loan documents.

Loan Term

All loans will be for a minimum term of 50 years. Any unpaid principal balance and accrued, but unpaid interest on OH loans will be due and payable at the end of the 50-year loan term. Loan documents may provide borrowers with an option of extension, or, in certain circumstances, satisfaction of some or all of the amounts owing through extended provision of affordable housing.

Interest Rate

The interest rate for projects not using low-income housing tax credits will generally be 1%. The interest rate for projects using low-income housing tax credits will be a minimum of 1% simple interest and a maximum of the Applicable Federal Rate for the purposes of Section 42 of the Internal Revenue Code, depending on the project's projected capacity for repayment. The actual interest rate for projects using low-income housing tax credits will generally range from 1-3% and will be set on a case-by-case basis. The interest rate may exceed 1% where there is a net financial benefit to the project. Interest on program loans will accrue annually as simple interest.

Repayment

OH will generally make deferred payment loans that are payable in full on sale, on change of use, or at the end of the loan term. Terms generally will permit borrowers to further defer payment of principal, deferred interest, and contingent interest by extending the loan term.

Contingent Interest

Contingent interest shall be required for all projects at maturity, except as described in the Administrative and Financial Plan or in the event of a change of use or sale of property before the loan maturity date. Contingent interest shall be calculated according to a formula established by OH.

Covenant

A covenant will be recorded against the property that requires continued use of the units funded by the City as low-income housing for the stated term of the loan, and for any period for which the loan is extended or remains outstanding. Unless otherwise agreed by the Director, the covenant shall continue in effect if the loan is repaid or discharged before the maturity date.

V. OH Policies and Procedures

The large majority of policies that govern the use of OH funds for rental housing development can be found in OH's Housing Funding Policies, the relevant sections of which may be found in Appendices A through C. The following is a select overview of those policies, as well as additional policy direction that applies to projects that apply through this funding round. Borrowers should be prepared to comply with any policy applicable to federally funded projects.

Developer Fee Schedule

Developer fees are an eligible development budget expense and must relate to actual work needed to develop the proposed project. The proposed fees must be consistent with the OH Developer Fee Schedule included in [Appendix F](#).

Good Standing on Existing Loans and Subsidy Contracts

The applicant, proposed borrower and all of their affiliated entities (whether or not involved in the proposed project) must be in Good Standing on all existing loans and subsidy contracts administered by OH. Borrowers are notified annually if they are not in Good Standing. See the [Housing Funding Policies](#) (Project Monitoring: Section C, page 30) for the complete Good Standing policy.

Environmental Review and Choice Limiting Actions

Applicants that receive federal funds will have to submit their project for an additional environmental review under the National Environmental Policy Act (NEPA). For most projects, this will entail submission of additional materials such as a noise study, and complete mitigation plans for any environmental concerns discovered. Applicants must also avoid taking any choice limiting actions such as demolition or signing of contracts (other than purchase options or conditional contracts).

Consistency Certifications (Siting Policy, Neighborhood Notification)

All projects must obtain certifications of consistency with the City of Seattle Consolidated Plan, Housing Funding Policies, and, if applicable, the All Home Strategic Plan. Applicants should allow for 30 days processing time, and should note two important policies that must be followed to receive a Consistency Letter:

- *Development Siting Policy:* Projects must not add extremely low-income housing units in excess of the capacity for such housing in the project's Census block group. See [Section 9](#), Housing Funding Policies, for the complete policy.

Neighborhood Notification and Community Relations Policy: Applicants must prepare a draft community relations plan, prior to applying for OH funds. See [Section 9](#) (page 69), Housing Funding Policies, and visit the [OH website](#) for the complete set of [guidelines and instructions](#).

Bidding and Contracting

Borrowers shall make every reasonable and practicable effort to utilize a competitive public bidding process. OH strongly encourages rigorous competitive selection to capture competitive pricing. Applicants must propose a competitive process for contractor selection in their application (see Attachment 3 - OH Addendum). The following rules apply:

- Price must be a factor in the competition. At minimum, the solicitation must ask for proposed contractor fee, overhead and markup, and must address contract type and construction delivery methods (see paragraph below).
- Borrower must be able to provide to OH an explanation of the subcontractor selection process, and bid breakouts with labor and materials for each subcontract.
- Borrower must ensure transparency in the selection of contractors.
- Borrowers may request a waiver from the OH Director to competitively select the general contractor based on specific project or market conditions. Borrowers seeking a waiver must take steps to ensure competitive pricing and submit all of the information described in the OH Addendum with the waiver request.

OH reserves the right to review and approve the solicitation process, contract type and construction delivery methods prior to implementation. OH approves of the use of Cost Plus a Fee with a Guaranteed Maximum Price and Stipulated Sum Contracts, and strongly encourages the use of "open book" contracts. Applicants seeking to use alternate types of contracts may propose to do so in their NOFA application. Once a general contractor is selected, OH will review the construction contract and any amendments prior to execution. The applicant can request a waiver to competitively select the general contractor under certain conditions. The waiver request should be submitted in writing for OH approval.

Utility Allowances

Seattle Office of Housing programs primarily use the Seattle Housing Authority's (SHA) utility allowances when determining maximum rent levels (see [Income & Rent Limits](#)). These utility allowances are available on [SHA's website](#). Applicants may be awarded HOME funding, in which an alternative utility allowance methodology is required. OH will inform the applicant at the time of award which utility allowance methodology will be required for the awarded project.

Please see our website for additional information: <http://www.seattle.gov/housing/property-managers/utility-allowances>.

Fair Contracting, WMBE Utilization, and Section 3

Borrowers must comply with the City's Fair Contracting Practices Ordinance. Borrowers and their general contractors shall be encouraged to take actions, consistent with that ordinance, which would increase opportunities for women and minority business enterprises (WMBEs). A combined WMBE aspirational goal of 14% of the total construction and other contracted services contracts shall apply for all affordable rental housing capital projects funded by OH. OH shall encourage additional efforts to increase WMBE participation, including mentoring programs and participation in apprenticeship and other training opportunities.

In addition, projects that are awarded federal funds must comply with Section 3 of the Housing and Urban Development Act of 1968, which requires that all economic opportunities generated by HUD funding be directed, to the greatest extent feasible, to low-income persons residing in the community where the project is located. Borrowers and their contractors must complete a Section 3 plan stating numerical goals for contracting and hiring that meet federal targets as well as a description of the efforts they will make to achieve these goals. OH will provide connections to agencies serving Section 3 businesses and workers to assist in these efforts.

Both WMBE and Section 3 should be addressed in the section of the application where a bidding/contracting process is proposed. Once construction begins, Borrowers will be required to report regularly on progress toward meeting WMBE and Section 3 goals, if applicable. OH will provide further instruction upon fund reservation.

Evergreen Sustainable Development Standard (ESDS)

Since 2003, OH has required sustainable building plans as a part of its policy to promote energy conservation, sustainable building practices and operational savings in affordable multifamily housing projects. Upon adoption of a state-wide *Evergreen Sustainable Development Standard* in response to RCW 39.35D.080, OH joined the State in requiring a uniform minimum level of sustainability in projects funded by OH and the State Housing Trust Fund (HTF). Funding applications to OH and the HTF require applicants to use the *Evergreen Checklist* to demonstrate how a proposed project will meet the *Evergreen Standard*.

Note: The State Department of Commerce has updated ESDS to address changes in the State's Energy Code and fix inconsistencies in the current standard. Applicants will be required to follow the new ESDS and submit the updated Evergreen Checklist with their application for City funds. More information at <https://www.commerce.wa.gov/building-infrastructure/housing/housing-trust-fund/housing-trust-fund-evergreen-sustainable-development/>

Residential Prevailing Wage Rate Policy

State Residential Prevailing Wage Rates shall be the minimum rates applicable to all projects funded by the Rental Housing Program, unless a higher minimum rate applies or an exception is made as allowed in this paragraph. When federal funds trigger prevailing wages determined under the Davis Bacon Act in a project, the higher of either the State Residential Prevailing Wage Rates (unless modified as stated below) or Davis-Bacon wage rates will apply to each job classification, unless applicable law requires otherwise. The OH Director may approve a change in these requirements if necessary to achieve compatibility with a state or federal funding source or to promote inclusion of Levy-funded units in mixed income and/or mixed-use buildings.

Visit the OH website (<http://seattle.gov/housing/development/construction.htm>) for the complete OH Wage Rate policy, accompanying procedures, contractor and subcontractor forms, and instructions for looking up wage rates. Borrowers should check published wage rates regularly as they are updated frequently.

Relocation, Displacement and Real Property Acquisition

Development of affordable rental housing should be designed to minimize displacement of households and businesses. Any temporary relocation or permanent displacement of households or businesses must comply with all applicable provisions of (a) Seattle Municipal Code 20.84–Relocation Assistance; (b) the City’s Just Cause Eviction Ordinance; and (c) for projects using federal funds, the federal Uniform Relocation Act (URA), section 104(d) of the Housing and Community Development Act of 1974, the City’s [Residential Anti-displacement and Relocation Assistance Plan](#) (RARAP), and any other relocation regulations and handbooks applicable to the particular funding program. Federally funded projects involving any acquisition, rehabilitation or demolition must also comply with all applicable URA provisions.

These policies, laws and regulations contain, among other requirements, different timelines under which households must be given various notices and provided financial assistance under certain circumstances. Consultation with OH staff prior to submission of applications for funding is required for any applicant whose project will involve acquisition, demolition, rehabilitation, or temporary or permanent relocation activities. In order to reduce the risk of impairing eligibility for funding, applicants should not take any action regarding these activities prior to consultation with OH staff. Applicants are responsible for assuring and documenting compliance.

Note: Because this NOFA includes federal funds, applicants must assume that federal requirements will apply unless advised otherwise by OH. In order to comply with relocation requirements, any purchase and sale agreement or option agreement should contain provisions that enable the applicant to obtain tenant income and rent information and give notices to both existing and incoming tenants from the time of application through acquisition closing. Whether or not relocation is contemplated, the applicant must ensure that its acquisition will be a “voluntary transaction”. This means that applicants must, prior to making an offer for the property, clearly advise the owner in writing that the transaction is not an eminent domain transaction, and inform the owner of what the applicant believes to be the fair market value of the property. In addition, applicants must not pursue any choice-limiting actions prior to the completion of environmental review under the National Environmental Policy Act (NEPA).

VI. Application Information

Application Assistance

Prospective applicants should review this document thoroughly to understand City funding priorities, program requirements, and the City's application process. OH expects applicants to either have real estate, development, and management experience or to partner with agencies who do. However, OH staff is available to assist applicants understand City programs and policies and to provide feedback and comments on project concepts in the early stages of pre-development. For information on housing development organizations, call the Seattle King County Housing Development Consortium (HDC) at (206) 623-4669.

Pre-Application Teleconference Meetings – as needed

Applicants proposing new capital projects may schedule a meeting with OH prior to submitting an application for funding. In the meeting, applicants can demonstrate how the proposed project meets the City's goals and priorities. OH will provide feedback as to how the project aligns with available funding and program policies. As in the past, pre-application meetings between project sponsors and OH staff may include a broader range of city departments and partner funder jurisdictions. The purpose of this expansion is to create an integrated approach with partners and co-funders, City departments could include the Department of Neighborhoods and the Office of Economic Development. .

Staff of the Office of Housing's multifamily lending team, asset management team, and race and social justice change team may also be in attendance. To arrange a pre-application meeting, please call Laurie Olson at (206) 615-0995 or email laurie.olson@seattle.gov.

The following dates and times are available for pre-application meetings:

June 10 th 1pm	June 10 th 2pm
June 10 th 3pm	June 11 th 10am
June 11 th 11am	June 12 th 9am
June 12 th 10am	June 12 th 11am
June 15 th 1pm	June 15 th 2pm
June 15 th 3pm	June 17 th 9am
June 17 th 10am	June 17 th 11am

Application Schedule

The following are important dates to remember:

- June 17th Last date to have a pre-application meeting
- July 8th, **Applications due to OH no later than 12:00 noon**
- July 30th Award Announcements - *Estimated*

Application Components

The City application is composed of the following parts, sponsors may utilize other documentation to meet this need:

1. **OH Table of Contents/Checklist** is a MS Word document containing a comprehensive list of all the narrative sections, Excel forms and attachments required for the OH application.
2. **Combined Funders Application (CFA) – Narrative Questions** is a MS Word document that contains the narrative questions that the State of Washington, the Washington State Housing Finance Commission, King County and the City of Seattle have agreed to use for the convenience of applicants. The narrative questions are divided into “Sections.” For example, Section 1 is “Project Summary.”
3. The **City of Seattle Office of Housing Addendum** is a MS Word document that includes additional questions for Section 9 and provides additional information unique to the City of Seattle funding requirements.
4. **Combined Funders Application (CFA) – Project Workbook** is a MS Excel document that is divided into “Forms.” For example, Form 1 is “Project Summary” and Form 2A is “Building Information.” Form 1 should be filed behind Tab 1 after the narrative Section.

Completeness and Assembly

Applications must contain all above required components to be considered for funding. Incomplete applications may be returned to applicants without further review. Applications must be assembled in a 3-ring binder and tabbed according to instructions below. OH has recycled 3-ring binders and tabs available upon request.

Application Assembly

All applicants must submit one original hard copy and one electronic copy on CD or flash drive to OH by the application deadline. **OH is working on a SharePoint drive which serve as a portal for due diligence documents at time of application, or post award.*

Application Binder

One original hard copy of the entire application, tabbed, with all required attachments, must be submitted in a 3-ring binder. Large third-party reports and sponsors may be submitted electronically so long as this is noted in the hard copy version. The Application requires 11 tabbed sections.












- **Inside Front Cover of 3-ring Binder:** Affix the CD or flash drive to the inside front cover of the application binder. See below for instructions on the electronic copy.
- **First Pages of Binder:** The OH Table of Contents/Checklist should be placed as the first pages in the application binder, in front of the tabbed sections.
- **11 Tabbed Sections:** For each tab,
 1. Insert the responses to the narrative questions of that **CFA Section**.

2. Insert that tab's relevant **OH Supplemental Questions**.
3. Insert that tab's relevant **CFA Forms**. There is no need to add separator sheets between the various forms within a tab.
4. Insert that tab's **CFA and Addendum attachments** from the OH Table of Contents/Checklist, separated by a colored separator sheet labeled with the name of the Attachment in front of each attachment. Do not add colored sheets for items that are not applicable to your application.

Electronic Copy

Applicants must submit all of the application materials electronically on a USB flash drive or CD. Application documents submitted via email or over the internet will not be accepted. The CD or flash drive must be clearly labeled with the applicant and project name




When compiling the CD or flash drive, please order folders according to the Application Checklist. Please refer to the following visual as a guide:

Name	Type
 Project Name - CFA Forms.xlsx	Microsoft Excel Worksheet
 Project Name - CFA Sections.docx	Microsoft Word Document
 Project Name - Public Funder Addendum.docx	Microsoft Word Document
 Tab 2 - Project Description	File folder
 Tab 3 - Need & Populations Served	File folder
 Tab 4 - Relocation	File folder
 Tab 6 - Development Budgets	File folder
 Tab 7 - Project Financing	File folder
 Tab 8 - Project Operations	File folder
 Tab 9 - Development Team	File folder
 Tab 10 - Services	File folder

Naming and File Conventions

- Within each folder, name each attachment file with the project name and the name of the document as described on the Application Checklist.
- The Project Workbook must be in Excel format. Narrative responses must be in Word format. Attachments must be in PDF format.
- Scanned copies of paper documents must be legible with reasonably-sized font and, when applicable, clear signatures and dates.
- PDF's should be searchable whenever possible, and should not be submitted "locked."
- Please create a folder if there are multiple files addressing a single checklist item.
- If an item is not applicable to your project, simply do not include it; do not create placeholder files for "n/a" items.

Please refer to the following visual as a guide:

Name	Type
 Project Name - 10 Year Plan Letter.pdf	Adobe Acrobat Document
 Project Name - Con Plan Letter.pdf	Adobe Acrobat Document
 Project Name - Market Study.pdf	Adobe Acrobat Document

Where to Submit Applications – Due July 8th at 12pm

Please electronically submit applications via dropbox or other accessible medium to:

Laurie Olson, Capital Investments Manager
Laurie.olson@seattle.gov
Office of Housing

Disclosure of Documents

All proposals and related materials become the property of the City upon delivery to OH. State law, RCW Ch. 42.17, provides that public records are subject to public inspection and copying unless specifically exempted. RCW Ch. 42.17 enumerates limited exemptions a public agency's obligation to disclose public records. If the applicant believes that portions of its proposal are exempt from disclosure to third parties, the applicant must clearly label the specific portions sought to be kept confidential and specify an exemption that the applicant is relying on. However, acceptance of an application containing such designations by OH is not an agreement that such material is legally confidential, and OH cannot guarantee that such information will not be disclosed. Marking all or substantially all of an application as confidential may result in the application being rejected.

The applicant recognizes and agrees that the City will not be responsible or liable in any way for any losses that the applicant may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties. Materials submitted by unsuccessful applicants are subject to disposal unless picked up promptly by the applicant, except that OH will maintain one copy in compliance with public record laws.

Interpreter Services

Interpreter services for the deaf and materials in alternative formats are available upon advance request. TTY users please call Washington State Relay Service at 1-800-833-6388 and ask to be connected with the Office of Housing at 684-0721.

Questions

Please contact Laurie Olson at (206) 615-0995 or email laurie.olson@seattle.gov with any questions about the application process.