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](https://www.seattle.gov/documents/Departments/Housing/Footer%20Pages/Data%20and%20Reports/Administrative%20and%20Financial%20Plan%202021-2023.pdf) for Program Years 2021-2023, and the [Seattle Office of Housing’s Funding Policies](https://www.seattle.gov/documents/Departments/Housing/Footer%20Pages/Data%20and%20Reports/Housing%20Funding%20Policies.pdf).

1. Complete the checklist below and save as “Project Name\_Consistency Checklist\_MM.YY” where MM is month and YY is the year. Email the completed checklist to Rosie Zhou (rosey.zhou@seattle.gov) at the Office of Housing, subject line: “Project Name - Housing Policies Consistency Checklist.”
2. The following documents must be included as attachments to the email. Please use the document names listed below.
	1. Draft community relations plan
		1. “Project Name\_Draft Community Relations Plan\_MM.YY”
	2. Neighborhood notification written notice, letter, or flier
		1. “Project Name\_Neighborhood Notification\_MM.YY”
	3. List of recipients of neighborhood notification
		1. “Project Name\_Recipients List\_MM.YY”

*The complete consistency checklist with all required documents is due to OH* ***at least three weeks (21 days)*** *in advance of the date when certification is needed. Please plan accordingly.*

# I. Developer Information

**Date:** Click to enter a date

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

**Project name:** Click to enter text

**Project full address:** Click to enter text

**Contact information of person completing checklist:**

Name: Click to enter text

Agency: Click to enter text

Full Address: Click to enter text

Phone: Click to enter text

Email: Click to enter text

Fax: Click to enter text

# II. Project information

## A. Unit mix and populations served

### Provide a brief description of the project in 4-5 sentences, including unit mix and populations served.

|  |
| --- |
| Click to enter text |

Complete the following chart of units and AMIs served by the project.

|  |  |
| --- | --- |
| **Number of Units** | **AMIs Served** |
| Enter number | £ 30% AMI |
| Enter number | £ 50% AMI (not included above) |
| Enter number | £ 60% AMI (not included above) |
| Enter number | £ 80% AMI (not included above) |
| Enter number | Unrestricted |
| Enter number | Total Units |

## B. Units for people experiencing homelessness

* Does the project include units for people experiencing homelessness? [ ]  Yes [ ]  No
* Type of homeless housing:

[ ]  Transitional

[ ]  Permanent

[ ]  Permanent Supportive Housing (includes services such as on-site case management, mental health, health care, and chemical dependency services)

* Total number of units for chronically homeless: Click to enter a number
* Total number of units for not chronically homeless: Click to enter a number
* Homeless population served:

[ ]  Single adults

[ ]  Families

[ ]  Youth and young adults

## C. Site control

* Legal name of current property owner: Click to enter text
* Is the current property owner the applicant/developer? [ ]  Yes [ ]  No
* Date of applicant/developer signature of the purchase and sale agreement, if applicable: Click to enter text
* If the applicant/developer has secured site control, are there contingencies on the purchase? [ ]  Yes [ ]  No [ ]  N/A

|  |
| --- |
| Click to enter text |

* + If there are contingencies on site control, provide a brief description and the earliest date they could be released:
* Does the proposal renovate an existing building? [ ]  Yes [ ]  No
	+ If yes, when did the applicant acquire ownership of the building?

Click to enter a date

## D. Property ownership structure

Provide the name, title, and organization/agency of each person who will be managing member of the property ownership structure.

|  |  |  |
| --- | --- | --- |
| Name | Title | Organization/Agency |
| Click to enter text | Click to enter text | Click to enter text |
| Click to enter text | Click to enter text | Click to enter text |
| Click to enter text | Click to enter text | Click to enter text |
| Click to enter text | Click to enter text | Click to enter text |
| Click to enter text | Click to enter text | Click to enter text |

# III. Funding Applications Requiring Consistency Certification

## A. City of Seattle, Rental Housing Program (long-term funding)

|  |  |
| --- | --- |
| Estimated Funding Amount | Application Due Date |
| Click to enter text | Click to enter a date |

## B. City of Seattle, Acquisition and Preservation Program (short-term funding)

|  |  |
| --- | --- |
| Estimated Funding Amount | Application Due Date |
| Click to enter text | Click to enter a date |

## C. Non-City Agencies

|  |  |  |
| --- | --- | --- |
| Estimated Funding Amount | Application Due Date | Funding Agency |
| Click to enter text | Click to enter a date | Choose an item |
| Click to enter text | Click to enter a date | Choose an item |
| Click to enter text | Click to enter a date | Choose an item |
| Click to enter text | Click to enter a date | Choose an item |

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

|  |  |  |
| --- | --- | --- |
| **Program** | **Priority Need**  | **Outcome** |
| 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 |

 | Total rent/ income-restricted units: Enter numberTotal homeless units: Enter numberTotal 2(+) bedroom units: Enter number |

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

## A. Rental Housing Program (Housing Funding Policies, pp. 2-3) *Check all that apply*

[ ]  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.

[ ]  Work 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.

## B. Acquisition and Preservation Program (Housing Funding Policies, p. 49) *Check all that apply*

[ ]  Not applicable (no short-term City funding, move to next section)

[ ]  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.

## C. Resident Population Priorities (Housing Funding Policies PDF, pp. 3-4) *Check all that apply*

[ ]  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.

## D. Location Priorities (Housing Funding Policies PDF, p. 5)

Complete the following chart for the project.

|  |  |
| --- | --- |
| Project Address | Click to enter text |
| Project Neighborhood | Click to enter text |
| Project Urban Village or Center\**\*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 to enter text |

Describe in 3-4 sentences how the housing project meets the following location priorities. Check all that apply.

[ ]  Provides access to transit:

|  |
| --- |
| Click to enter text |

[ ]  Provides access to opportunity:

|  |
| --- |
| Click to enter text |

[ ]  Advances equitable development goals and address displacement:

|  |
| --- |
| Click to enter text |

[ ]  Serves the needs of residents:

|  |
| --- |
| Click to enter text |

[ ]  Proximity to where development has generated payment contributions:

|  |
| --- |
| Click to enter text |

## E. Community Relations (Housing Funding Policies PDF, pp. 65-68)

A consultation discussing the community relations plans is 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 to enter a date
	+ Attendees: Click to enter text

|  |
| --- |
| Click to enter text |

* + Brief 3-4 sentence summary:
* Outreach to affordable housing owners to learn about neighborhood’s historical and current housing- and development-related concerns
	+ People contacted: Click to enter text

|  |
| --- |
| Click to enter text |

* + Brief 3-4 sentence summary of issues discussed:

Neighborhood notification is required prior to submitting application for funding, and within one year of application submission.

* Confirm completion of each of the following:
	+ Neighborhoods within at least 500’ of project site notified [ ]  Yes
	+ Copy of written notice, letter, or flier attached [ ]  Yes
	+ List of recipients attached [ ]  Yes
	+ Draft community relations plan attached [ ]  Yes
* Date notice provided by applicant/developer: Click to enter a date
* Briefly describe in 3-4 sentences the information provided:

|  |
| --- |
| Click to enter text |

Various outreach strategies can be utilized in addition to neighborhood notification. Please provide a brief description in 3-4 sentences of the following, as applicable.

* Activities conducted in addition to neighborhood notification:

|  |
| --- |
| Click to enter text |

* Activities planned for maintaining ongoing communication through pre-development, design, construction, and operation:

|  |
| --- |
| Click to enter text |

* Strategies for engaging historically underrepresented communities, including communities of color and people for whom English is a second language:

|  |
| --- |
| Click to enter text |

* Plans for meeting outreach requirements prior to Design Review (see SDCI Director’s Rule and DON website):

|  |
| --- |
| Click to enter text |

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

|  |  |
| --- | --- |
| The proposed project **will** displace households, businesses, commercial, and/or other uses. | Choose an item |
| The proposed project involves **temporary** (less than one [1] year) displacement of households, businesses, commercial, and/or other uses.  | Choose an item |
| The developer has completed consultation regarding displacement with OH. * Date: Click to enter a date
* Attendees: Click to enter text
* Brief summary of meeting: Click to enter text
 | Choose an item |

## G. Affirmative Marketing, Community Preference (Housing Funding Policies PDF, pp. 68-70)

[ ]  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

[ ]  Applicant proposes to use Community Preference to prioritize certain applicants when leasing or selling units in communities at high risk of displacement

Developers are encouraged to consult with OH early in the planning process about community-based organizations and resources that may support affirmative marketing efforts.

* Consultation with OH on affirmative marketing
	+ Date: Click to enter text
	+ Attendees: Click to enter text
	+ Brief 3-4 sentence summary of meeting:

|  |
| --- |
| Click to enter text |

**THE FOLLOWING WILL BE COMPLETED BY THE OFFICE OF HOUSING**

## H. Development Siting Policy (Housing Funding Policies PDF, pp. 64-65)

[ ]  Not Applicable (no ≤ 30% AMI units)

|  |  |
| --- | --- |
| Address | Click to enter text |
| GEOID | Click to enter text |
| Census tract | Click to enter text |
| Block group | Click to enter text |
| 1 | Estimated number of housing units in the Census block group[[1]](#footnote-2) | Click to enter text |
| 2 | Total number of units in proposed project  | Click 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-3) | Click to enter text |
| 4 | Sum of units **(#1 + #2 + #3 = X)** | Click to enter text |
| 5 | Development Siting Policy calculation **(#4 x 0.2 = X)** | Click to enter text |
| 6 | Number of units in service or planned for Extremely Low-Income households in the Census block group according to the latest available OH data[[3]](#footnote-4) | Click to enter text |
| 7 | Current capacity for additional rent restricted units for Extremely Low-Income households **(#5 – #6 = X)** | Click to enter text |
| 8 | Number of units for Extremely Low-Income households to be included in proposed low-income housing  | Click to enter text |
| 9 | Capacity for future units for Extremely Low-Income households **(#7 - #8 = X)** | Click 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 to enter text |

# VI. OH Staff Assessment and Recommendation

Confirm project is consistent with local housing policies:

[ ]  Consolidated Plan Priority Needs

[ ]  Rental Housing Program Objectives

[ ]  Resident Population Priorities

[ ]  Location Priorities

[ ]  Community Relations

[ ]  Relocation

[ ]  Affirmative Marketing

[ ]  Development Siting Policy

## Recommendation: Choose an item

1. Housing Funding Policies requires that this be based on 2020 Decennial Census housing unit count plus net new residential units according to latest data available from SDCI. If SDCI is not 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-2)
2. Includes units in properties with one or more City affordable housing agreements (e.g. surplus property, MHA, IZ, MFTE). [↑](#footnote-ref-3)
3. This number should include pipeline units and units that OH has approved as consistent but have pending funding applications. [↑](#footnote-ref-4)