

## Neighborhood Notification and Community Relations Guidelines

June 2024

These guidelines describe additional required information to be submitted for projects applying for funding from the City of Seattle Office of Housing (OH).

### Neighborhood Notification

**Neighborhood Notification activities must be completed prior to application submission and the material proof described below included with the regular application.**

1. Materials that show that notification of intent to apply for OH funding was provided to neighbors and businesses within at least 500 feet of the site, inform neighbors and businesses of the project proposal.
  - a) List of notification recipients
  - b) Copy of notification mailing(s)
2. List of organizations contacted and provided information about the proposed project in advance of application to OH.

### Community Relations Plan

Applicants must submit a draft Community Relations Plan with their application. A Community Relations Plan details steps and processes for maintaining ongoing communication and sustained relations with immediate neighbors and neighborhood community organizations throughout the project's pre-development, design, construction, and operation. Applicants should also attach documentation of efforts to implement the Community Relations Plan that have occurred prior to submitting the application.

The following elements should be included in the draft Community Relations Plan. If planned actions have not yet been undertaken, then a preliminary timeline for each activity must also be included.

- A description of the overall strategy to be used to achieve inclusive community engagement for the project. The description should highlight any strategies for engaging historically underrepresented communities, such as communities of color and communities for which English is not the primary language of the home. Strategies could include specific outreach to groups or underrepresented people, publication of outreach materials in languages other than English that are commonly spoken in the area, engagement opportunities offered at different days and times, etc.
- A description of a development team's past experience in engaging historically underrepresented communities during development processes, highlighting experience

engaging communities of color and communities for which English is not the primary language of the home. The description should include an explanation of how the engagement will influence the project.

- Plans or proof of communication with neighborhood and community organizations that provided information including, but not limited to:
  - Project design and target population.
  - Estimated schedule for construction and completion.
  - Experience of the applicant developing and owning other housing projects.
  - Opportunities to provide input on the project.
  - Mechanisms for ongoing communication once the housing is operational.
- Advertisements to the community describing the project and any relevant community meetings:
  - Information about where advertisements were posted (for example, at local libraries, community centers, religious institutions, etc.).
  - Minutes or other documentation of neighborhood organization meetings that the applicant has attended in connection with the project. Documentation should include the location of the meeting, number of attendees, results of any Q&A, and information about the general tone of each meeting.
  - Plans for future neighborhood meetings including the method for notifying members of the public, date, time, and location of the meeting.
  - Letters of support from individual citizens or neighborhood community groups, if applicable.
  - Membership roster and meeting minutes of project advisory committees, if applicable.

**If a project receives an award from OH, the applicant must submit the final Community Relations Plan to OH 90 days after receiving an award letter.**