

Addendum

Notes for Submission of the OH Addendum to the Rental Housing NOFA

Instructions

The **City of Seattle Office of Housing Addendum** requests additional attachments and/or clarification for Tabs 2, 3, 6, 8 and 9. Required attachments are listed on the [2024 OH Combined Table of Contents](#) and should be placed in the order listed. Please see the [2024 OH NOFA for detailed application assembly instructions](#).

Tab 2: Project Description

- **Notes on a Rehabilitation Scope of Work:**
 - Note that OH encourages a scope of work that assures a minimum 20 year life for all building components.
 - Note that rehabilitation projects must comply minimum design standards, please contact the Office of Housing to ensure your project will meet or exceed these standards.
- **Notes for submission of Preliminary Drawings:**
 - Schematic drawings should be 1/8" equals 1'- 0" at a minimum and may be reduced for presentation.
- **Notes for submission of Outline Specifications:**
 - Use the Construction Specification Institute (CSI) format including divisions 1 – 16.

Tab 3: Need & Population Served

- **Note for submission of Consistency Letter:** Requests for Consistency Letters can take up to 30 days to process and the letters themselves must be submitted 3 weeks before the application deadline. Therefore, Consistency Letter requests should be made no less than 51 days prior to the application due date to ensure they can be issued in time for submission in advance of the application. Consistency Letters must also be included with the regular application.
- **Note for submission of Siting Determination:** Requests for Siting Determinations can take up to 30 days to process and the documentation of determination itself must be submitted 3 weeks before the application deadline. Therefore, Siting Determination requests should be made no less than 51 days prior to the application due date to ensure they can be issued in time for submission in advance of the application. Siting Determinations must also be included with the regular application.

- **Note for submission of documentation of Neighborhood Notification:** Documentation of neighborhood notification must include the following:
 - The list of addresses within at least 500 feet obtained from King County parcel viewer.
 - A copy of the written notice, letter or flyer provided to neighbors. Content should include basic information about the developer agency and proposed project, (e.g., estimated schedule, contact person, and neighborhood organizations that have also been notified about the project).
- **Note for submission of the draft Community Relations Plan:** Applicant should submit their draft written plan for maintaining ongoing communication with immediate neighbors and neighborhood and community organizations throughout the project’s pre-development, design, construction, and operation phases.
 - **The Final Community Relations Plan will be due 90 days post OH award.**

Tab 6: Development Budgets

- **Note for submission of Cost Estimates:** Cost estimates should reflect, at a minimum, State residential prevailing wage rates. If your project receives federal funds and Davis Bacon applies, the greater of federal Davis Bacon wage rates or State residential prevailing wage rates will apply, unless applicable law requires otherwise. OH is encouraging non-GC third-party cost-estimates.

Tab 8: Project Operations

- **Note for submission of Proposed Rents, Operating/Services Budgets:** When filling out Forms 8A through 8F, please identify the actual tenant rents expected from the proposed population, and the corresponding operating/services gap, if any.
- **Note for Management Off-Site Fees:** Please use no more than 7% for Management off-site fees.
- **Note for Services Expenses:** In projects supported with debt, i.e., 4% LIHTC deals, service expenses are not allowed “above the line” as it would require additional capital resources. Services expenses are not an eligible expense for capital dollars per the A&F Plan.
- **Note for Replacement Reserves:** Please use no more than \$350 per unit in the operating budget.
- **Note for Operating Reserves:** These should be no more than 6 months of operating expenses (excluding service expenses) and hard debt service capitalized in the sources of financing.

Tab 9: Development Team

- **Note that OH reviews financial audits for the following criteria:**
 - i. Current assets should exceed current liabilities by a margin of 1.2:1.
 - ii. Cash ratio: cash + cash equivalents should equal .5 to .75 of current liabilities.
 - iii. Days cash: organization should have 90 days cash at its disposal.
 - iv. Working capital: current assets minus current liabilities should be positive.
 - v. Statements should show a positive trend in net assets.