

# Skyway \$5 Million Fund for Affordable Housing

## Request for Proposals (RFP) Glossary

RFP Release Date	January 19, 2022
RFP Due Date	By 1:00 p.m. PST on Monday, March 28, 2022
RFP Coordinator	Joanna Armstrong , Contracts Specialist <a href="mailto:DCHSContracts@kingcounty.gov">DCHSContracts@kingcounty.gov</a>
Maximum Award Amount	\$2.5 million per project
How to Apply	Submit Application through ZoomGrants at: <a href="https://www.zoomgrants.com/zgf/Skyway5M">https://www.zoomgrants.com/zgf/Skyway5M</a> Or via email to: <a href="mailto:DCHSContracts@kingcounty.gov">DCHSContracts@kingcounty.gov</a>



## Glossary of Terms

**Acquisition:** Acquiring ownership or site control of land/property for residential uses through purchase, donation, or other means.

**Affirmatively Market:** HUD defined requirements for providing information and outreach to all eligible potential tenants of affordable rental and homeownership housing without regard to race, color, national origin, sex, religion, familial status, or disability. Plan includes how owners will reach eligible applicants who may not be likely to apply for housing without special outreach. Read here for more information <https://www.law.cornell.edu/cfr/text/24/92.351>.

**Affordable Housing:** For the purpose of this RFP, “affordable housing” is defined as publicly supported, income-restricted housing that specifically serves households earning at or below 80 percent of the Area Median Income (AMI). [Use this link to view King County’s 2021 AMI and rent levels as published by the US Department of Housing and Urban Development.](#)

**Appraisal:** A valuation of property, such as real estate, by the estimate of an authorized person. Appraisals are typically used for insurance and tax purposes or to determine a possible selling price for a property.

**Area Median Income (AMI):** The household income for the median – or middle – household in a region. It is a criteria used by the U.S. Department of Housing and Urban Development (HUD) and other agencies to determine what kinds of services households may qualify for. HUD releases annual median income levels for different household sizes in King County. Households earning less than 80% of the AMI are considered low-income households, households earning less than 50% of the AMI are considered to be very low-income, and households earning less than 30% of AMI are considered to be extremely low-income households. These AMI thresholds identify households that may be eligible for certain housing assistance programs. [Use this link to view King County's 2021 AMI and rent levels as published by the US Department of Housing and Urban Development.](#)

**Balance Sheet:** A financial statement describing the applicant's assets, liabilities, and capital at a particular point in time.

**Capital Project:** A real estate development project, in this case, one that creates new affordable housing. Capital project activities include all predevelopment/feasibility analysis, acquiring the property, and constructing the building.

**Community Based Organization (CBO):** A public or private nonprofit organization that is representative of a community or significant segments of a community and committed to a community's health, well-being, empowerment, and/or provides human services to individuals in the community.

**Community-Driven Development:** Development projects conceived and created through inclusive community engagement processes. A CBO with deep connection to the neighborhood or cultural community is a key driver of the project.

**Construction:** The process of physically building the project including any equipment and materials used, and any labor associated with the construction of the project.

**Contractor:** The entity awarded funding from this RFP to perform the services as described in their RFP proposal and resulting contract.

**Deferred Loan:** All payments (principal and interest) are postponed until the maturity date. Deferred loans are generally payable in full upon sale, refinance, change of use, or upon maturity. In the event of a sale or transfer of the Property (which was not explicitly allowed by the Contract terms), the Borrower additionally agrees to pay King County a proportionate share of the net appreciated value (aka Shared Appreciation).

**Displacement:** Current residents of a neighborhood are involuntarily forced to relocate. Displacement can take the following forms:

- Direct economic displacement occurs when residents move because they can no longer afford to live in an area due to rising housing costs and cost of living increases.
- Indirect economic displacement results when current residents move out, and higher housing costs prevent comparable households from moving in.
- Cultural displacement takes place when existing residents move from a neighborhood because their social and cultural connections within the area have declined as a result of gentrification factors.
- Physical displacement occurs when existing housing units are lost due to property rehabilitation, redevelopment, or demolition.

**Equitable Development<sup>1</sup>:** A positive development strategy that ensures everyone participates in and benefits from the region’s economic transformation—especially low-income residents, Black, Indigenous, and people of color (BIPOC), immigrants, and others at risk of being displaced. It requires an intentional focus on eliminating racial inequities and barriers, and making accountable investments to ensure that lower wealth residents:

- live in healthy, safe, opportunity rich neighborhoods that reflect their culture (and are not displaced from them);
- connect to economic and ownership opportunities; and
- have voice and influence in the decisions that shape their neighborhoods.

**Equity:** Giving everyone what they need to be successful as opposed to equality which means treating everyone the same.

**Feasibility and Due Diligence:** Studies, analysis reports, and surveys that allow the developer to understand if their project vision is possible. Consider the constraints of the land, zoning, timelines, access to and availability of funds, legal barriers, etc.

**Income Statement/Statement of Activities:** A statement of financial activities showing the applicant’s actual income and expenses for a specific period of time.

**Initial Environmental Assessment:** A study to assess whether a property is likely to contain any environmental issues, or “recognized environmental conditions” such as hazardous materials or petroleum products.

**Operating Budget:** A detailed estimate of what the applicant expects its organizational revenue and expenses to be for the current fiscal year.

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<sup>1</sup> Adapted from PolicyLink  
[https://www.policylink.org/sites/default/files/summary\\_pittsburgh\\_FINAL\\_PDF.pdf](https://www.policylink.org/sites/default/files/summary_pittsburgh_FINAL_PDF.pdf)

**Predevelopment:** Any work that needs to be done before beginning construction, including "feasibility and due diligence," permitting, architectural design, engineering, etc.

**Preliminary Site Capacity Plan:** Feasibility analysis including number of units that can be built on site, building location, determination of any site restrictions or constraints including title issues, easements, drainage, setbacks, etc.

**Project Budget:** A detailed projection of what the Applicant expects the project's funding and costs will be.

**Site Control:** Some form of right to acquire or lease the site. The type of site control that can be achieved depends on many factors, including the owner's interests, the timing and stage of financing commitments, and any lenders' requirements. There are several potential forms of site control. For more info go to: [https://www.csh.org/wp-content/uploads/2013/09/SiteControl\\_F.pdf](https://www.csh.org/wp-content/uploads/2013/09/SiteControl_F.pdf)

**ZoomGrants:** An online application portal where applicants can access and view RFP information and submit applications for programs/services outlined in the RFP.