



## SEATTLE OFFICE OF HOUSING

### EVERGREEN COMPLIANCE PROCEDURES FOR PROJECTS NOT RECEIVING STATE FUNDING

All Rental Housing Program projects funded by the Office of Housing must follow the Washington state requirements for Evergreen Sustainable Development Standards (ESDS). See the state's [website](#) for detailed requirements. In projects where the state is not overseeing ESDS compliance, OH will monitor for compliance using the following procedures.

#### During the NOFA Application Process:

1. Project sponsor submits the Evergreen Checklist to the Office of Housing (OH) with NOFA application. Evergreen features on the Evergreen Checklist need to be included in the construction cost estimate and identified in a transparent way in the outline specifications.
2. OH evaluates the Evergreen Checklist to determine whether it passes the Evergreen threshold requirements for the project. If there are questions or concerns, OH will contact the project sponsor to resolve the issues.

#### After Reservation of OH Funds:

3. The project sponsor submits the complete Evergreen Project Plan (EPP) with all attachments to the OH project manager.
4. OH will evaluate the EPP to determine whether it satisfies the Evergreen threshold requirements and whether the information regarding implementation is reasonable and complete. **The EPP must be approved by OH prior to loan closing and disbursement of any OH funds.**
5. The project sponsor sends the project plans and specifications to OH for review by Falkin & Associates (Falkin). OH forwards the approved EPP to Falkin with the updated
6. Falkin compares the construction cost estimate and the plans and specs to the EPP to make sure that the features listed in the EPP are reflected in the documents. If there are questions or concerns, Falkin will contact OH, and OH will contact the project sponsor to resolve the issues.
7. The project sponsor coordinates and assists Falkin with site visits and monthly inspections. Falkin\* will inspect the project to verify the installation and implementation of the EPP. If a problem comes up during development regarding the approved EPP, OH may withhold loan disbursements until the issues are resolved.
8. At the end of development, Falkin evaluates the site visits and documentation reviewed and makes a final recommendation to OH regarding whether the EPP was implemented during construction of the project.

***\*In the event that Falkin & Associates (or a compliance inspector who is unfamiliar with the Evergreen Standard) is not the construction compliance inspector, the borrower may suggest an alternative to demonstrate compliance.***