



HOUSING AFFORDABILITY  
AND LIVABILITY AGENDA

Application Form and Instructions  
available online at:  
[www.Seattle.gov/HALA](http://www.Seattle.gov/HALA)

## Application Form

Applications are due Friday, February 26, 2016, by 8pm.

Name \_\_\_\_\_

Home Neighborhood \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Phone # \_\_\_\_\_

Best time to reach you by phone \_\_\_\_\_  
(please specify days & times)

Tell us about yourself and why you want to participate in a  
Community Focus Group about Housing Affordability.

**What supports would you need to participate fully in a Community Focus Group?** The City may be able to provide accommodation. Please indicate which of these accommodations would help you participate:

- Child Care
- Transportation
- Translation
- Interpretation
- Small Stipend  
(for low income participants only)
- Other \_\_\_\_\_



## Application Instructions

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Applications are due Friday, February 26, 2016, by 8pm.

1. Fill out the **Application Form** on the previous page.
2. Submit the **Application Form** to the City of Seattle Office of Planning & Community Development by the deadline specified above. You may submit your application in one of the following three ways:

- Email your completed **Application Form** to [HALAApplication@seattle.gov](mailto:HALAApplication@seattle.gov)

OR

- Mail your completed **Application Form** to:

**City of Seattle Office of Planning & Community Development**  
**RE: HALA Community Focus Group Application**  
**PO Box 34019**  
**Seattle, WA 98124-4019**

OR

- Submit a hard copy of your completed **Application Form** in person at the Office of Planning and Community Development:

**Seattle Municipal Tower**  
**700 5th Avenue**  
**19th Floor Reception**  
**(open M – F, 8am – 5pm\*)**

\*Applications submitted in person **will not** be accepted after 5pm on February 26.

3. You will receive email confirmation of your application by March 9.  
If email is not available to you, you will receive confirmation by phone.

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available online at:  
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# Community Focus Groups

## Frequently Asked Questions

**Applications are due Friday, February 26, 2016, by 8pm.**  
Community Focus Groups will be formed March 2016.

### What is the purpose of the HALA Community Focus Groups?

The Community Focus Groups will guide implementation of the Housing Affordability and Livability Agenda (HALA) – the bold action plan put forth by Mayor Murray and the City Council to improve housing affordability and availability throughout Seattle. We are asking residents from neighborhoods across the city to participate as volunteers to inform the HALA process. **A key focus of the Community Focus Groups will be land use and zoning changes that could affect neighborhoods.**

- Community Focus Groups will meet monthly, March through December in 2016.
- 4 or 5 groups will be formed, each comprised of 20 to 40 people.
- Group will include representatives of every urban village and neighborhood vicinity in the city.
- The meetings are intended to bring about constructive dialogue about housing programs.
- Meetings will be open for other members of the public to observe and comment during a set time on the agenda.
- Meetings may also be recorded or filmed so a broader public audience can follow the process using social media or online tools.

### How much time will it take for me to participate?

Community representatives will be asked to attend about 8 meetings, read materials, and respond to emails between meetings. The total time commitment will be 5–10 hours per month. Most meetings will occur at City Hall in downtown outside of typical business hours. Understanding that community members may require assistance with parking and transportation in order to participate, the City will offer access to free parking and public transit for Community Focus Group members during meeting times. Downtown was selected as a central meeting location so that representatives from many neighborhoods have access. City meeting rooms also facilitate audio and video recordings that can be shared with other members of the public.

### How will you select participants?

Application forms will be received until the due date. If more applications are received than can be accommodated, a committee of City staff from the Mayor’s Office, the Department of Neighborhoods, the Office of Housing, and the Office of Planning & Community Development will convene to select the group of representatives. The main selection criterion is intended to create a balanced set of representatives in each focus group, as noted on the previous page. Consideration will also be given to applicants who are representative of a larger community organization, council, or cultural community in their local area.

### Our Diverse Community

The City values participation by a broad range of community members who reflect our City’s diverse population. We will strive to ensure there is balanced representation from a range of different demographics and perspectives including:

- **Traditionally under-represented groups, including minorities, immigrants, refugees, and non-native English speakers.**
- **Renters**
- **Households with children**
- **Experienced neighborhood advocates**

### How else can I participate in the HALA process?

- Citywide Gatherings
- Neighborhood Meetings
- Online
  - [Web Surveys](#)
  - [Social Media](#)
  - [HALA Website](#)

**View a calendar of events online at:**  
[www.Seattle.gov/HALA](http://www.Seattle.gov/HALA)