



**Housing Development Consortium of Seattle-King County**  
**Exemplary Buildings Program**  
*Advancing Ultra-Efficient Buildings in Affordable Housing*

**MEMORANDUM OF UNDERSTANDING**

The Exemplary Buildings Task Force (EBTF) of The Housing Development Consortium (HDC) seeks a diverse set of demonstration projects to implement buildings that balance health, comfort, life cycle cost, durability, usability, maintainability, water use, energy use, greenhouse gas emissions and operational effectiveness. We ask participating developers to be committed to pursuing an Exemplary Building while the EBTF aims to provide the technical and funding guidance such that there is no reduction of dwelling units produced. The success of the former effort is directly conditioned upon the success of the latter (i.e., no reduction of dwelling units).

**Owner/Developer Responsibilities:** (see detailed EB Program Specifications for further clarification)

1. Employ Integrated Design to achieve cost and performance efficiencies that do not compromise the number of affordable housing units delivered
2. Design and construct to an exemplary standard that balances health, comfort, life cycle cost, durability, usability, maintainability and operational effectiveness, including:
  - a. All electric (no use of fossil fuels, with exception for emergency power systems)
  - b. An exemplary building envelope
  - c. Balanced ventilation with heat recovery
  - d. Electric heat pump domestic hot water with efficient distribution design
  - e. Energy Star appliances and efficient lighting
  - f. Employ low flow fixtures that conserve water and lower utility cost
  - g. Design for maximum renewable energy on site and install when feasible
  - h. Ensure appropriate commissioning to achieve the intended performance
3. Train facility staff to optimize operation of building systems and educate residents in conserving water and energy
4. Share design and monitored performance results with the EBTF so the information maintained and shared with other affordable housing stakeholders in an open source program

**HDC – Exemplary Buildings Task Force Responsibilities:**

1. Advocate with state, utility and foundation funding sources to assist in providing added funds to cover any added costs in design and construction, without a reduction of dwelling units resulting from this program
2. Advocate with local funders for flexibility in per-unit costs to achieve operational cost savings and prepare for future stringent code requirements
3. Provide clear performance requirements and methods of evaluation

4. Assist developers in their planning and design process to promote arriving at better solutions with less added design cost involved
5. Provide professional review of proposed solutions to validate the likelihood of success in achieving the Ultra-Efficient standard
6. Document the design and performance results to share with other developers
7. Promote projects in the program thereby demonstrating the best methods of achieving the goals established
8. Continue to advance the program in the additional rounds such that the cost premium is reduced as much as possible

**Owner/Developer** agrees to work with the Housing Development Consortium Exemplary Buildings Task Force. We would like our proposed project, \_\_\_\_\_ to participate in this program.

**PROJECT INFORMATION\***

Developer: \_\_\_\_\_

Type of Housing: Supportive Housing \_\_\_\_ Workforce Housing \_\_\_\_ Senior Housing \_\_\_\_

Address of Project: \_\_\_\_\_

Expected Construction Period, Start: \_\_\_\_\_ End: \_\_\_\_\_

Applying for Housing Trust Fund Grant & UHEE Additional Funds? YES \_\_\_\_ NO \_\_\_\_ YEAR \_\_\_\_

Electric Power Utility Serving Property: SEATTLE CITY LIGHT \_\_\_\_ PUGET SOUND ENERGY \_\_\_\_

Architect of Record: \_\_\_\_\_

Anticipated General Contractor: \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_ Gross Floor Area of Residential Occupancy: \_\_\_\_\_

Number of Stories: \_\_\_\_

Owner's Team Member Who Will Lead the Effort: \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**HDC - Exemplary Buildings Task Force** agrees to work with the Owner/Developer

EBTF Team member who will lead the effort: \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

*\*Information provided for general use – to be updated as the project progresses*

