

## CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to ***Ana Chua, Senior Contract Administrator, and e-mail*** [Ana.Chua@seattlehousing.org](mailto:Ana.Chua@seattlehousing.org) so that you can be contacted directly if necessary.

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### SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 6169

#### Mixed-Operations Portfolio Case Management Program

Name of Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

Thank you.



# REQUEST FOR PROPOSALS

(SOLICITATION NO. 6169)

for

## Mixed-Operations Portfolio Case Management Program

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#### ATTACHMENTS:

##### A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate

##### B. INFORMATIONAL EXHIBITS:

- HUD Section 3 Information and Section 3 Forms

<b>RFP Issued On:</b>	<b>Proposal Due:</b>
<u>Wednesday, March 11, 2026</u>	<u>4:00 PM PT Tuesday, April 7, 2026</u>

# Seattle Housing Authority

## Request for Proposals (Solicitation No. 6169)

### Mixed-Operations Portfolio Case Management Program

#### A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified professional firm to assist SHA in providing specialized case management services (including mental health case management) to residents residing in the Mixed-Operations Portfolio, with an emphasis on the 237 SHA-owned low-income buildings. Additional communities may be added, depending on community needs and funding availability.
- 2) **Seattle Housing Authority Background:** SHA is an independent public corporation providing long-term, low-income rental housing and rental assistance to more than 38,000 people in the city of Seattle. We believe in providing more than housing for our tenants, and we partner with many organizations to offer an array of services and community activities to help those we serve improve their lives. The majority of SHA's funding is federal, through the U.S Department of Housing and Urban Development (HUD). Other income includes rent revenue and non-HUD public and private grants. SHA operates according to the following Mission and Values:

#### ***Our Mission***

*The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low incomes.*

#### ***Our Values***

*As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.*

SHA owns and operates more than 8,500 housing units at nearly 400 sites throughout the city. SHA also administers approximately 12,000 Housing Choice Vouchers, enabling low-income residents to receive rental assistance throughout the Seattle housing market. SHA, an independent public corporation established in 1939, is governed by a seven-member Board of Commissioners, two of whom are SHA residents. Commissioners are appointed by the Mayor and confirmed by the City Council. More information is available at [seattlehousing.org](http://seattlehousing.org).

- 3) **Women and Minority Business Enterprise (WMBE) Inclusion:** SHA requires proposers to make good-faith efforts to meet SHA's 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.
- 4) **[Reserved.]**

- 5) **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

**B. SUBMITTAL REQUIREMENTS**

**Schedule:**

Activity	Location	Day	Date	Time
Pre-Submittal Meeting	If you have MS Teams and would like to join the meeting virtually, please e-mail <b>Ana Chua</b> , Contract Administrator at <a href="mailto:Ana.Chua@seattlehousing.org">Ana.Chua@seattlehousing.org</a> and you will be sent an invitation to join.	Wednesday	March 18	10:00AM - 11:00 AM PT
Deadline for Questions	By Email	Thursday	March 19	4:00 PM PT
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: Ana Chua <a href="mailto:Ana.Chua@seattlehousing.org">Ana.Chua@seattlehousing.org</a>		Tuesday	April 7	4:00 PM PT

**Questions:** Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to **Ana Chua** at [Ana.Chua@seattlehousing.org](mailto:Ana.Chua@seattlehousing.org)

**Addenda:** In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA’s website at [Do business with us | Seattle Housing Authority](#). It is the responsibility of proposers to check this website before submitting and downloading any addenda issued. If you are unable to download the addenda, you may e-mail the Contract Administrator, **Ana Chua** at [Ana.Chua@seattlehousing.org](mailto:Ana.Chua@seattlehousing.org) to have a copy of the addenda mailed or e-mailed to you.

**Pre-Submittal Meeting:** Proposers are strongly encouraged to attend a Pre-Submittal Meeting at the date and time indicated above.

**Submittal:** The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline.

All proposals should be clearly marked when e-mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or hand delivered proposal is not acceptable.*

All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.

**Proposals** should be limited to a maximum of 12 pages single sided, or 6 pages double sided in no smaller than 12 point font on 8½” by 11” sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, the Suspension and Debarment Certificate, and any applicable Section 3 form(s). Your **cover letter** should express your interest in performing the work. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm’s behalf must sign the letter.

1) **Required number of copies:** Proposers responding to this RFP shall submit their proposal to the e-mail address indicated above. **The following items/forms are to be submitted as a separate file and not included in your Proposal.** Do not include these items/forms in the proposal.

- Price / Rates
- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate
- Any applicable Section 3 Form(s)

2) **Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RCW 42.56 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as “proprietary” information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers should mark as “proprietary” only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Proposer has marked as “proprietary information,” SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW 42.56. By submitting a proposal, the Proposer acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

- 3) **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer's participation in demonstrations and the pre-proposal conference.
- 4) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all proposals. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

## **1) SCOPE OF WORK**

The selected Consultant shall be asked to perform the following tasks:

The resulting contract(s) to be issued as a result of this Request for Proposal (RFP) will be an On-Call Contract(s). Services will be provided as-needed under a series of Work Orders to the On-Call Contract. For each Work Order, a selected Consultant will be issued the required scope of services for that Work Order. SHA and the Consultant will then agree upon the scope of services and compensation prior to commencement of the services. Additional locations may be added and/or the program expanded during the Contract period.

SHA may commit additional funding for the services for subsequent years, depending on program performance and available funding.

SHA reserves the right to select one or more Consultants as a result of this solicitation to provide the services described in the Scope of Work.

The selected Service Provider(s) may be asked to accomplish and perform, but not be limited to, the following purpose and tasks, respectively.

### **Purpose:**

The Seattle Housing Authority (SHA) is seeking proposals from qualified Service Providers to assist SHA in providing case management services (including mental health case management) to residents living in the Mixed-Operations Portfolio, with an emphasis on the 237 SHA-owned low-income buildings (formerly known as "scattered sites". Additional communities may be added, depending on community needs and funding availability.

The purpose of the program is to help stabilize living situations for residents who are in crisis and to increase the availability of ongoing case management for residents who are not in crisis. Focus will be on supporting independent living. The Service Provider shall assign up to two and a half (2.5) full-time equivalent (FTEs) staff including Case Management Specialists and Project Coordinator for the project. The Project Coordinator shall designate the central point for referrals and contact for SHA property management staff and for other service providers. The Service Provider will be expected to provide case management of not less than 40 hours per FTE per week (100 hours total) and to maintain a rotating caseload of 25-30 clients per FTE (60-75 total caseload at a time, serving 200 clients annually).

Services will be provided in Seattle Housing Authority's Mixed-Operations Portfolio located throughout the city consisting of over two hundred thirty-five (235) properties owned and managed by SHA. This portfolio includes multi-family buildings and apartment buildings that are generally smaller than SHA Low Income Public Housing (LIPH) properties. They are most often located near transit, with easy access to shopping, parks, schools, and neighborhood services that meet the needs of low-income residents.

Tasks To Be Performed:

1. Provide on- and off-site, short-term case management to residents in need of support to safely maintain independent living. These residents include those of a diverse background, including limited-English-speaking populations.
2. Work collaboratively with providers of mental health services and resources in a community-based partnership to accomplish item 1 above.
3. Activities shall include, but not necessarily be limited to, crisis intervention, support with basic independent living skills such as maintaining a clean and healthy living environment and paying rent on time, and accessing resources for drug and alcohol issues, and ongoing case management.
4. Maintain a rotating caseload of 25-30 clients per case manager (.5 to 1.0 FTE) at any given time and perform the following tasks:
  - a. Receive referrals from SHA property managers and other service providers who are working with residents.
  - b. Work collaboratively with the residents to conduct an immediate on-site client-needs assessment, develop a documented plan for accessing needed resources and/or developing necessary skills, and secure client agreement and commitment to the plan/next steps.
  - c. Determine if the client is currently working with other service provider(s), including mental health workers. If so, assist the client in gaining access to services from that provider.
  - d. Provide advocacy, translation and/or interpretation, and direct assistance, as needed, to enable clients with English-language challenges to access needed resources.
  - e. Monitor the client's progress to determine whether the outcome of referrals and stabilization services was successful.
  - f. Provide services at a level of not less than 40 hours per week of case management and accommodate after-hours emergencies.
  - g. Assign a Project Coordinator to this program (up to .5 FTE) to ensure quality of services

h. Provide direct supervision to the case management staff who are assigned to provide the services described herein.

Target Population:

The charts below provide demographic data on SHA’s Mixed-Operations Portfolio units and includes information about the elderly and non-elderly disabled population that would be served under this program:

*Total Number of Mixed-Operations Portfolio Buildings*

237 occupied buildings  
 615 occupied units  
 1,934 individuals

<b>Mixed-Operations Portfolio Demographics by Number of Bedrooms</b>					
<b>Number of Bedrooms</b>	<b>Units</b>	<b>Number of Residents</b>	<b>Elderly (62+)</b>	<b>Disabled</b>	<b>Elderly &amp; Disabled</b>
1	18	18	12	5	4
2	420	847	114	122	43
3	184	596	41	47	17
4	64	290	15	23	8
5	23	172	9	5	1
6	3	11	0	0	0
<b>TOTAL</b>	<b>712</b>	<b>1,934</b>	<b>191</b>	<b>202</b>	<b>73</b>

<b>Spoken Languages</b>	<b>Number of Residents</b>
NO Data	664
ENGLISH	345
SOMALI	309
AMHARIC	168
TIGRINYA	122
SPANISH	70
ARABIC	67
VIETNAMESE	59
OROMO	37
OTHER LANGUAGE	29
CANTONESE	12
TAGALOG	10
NUER	9
RUSSIAN	7
URDU	5
FARSI	4

CAMBODIAN	3
PORTUGESE	3
JAPANESE	3
HINDI	2
LAO	2
KHMER	2
ASL	2
<b>TOTAL</b>	<b>1934</b>

**D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL**

**Response / Proposal Content:** To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

1) Cover Letter

2) Address each of the evaluation criteria below:

The proposal must show evidence of the Service Provider’s ability to meet SHA’s goals of providing case-management services for older adults and people living with disabilities needed to stabilize living situations for residents who are in crisis and to increase the availability of on-going case management for residents who are not in crisis.

The proposal must meet the program objectives and indicate an ability to serve the specific populations described under Section C. Scope of Work above. The contents of the proposal should be consistent with the program expectations therein and with the evaluation criteria cited below. Proposals should follow and be presented according to the format below.

- Relating to Criterion 1: **Women and Minority Business (WMBE) Inclusion Plan**  
Provide a detailed Inclusion Plan describing your good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team. Your Plan must also include, if applicable, pre-award commitments or agreements with your named WMBE and/or Project Team members’ firm(s).
- Relating to Criterion 2: **[Reserved.]**
- Relating to Criterion 3: **Service Provider Experience:**  
Describe your agency’s experience and expertise with respect to the following areas:
  - a) A successful track record of providing appropriate crisis response case management services to older adults and people living with disabilities, mental health challenges, and substance use disorders from diverse racial or ethnic backgrounds, including residents with limited English proficiency.

- b) Demonstrated ability to provide:
  - 1) On-site assessment of crisis
  - 2) Case management
  - 3) After-hours care
- c) Demonstrated ability to provide or coordinate access to:
  - 1) Dispensing medications
  - 2) Authorization to refer clients to mental health hospitals, as needed
  - 3) Outpatient therapy.
- d) Demonstrated ability to work collaboratively with providers of mental health services and resources in a community-based partnership to meet the services requested under this RFP.
- e) A strong commitment and desire to develop partnerships with existing service providers currently working with this client population and staff.
- f) Dedication to a model of service delivery that emphasizes the needs, desires, and goals of each individual client.
- g) Quality standards for case management and customer service;
- h) Strong knowledge of State and Federal legislation governing mental health including, but not limited to, civil rights laws and the Americans with Disabilities Act (ADA);
- i) Experience conducting client needs assessments and referring clients to other service provider agencies.
- j) Evidence that your agency has extensive knowledge of community resources for low income, diverse individuals, including mental health support resources.
- k) Include a list of agencies or organizations and the dates for which your agency or organization has provided comparable services in the past three (3) years for culturally, economically and racial or ethnically diverse populations, including people living with physical and mental health disabilities.
- l) Experience recruiting and retaining qualified, culturally diverse staff who reflect the populations being served.

- **Relating to Criterion 4: Proposed Program Design:**

Submit a program design that demonstrates:

- a) Proposal strategy is consistent with the purpose and objectives stated in Section C. Scope of Work above. Proposal provides clearly identified program objectives, level of service, and measurable outcomes. The plan must also include a staffing plan with hours and locations served. Define performance standards, including milestones, and measurement mechanisms.
- b) Evidence of sound planning, adequate resources, and sufficient administrative capability to ensure quality and coordination in the delivery of services.
- c) Detailed strategies for working with older adults, people living with disabilities, limited-English-speaking residents, and residents experiencing mental health and substance use issues.
- d) Description of formal and informal partnerships with other service providers to maximize resources and implement the best possible interventions.
- e) Demonstrated commitment to staff participation in community events and meetings with community service providers.

- f) A clear process for tracking and reporting referrals as needed.
- g) A plan for outreach and engagement with limited-English-speaking individuals and clearly describes how your agency or organization will ensure that program services are offered to the diverse populations at the various communities and provides historical evidence of having done so in the past.

- **Relating to Criterion 5: Program Evaluation:**

Describe your plan for program evaluation, using specific measurement tools and participant surveys. The evaluation component should include a strategy to measure overall impact and success of the case management program.

- **Relating to Criterion 6: Experience and Expertise of Service Provider and of Personnel to be Assigned to the Program:**

Please submit an organizational chart and resumes for each of the key personnel to be assigned to this contract, including a description of functional responsibilities, the percentage of time they would be assigned to this project, job descriptions showing staffing expectations and qualifications, including:

- a) Level of educational attainment;
- b) Experience in the administration of case management;
- c) Experience and ability to work effectively with low-income individuals, people living with disabilities, people in crisis, behavioral and substance use issues, older adults, and residents with limited English proficiency;
- d) Experience in recruiting and retaining culturally diverse management-level staff that reflect the population being served; and

- **Relating to Criterion 7: Proposed Budget, Including Funding From Non-SHA Sources:**

Submit a proposed line-item budget, which reflects accuracy, reasonableness, and completeness of proposed costs, plus the level of funding your agency can contribute to the program through other resources. The estimated range of funding for services to result from this Request for Proposals (RFP) is between \$290,000.00 and \$300,000.00 for January through December 2026, which will be pro-rated based on the start of the contract. SHA may commit additional funding at a similar rate for scattered site case management services for subsequent years, depending on program performance and available funding. SHA may select one or more providers through this RFP. Additional communities and/or funding may be added, depending on need.

Up to \$25,000.00 in additional funding for initial start-up costs may be available once selected and contracted and prior to resident enrollment, if needed. Start-up costs may include items and activities such as salary for staff, managers and directors who contribute to initial planning and troubleshooting; a consultant to help strategize on challenges of meeting the needs of the scattered site properties; initial purchases such as computer, office supplies and furniture; trainings; other activities that are clearly one-time expenses that help with developing the project.

Please include a detailed budget for all costs, including start-up costs. Budget should include budget details and budget narrative. Please list start-up and project budget separately.

The budget should also:

a) Reflect the nature of anticipated expenses, identify any one-time costs (as opposed to operating costs) and reflect hourly rates of compensation to be paid to employees or subconsultants.

b) Describe the level of funding and in-kind support your agency is able to leverage in non-SHA funding to effectively serve the largest number of residents in need of crisis mental health case management and to meet the requirements under Section C. Scope of Work above.

c) List the hourly rates for the following services, as they are described in Section C. Scope of Work above.

3) Provide resumes for the key personnel named in your response.

4) Include a list of at least three references for whom the agency, organization or team members have performed similar work in the last five (5) years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

#### **E. CONSULTANT EVALUATION CRITERIA**

Consultants' submittals will be evaluated based on the criteria listed in this section and further described in Section D above. In preparing the submittal to SHA, it is important for proposers to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the Consultant, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate numbers of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. In submitting a proposal, the Consultant and any sub-consultants agree that any costs, prices, hourly rates proposed shall be valid for a minimum of 90 days from the proposal due date.

The following criteria with a point system of relative importance with an aggregate total of one hundred and ten (110) points will be utilized to evaluate the qualifications of each proposer:

<b>Evaluation Criteria – Qualifications</b>		<b>Weighting (Max. Points)</b>
1	<b>Women and Minority Business Enterprise (WMBE) Inclusion Plan</b> (See Section D above for a complete description of this Criterion.)	10
2	<b>[Reserved.]</b>	N/A
3	<b>Service Provider’s Experience</b> (See Section D above for a complete description of this Criterion.)	20
4	<b>Proposed Program Design</b> (See Section D above for a complete description of this Criterion.)	40
5	<b>Program Evaluation</b> (See Section D above for a complete description of this Criterion.)	15
6	<b>Experience and Expertise of Service Provider and of Personnel to be Assigned to the Program</b> (See Section D above for a complete description of this Criterion.)	15
7	<b>Proposed Budget, Including Funding from Non-SHA Sources</b> (See Section D above for a complete description of this Criterion.)	15
<b>MAXIMUM TOTAL POINTS FOR QUALIFICATIONS</b>		<b><u>110</u></b>

**F. SELECTION PROCESS**

An evaluation panel will rate all responses to this RFP that are received on or before the stated deadline, according to the criteria listed above. Based on its initial evaluation, the panel may:

- 1) Make a recommendation to SHA’s Executive Director and request authority to negotiate a Contract with one or more proposers; or
- 2) Request additional information from the proposer or proposers whose responses appear to have the greatest likelihood of success; and/or
- 3) Invite one or more proposer whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then make a recommendation to SHA’s Executive Director and request authority to negotiate a contract with one or more proposers.

SHA reserves the right to conduct reference checks at any time during the evaluation process.

In the event that information obtained from the reference checks reveals concerns about any proposer's past performance and their ability to successfully perform the contract to be executed based on this RFP, SHA may, at its sole discretion, determine that the Proposer is not a responsible proposer and may select the next highest-ranked Proposer whose reference checks validate the ability of the Proposer to successfully perform the contract to be executed based on this RFP. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

By submitting its proposal in response to this RFP, the consultant accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's [Procurement Policy](#) and [Procurement Procedures](#), which may be reviewed on SHA's website, under FORMS AND POLICIES of the Do Business With Us page.

## **G. CONTRACT NEGOTIATIONS**

SHA shall negotiate with the most qualified Proposer or Proposers, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach agreement with any of the highest ranked firms, it may negotiate with the next highest ranked firm or firms, proceeding in turn to each firm that SHA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, SHA reserves the right to cancel the solicitation.

SHA expects to execute one or more Contracts for services for one year. At SHA's option, a Change Order may be executed extending the Contract(s) for up to four additional one-year periods, along with appropriate adjustments in the scope of work and compensation. The Contract shall not exceed five-years.

## **H. ADMINISTRATIVE INFORMATION**

- 1) **Small and/or Disadvantaged Business Enterprise Requirements:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFP.

As outlined in more detail in Section D, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.

- 2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3 Laws") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle.

**Section 3 Contract Language:** The following language regarding Section 3 will be included as part of the contract to be executed based on this RFP:

- a. The work to be performed under this contract is subject to the requirements of the Section 3 Laws. The purpose of the Section 3 Laws is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by the Section 3 Laws, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with the Section 3 Laws. Without limiting the generality of the foregoing, Consultant shall comply, and shall require its subcontractors and subconsultants to comply, with the requirements of 24 CFR 75.9. As evidenced by their execution of this contract, the parties to this contract

certify that they are under no contractual or other impediment that would prevent them from complying with the Section 3 Laws.

- c. The Consultant agrees to include this Section 3 clause in every subcontract, and to otherwise take all necessary steps to ensure compliance with the Section 3 Laws by its subcontractors and subconsultants. The Consultant agrees to take appropriate action, as provided in an applicable provision of the subcontract in this Section 3 clause, upon a finding that the subcontractor or subconsultant is in violation of the Section 3 Laws. The Consultant will not subcontract with any subcontractor or subconsultant where the Consultant has notice or knowledge that the subcontractor or subconsultant has been found in violation of the Section 3 Laws.
- d. The Consultant will provide certifications in form and substance required by Owner at such times as Owner may request, certifying (i) its compliance with the Section 3 Laws, and (ii) as to such facts and circumstances pertaining to the Section 3 Laws as Owner may require or request, including, without limitation, certification with respect to total number of labor hours worked under this Agreement, labor hours worked by Section 3 Workers (as defined in the Section 3 Laws), and labor hours worked by Targeted Section 3 Workers (as defined in the Section 3 Laws).
- e. Noncompliance with the Section 3 Laws may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- f. Each party agrees to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions and intent of this Section or otherwise to ensure performance in compliance with the Section 3 Laws.

**3) Basic Eligibility:** By submitting for this Solicitation:

- a. Proposer represents that it is licensed to do business in the State of Washington and it has a state Unified Business Identifier (UBI) number.
- b. Proposer represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE form, attached hereto, that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Proposer further represents that by submitting a Proposal and being selected for this work, that it will comply with the requirements regarding sub-contracting and the purchase of supplies or materials for this work and the sub-contractors and/or firms, and their principals/officers are not debarred or otherwise disqualified from doing business with SHA. The Proposer understands that if selected, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE form attached to this RFP of Proposer's sub-contractors' and/or sub-consultants' (if applicable) eligibility.
- c. [Reserved.]

**4) Payment Requirements:** Proposers should be aware that SHA will only make payments on the contract issued under this RFP after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and SHA approved invoice from the Consultant. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made to the

Consultant, who must have the capacity to meet all project expenses in advance of payments by SHA.

- 5) **Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant of the selected Proposer who must inform all sub-consultants of this provision.
- 6) **Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to SHA must be submitted to SHA in both hard copy and a digital format that meets SHA's requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. All documents and products created by the Consultant and their sub-consultants shall become the exclusive property of SHA.
- 7) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, SHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.
- 8) **Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
- 9) **[Reserved.]**
- 10) **Insurance And Other Contract Requirements:** Proposers may review a sample of SHA's [standard contract language](#) that will form the basis for any contract executed based on this solicitation by visiting SHA's website, under FORMS AND POLICIES of the Do Business With Us page, "Consultant Professional Services Contract".

SHA's standard contract document is intended to guide you in developing your proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

# Attachment A

## FORMS

The following forms under Attachment A are to be completed and submitted with your proposal.

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Subconsultants

Additionally, if proposer identifies as a Section 3 business, complete and submit the following with your proposal:

- Section 3 Business Concern Certification for Contracting

The following documents attached are for informational purposes only:

- HUD Section 3 Information
- Section 3 Income Limits Eligibility Guidelines
- Section 3 Worker and Targeted Section 3 Worker Self-Certification Form



# VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,  
 ATTN: \_\_\_\_\_  
 101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119

<b>General Business Information:</b>		<b>For SHA Use Only:</b>	
Name of Business, Organization, or Name of Person (if payment is to an individual):		JDE Vendor No.	Purchasing contracts <input type="checkbox"/>
Mailing Address for Payments:			
City:	State:	Zip Code:	E-Mail Address:
Telephone No.:	Fax No.:	DUNS No.:	UEI:
Washington UBI No.:	City of Seattle Business License No.:	Washington Contractor's License No.:	
Employee Tax ID No. (TIN) or Social Security No. (if Individual):			
President/General Manager:		Principal products and/or services offered:	

**Type of Organization (check one):**

Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Corporation <input type="checkbox"/>	Governmental Agency <input type="checkbox"/>	Other _____ <input type="checkbox"/>
-------------------------------------	--------------------------------------	--	--------------------------------------	--	--------------------------------------

**Substitute IRS Form W-9 Certification:**  
 Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

<b>SIGN HERE →</b>	Signature of U.S. Person	Date
--------------------	--------------------------	------

<b>Ownership Status (check all that apply):</b>	<b>Racial/Ethnic Status (check one):</b>
<input type="checkbox"/> <b>MBE</b> (Minority-Owned Business Enterprise) <input type="checkbox"/> <b>WBE</b> (Women-Owned Business Enterprise) <input type="checkbox"/> <b>MWBE</b> (Minority / Women-Owned Business Enterprise) <input type="checkbox"/> <b>CBE</b> (Combination Business Enterprise) <input type="checkbox"/> <b>Small Business</b> <input type="checkbox"/> <b>HUD Section 3 Business</b> <input type="checkbox"/> Certified by WA Office of Minority and Women's Business Enterprises <input type="checkbox"/> Self-Identified (SHA may request a signed statement re: self-certification)	<input type="checkbox"/> Caucasian (1) <input type="checkbox"/> African American (2) <input type="checkbox"/> Native American (3) <input type="checkbox"/> Hispanic American (4) <input type="checkbox"/> Asian/Pacific American (5) <input type="checkbox"/> Hasidic Jews (6)

**Method of Contract Payments:** As outlined on the reverse side of this form, for contracts over one million dollars, SHA's method of contract payments is through an electronic virtual credit card issued by SHA's e-payables vendor, Bank of America. Unless SHA grants a waiver, Vendors will receive an enrollment form from SHA following issuance of a contract.

**SIGN BELOW:**

Signature of Authorized Representative of Vendor:	Date:
---	-------

By signing immediately above, the Vendor hereby represents the following:

- The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;
- The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders (available at SHA website <https://www.seattlehousing.org/>, DO BUSINESS WITH US page, under FORMS AND POLICIES), if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

### **Vendor Fact Sheet Instructions**

Thank you for your interest in doing business with the Seattle Housing Authority (SHA). We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379. In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

**Substitute IRS Form W-9 Certification:** In completing the Vendor Fact Sheet, you must sign the “Substitute IRS Form W-9 Certification” or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word “and” in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at [www.irs.gov](http://www.irs.gov).

**Certification of Eligibility:** In order to do business with SHA, the Vendor must be eligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 24 CFR Part 24.

Use the websites of the [General Services Administration](#) and the [U.S. Department of Housing and Urban Development](#) to verify eligibility of the firm and its principals. By signing the Vendor Fact Sheet, the Vendor understands that the certification of eligibility is a material representation of fact upon which reliance was placed when SHA agreed to enter into the transaction with the Vendor. SHA may require the Vendor to submit such certification on an annual basis depending on the terms of its contract or the frequency of its business transactions with SHA. If the Vendor subcontracts any portion of the work, the Vendor will be required to submit a similar certification of eligibility to SHA for any Vendor subcontracts. Any written contract executed between SHA and the Vendor shall include these provisions, which may also be referred to as Suspension/Debarment provisions.

**Contract Payments:** Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America e-payables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click here or copy and paste the following URL into your browser: [www.bankofamerica.com/epayablesvendors](http://www.bankofamerica.com/epayablesvendors). For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Tran Wong, SHA's Accounts Payable Manager, at 206-615-3483 or [twong@seattlehousing.org](mailto:twong@seattlehousing.org).

**Small Businesses:** The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use. This information provides valuable information to SHA in its efforts to ensure its contracting program meets its diversity objectives and requirements.

- **WMBE:** Minority and women-owned business enterprises must either be self-identified or certified by the Washington State Office of Women's and Minority Business Enterprises (OMWBE) to be at least fifty-one percent owned by women and/or minority group members. For self-identification as WMBE, refer to [Minority/Women Owned Business Enterprise Self-Identification Form for Work Performed on Seattle Housing Authority Projects](#)
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.
- **HUD Section 3 Business:** A business that meets at least one of the following criteria, documented within the last six-month period: (1) at least 51% owned and controlled by low- or very low-income persons; (2) over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or (3) a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. More detailed information available at the website of [the U.S. Department of Housing and Urban Development](#).

**SEATTLE HOUSING AUTHORITY  
SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT**

By signing below, the Consultant certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

**Consultant's Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

	PRINCIPAL(S) Name(s)	Title(s)
1		
2		
3		
4		
5		

Consultant's Signature	Printed Name	Title	Date

**NOTE:** This requirement applies to the Consultant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
  - a) Is in a position to handle Federal funds;
  - b) Is in a position to influence or control the use of those funds; or,
  - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.

The federal websites to verify eligibility include:

[SAM.gov | Home](#) and [Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions list | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#).

**SEATTLE HOUSING AUTHORITY  
SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS**

*The Prime Consultant may use this form if the Prime can verify that their Sub-Consultants or Sub-Contractor (collectively "sub-consultants") named below, nor any of their principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the*

previous *SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT* form to each sub-consultant to be completed and returned.

**Prime Consultant's Name:** \_\_\_\_\_ certifies that neither any of the sub-consulting firms named below, nor any of its principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification and I understand that I am obligated to submit the following to SHA:

- A certification for any new sub-consultant hired after submission of this certification.
- A renewal certification for every sub-consultant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

**(Note:** In lieu of this certification, the Prime Consultant may elect to submit a separate certification signed by each sub-consulting firm to SHA as evidence of sub-consultant eligibility. It is the Prime Consultant's responsibility to initiate, obtain, and provide all such individual sub-consultant certifications to SHA.)

<b>Prime Consultant's Signature</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

**Sub-Consultant Firm Listing:** (If sub-consultants are not involved in the project, please enter NONE.)


If additional pages are necessary, copy this form to ensure signed statement precedes any listing of sub-consultants. Please contact **Ana Chua**, purchasing at [Ana.Chua@seattlehousing.org](mailto:Ana.Chua@seattlehousing.org) if you have any questions regarding compliance with this requirement.



101 Elliott Avenue W,  
Suite 100  
PO Box 79015  
Seattle, WA 98119

206-615-3300  
Seattlehousing.org

### HUD Section 3 Information

To: Vendors, Contractors, Consultants of the Seattle Housing Authority

Under Section 3 of the HUD Act of 1968, federal funds invested in housing and community development shall provide contracts, employment, training, and other economic opportunities to low- and very low-income persons in the local jurisdiction, referred to as “Section 3 Workers,” and to businesses that employ such persons, referred to as a “Section 3 Business Concern.”

HUD’s regulations implementing the requirements of Section 3 were updated in 2020 to create more effective incentives for employers to retain and invest in their low- and very low-income workers, streamline reporting requirements by aligning them with typical business practices, provide for program-specific oversight, and clarify the obligations of entities (including SHA) that are covered by Section 3. SHA complies with Section 3 within its own operations and ensures the compliance of its vendors, contractors and consultants.

The updated rule establishes these benchmarks:

1. Twenty-five (25) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the Public Housing Authority’s or other recipient’s fiscal year are Section 3 Workers;
2. Of which Five (5) percent or more are Targeted Section 3 Workers.

The updated rule includes the following definitions:

1. Section 3 Worker means any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
  - a. The worker’s income for the previous or annualized calendar year is below the income limit established by HUD. HUD’s income limits can be obtained from: [Income Limits | HUD USER](#)
  - b. The worker is employed by a Section 3 Business Concern.
  - c. The worker is a YouthBuild participant.
2. For Section 3 projects, a Targeted Section 3 Worker means a Section 3 worker who:
  - a. Is employed by a Section 3 Business Concern: OR
  - b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:

- i. A resident of public housing or Section 8-assisted housing;
  - ii. A resident of other public housing projects or Section 8-assisted housing managed by the Public Housing Authority that is providing the assistance;  
or
  - iii. A YouthBuild participant.
3. Section 3 Business Concern means a business concern meeting at least one of the following criteria, documented within the last six-month period:
  - a. It is at least 51 percent owned and controlled by low- or very low-income persons;
  - b. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers; or
  - c. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

The following forms are to be used for reporting Section 3 compliance:

- Section 3 Business Concern Certification for Contracting form *(This form is for any business to use to self-certify, if applicable, as a Section 3 Business Concern.)*
- Section 3 Worker and Targeted Section 3 Worker Self-Certification form *(This form is for individuals to use to self-certify as a Section 3 or Targeted Section 3 Worker.)*
- Section 3 Reporting Form for SHA contracts *(This form is to be completed by the prime consultant / contractor and sent to [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org) when requested. The form lists the total hours worked by all for that quarterly period for the contract and shows how many of those hours were by Section 3 or Targeted Section 3 Workers.)*

We have attached the forms mentioned above for your review.

Please contact [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org) if you have any questions.

Thank you,

Housing Authority of the City of Seattle

## Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

### Business Information

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Name of Business Owner \_\_\_\_\_

Phone Number & Email of Business Owner \_\_\_\_\_

### Preferred Contact Information

Same as above

Name of Preferred Contact \_\_\_\_\_

Phone Number of Preferred Contact \_\_\_\_\_

Type of Business (select from the following options):

- Corporation       Partnership       Sole Proprietorship  
 Limited Liability Company       Other (*please specify*) \_\_\_\_\_

Select from *ONE* of the following three options below that applies:

- At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to Section 3 Income Limits Eligibility Guidelines).
- At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

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**Business Concern Affirmation:** I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to SHA may have their contracts terminated for default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the information is correct to the best of my knowledge.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Certification expires within six months of the date of signature. More info on Section 3 Business Concerns can be found at [24 CFR 75.5](#)

**FOR ADMINISTRATIVE USE ONLY**

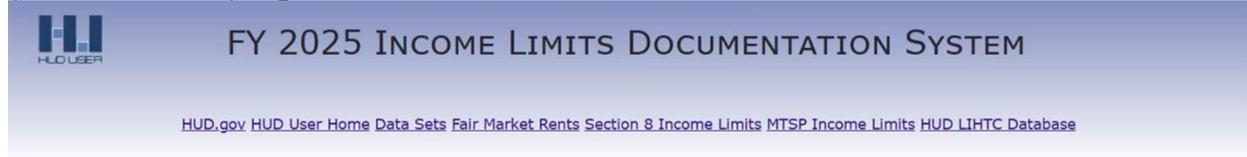
Is the business a Section 3 business concern based upon their certification?

**YES**     **NO**

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.**

### Section 3 Income Limits Eligibility Guidelines

The worker’s income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.



#### FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Seattle-Bellevue, WA HUD Metro FMR Area	\$157,100	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	55,000	62,850	70,700	<b>78,550</b>	84,850	91,150	97,450	103,700
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	33,050	37,750	42,450	<b>47,150</b>	50,950	54,700	58,500	62,250
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	84,850	96,950	109,050	<b>121,150</b>	130,850	140,550	150,250	159,950

NOTE: **King County** is part of the **Seattle-Bellevue, WA HUD Metro FMR Area**, so all information presented here applies to all of the Seattle-Bellevue, WA HUD Metro FMR Area. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the Seattle-Bellevue, WA HUD Metro FMR Area.

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

#### Section 3 Worker Definition:

- A low or very low-income resident (the worker’s income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

#### Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern; or
- Currently fits at least one of the following categories as documented within the past five years:
  - A resident of Seattle Housing Authority public housing or Section 8-assisted housing;
  - A resident of other public housing projects or Section 8-assisted housing managed by the public housing authority that is providing the assistance; OR
  - A YouthBuild participant.



**Employee Affirmation:** I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the information is correct to the best of my knowledge.

Employee Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR ADMINISTRATIVE USE ONLY</b>	
Is the employee a Section 3 worker based upon their self-certification?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the employee a Targeted Section 3 worker based upon their self-certification?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Was this an applicant who was hired as a result of the Section 3 project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, what was the name of the company? _____	
What was the date of hire? _____	
<b>EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.</b>	