



## **Request for Proposals - Enhanced Voucher Exchange for Project based Vouchers**

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### **Project-based Vouchers**

#### **Housing Choice Voucher Program (Section 8)**

The Seattle Housing Authority (SHA) is soliciting proposals through this announcement for up to 170 Project-based Vouchers for the purpose of preserving affordable housing units lost through a HUD conversion action where the existing residents are eligible to receive Enhanced Voucher assistance. Eligible applicants include projects that are currently involved in a HUD conversion action. Application forms can be found in Attachments 1 and 2 of this notice. Seattle Housing Authority will make awards consistent with its Housing Choice Voucher Administrative Plan, Chapter 5 selection criteria.

Seattle Housing will consider projects that meet the following project criteria:

- Projects in which existing residents are eligible to receive an Enhanced Voucher due to a HUD conversion action; and
- Projects that serve elderly and/or disabled households with on site supportive services

#### **Priority Consideration**

Priority consideration will be given based on the following selection criteria:

- Agency is willing to enter into a 40 year contract
- At least 5 units in the project
- Project is located in a mixed income project
- Project is located in a zip code that does not have a high percentage of tenant-based voucher holders.
- Project maximizes the use of other funding sources

### **Housing Choice Voucher Eligibility**

Housing Choice Vouchers may not be appropriate for every project. Generally, the Housing Choice Voucher requirements include the following:

- Tenants must have legal status in the US;
- Tenants cannot have a criminal conviction subject to a registration requirement for sex offenses. Seattle Housing will discuss customized standards for criminal screening for projects specifically targeting high risk populations which typically have a higher level of involvement in the criminal justice system (chemically addicted, mentally ill, etc), depending on the capacity and experience of the project sponsor, provided that federal statutory limitations are met;
- Tenant must be provided with conventional leases of at 12-months duration (month-to-month thereafter); participation in required case management services can be included in the lease, but all evictions must be handled through a conventional court process. Seattle Housing Authority will review proposed leases and house rules during the contracting process; and
- Tenant head of household must be at least 18 years of age or an officially emancipated minor.

### **Housing Choice Voucher Rent**

The Gross Rent (unit rent plus an allowance for tenant paid utilities) for contracted units cannot exceed the lower of:

- SHA Voucher Payment Standard for appropriate sized unit; or
- A “reasonable rent” as determined by SHA based on comparable market data.

### **Seattle Housing Authority Voucher Payment Standards effective 7/1/11**

# Bedrooms	Studio	1	2	3	4	5	6
<b>VPS</b>	\$771	\$879	\$1,068	\$1,496	\$1,827	\$2,102	\$2,375

**Note:** Project-based rents equal to the payment standard will only be increased upon request when the payment standard is increased, regardless of increases in operating costs. Historically, the payment standards have not been adjusted every year. In recent years standards have been adjusted both up *and down* reflecting general trends in the rental market.

**1. *What is the process for applying? What is the timeframe for approvals?***

The housing provider applies for Project based vouchers by completing the Project-based Housing Choice Voucher Application attached to this notice.

Applications must be received by July 14, 2011, 12:00 pm.

Applications can be submitted in person or mail:

Seattle Housing Authority, Porchlight Office

Attn: Lisa Wolters

907 NW Ballard Wy, Ste 200

Seattle, WA 98107

Applications may also be submitted via email:

[lwolters@seattlehousing.org](mailto:lwolters@seattlehousing.org)

No applications will be accepted after the deadline, July 14, 2011 12:00pm.

SHA will review and score all applications. Applicants will be notified no later than July 31, 2011.

**2. *Must tenants come from Seattle Housing Authority wait list – how does that work?***

The housing project may keep its own wait list. SHA may refer clients from the Porchlight Center to the project wait list. Projects selected for Project-based Voucher subsidy will be required to work with Porchlight staff to determine initial and ongoing eligibility of the residents.

**3. *Must all of the units in the project participate? Is there some maximum or minimum number?***

While there is no maximum or minimum number of units, SHA would prefer to have at least five units.

**4. *Are there any special regulations that apply to this funding?***

Since the Voucher subsidy is a federal funding source the project will need to undergo a subsidy layering review if any other federal funds were involved in the original financing of the project. The units will need to be inspected and meet Housing Quality Standards. Tenants will need to meet eligibility found in HUD regulations or policies or SHA MTW requirements developed in lieu of HUD requirements. The project sponsor cannot be debarred from participation in federal programs.