



**Request for Proposals for  
Seattle Housing Authority Family Unification Project – Youth Vouchers  
Release Date: 05/15/2020**

Seattle Housing Authority (SHA) is requesting proposals from non-profit housing providers to utilize Family Unification Project (FUP) Youth vouchers. SHA plans to award up to 20 vouchers.

Each interested applicant should review the SHA HCV Administrative Plan, Housing Choice Voucher Program information, and FUP Youth program information included here for program intent and requirements. Understanding of FUP program goals and requirements is particularly important.

New construction projects and projects planning substantial rehabilitation will require environmental review completion prior to any award commitment and may be subject to Davis-Bacon wage requirements depending on the size of the award.

All selections will be made in accordance with Seattle Housing Authority policy as defined in the Administrative Plan and the criteria included in this Request for Proposals.

**All proposals must be submitted by 12 p.m. on, 5/28/2020.** Proposals should be sent as pdf files to Mark LaBrayere, [Mark.LaBrayere@seattlehousing.org](mailto:Mark.LaBrayere@seattlehousing.org).

## Housing Choice Voucher Program Requirements

### Housing Choice Voucher Eligibility:

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

1. Tenants must have legal status in the US;
2. Tenants cannot have a criminal conviction subject to a lifetime registration requirement for sex offenses. SHA 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;
3. Tenant must be provided with conventional leases of at least 6-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. SHA will review proposed leases and house rules during the contracting process; and
4. Tenant head of household must be at least 18 years of age or officially emancipated minors.

### Housing Choice Voucher Rent:

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

1. SHA Voucher Payment Standard for appropriate sized unit; or
2. A “reasonable rent” as determined by SHA based on comparable market data; or
3. The rent request by the property owner

Seattle Housing Authority Affordable Voucher Payment Standards effective 7/1/19:

Bedrooms:	Studio	1	2	3	4	5	6
VPS:	\$1095	\$1173	\$1407	\$1772	\$2130	\$2450	\$2769

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

Rating Criteria (50 Points Possible)

Criteria Category	Possible Points
Project Summary	5
Project Description	25
Property Manager Experience	15
Proposed Rent Levels & Budget	5

Proposals will be reviewed for completeness and rated and prioritized based on 1) ability to provide and sustain affordable housing for youth 2) project potential to support youth self-sufficiency and 3) alignment of other operating resources within the building.

Scoring Criteria Details:

**Project Summary** - The proposal must include a summary of the proposed project including: (1) the address of the project including census tract; (2) the number of units, by building and bedroom size, in the project; (3) type of construction (4) when the project units will be ready for occupancy. Preference will be given to projects ready for occupancy earliest and projects that meet the HCV program goal of deconcentrating poverty.

**Project Description** – The proposal must include a description of the project including: (1) the neighborhood around the project; (2) nearby public transportation; (3) any additional project elements that enhance the goal of fostering youth self-sufficiency. Preference will be given to projects with a diversity of local employment, education, and training resources nearby and to projects served by multiple nearby transit options.

**Property Manager Experience** - The proposal must include the experience of the developer and/or owner of the project units in the management and development of supportive housing units for youth. It should also demonstrate understanding of the FUP program and a description of how the needs of FUP Youth eligible participants will be specifically addressed. Preference will be given to projects with demonstrated owner or developer experience providing supportive services that foster self-sufficiency.

**Proposed Rent Levels & Budget** - Forms 7A, 8A, 8E from the Combined Funders Application Form must be included in the proposal. Projects receiving other subsidy may be subject to a Subsidy Layering Review.