# SHA_logo_BWSeattle Housing Authority

# Project-based Housing Choice Voucher

# Application Part I

# A. Project Summary *(10 possible points)*

**PROJECT APPLICANT**

|  |  |
| --- | --- |
| Applicant Organization |       |
| Organization Address |       |  |  |
| City and Zip Code |       | County |       |
| Executive Director |       | Email |       |
| Phone |       | Fax |       |
| Agency Contact Person |       | Email |       |
| Phone |       | Fax |       |
| Unified Business Identifier  |       |  |
| Federal Tax ID Number |       |  |
| First Time Applicant? | [ ]  Yes [ ]  No |  |
| Signature of Applicant: |  | Date: |  |
| Typed Name and Title: |  |  |  |

# ORGANIZATION TYPE

Nonprofit Organization [ ]

Private / For Profit Organization [ ]

Federally-recognized Indian Tribe in the State of Washington [ ]

# PROJECT INFORMATION

|  |  |
| --- | --- |
| Project Name |       |
| Project Address |       |
| City |       | County |       | Zip code |       |
| Project tax parcel # |       |

# Describe project ownership.  *(Check one)*

|  |  |
| --- | --- |
| [ ]  Privately Owned[ ]  Publicly Owned | [ ]  Owned by Applicant[ ]  Other (please specify)       |

**Indicate the role of the applicant in the project.** *(Check all that apply)*

|  |  |  |
| --- | --- | --- |
| [ ]  Owner | [ ] [ ]  Managing Partner  | [ ]  Social Service Provider |
| [ ]  Property Management | [ ] [ ]  Sponsoring Organization | [ ]  Other, Describe:       |
| [ ]  Developer |  |

|  |
| --- |
| **Number of Vouchers Requested:**       |

**Priority Consideration.** *(Check all that apply)*

[ ]  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

|  |
| --- |
| **Brief Project Summary:*** Provide a brief overview of the proposed project. Limit response to one paragraph or less.
 |

 Overwrite this text with your answer here:

# B. Project Description *(20 possible points)*

|  |
| --- |
| **Project Population:*** Describe the type of households to be served, special characteristics (e.g., age, disability, mental illness, etc), number of tenants, and living arrangements (e.g., individual apartments, shared housing, etc.)
 |

 Overwrite this text with your answer here:

|  |
| --- |
| **Project Description:*** Provide a detailed description of the property including total number of units in the property, total number of market rate units, tax credit units, other rental subsidy.
* Describe on-site amenities (e.g., community space, computer labs, on-site daycare)
* Be sure to describe any project characteristics that address special needs of the targeted population you intend to serve.
 |

#  Overwrite this text with your answer here:

|  |
| --- |
| **Neighborhood Characteristics and Amenities:*** Describe the property location, neighborhood, transportation options, local services and amenities.
 |

 Overwrite this text with your answer here:

**C. Need for Project** *(5 possible points)*

|  |
| --- |
| **Community Needs:*** Describe specifically how your project helps to meet existing community need(s), citing your own understanding of the needs that will be served in your project.
 |

 Overwrite this text with your answer here:

|  |
| --- |
| **Special Needs Projects:*** If the project serves a special population, as indicated in Part B, describe how this project addresses the needs of this population.
 |

 Overwrite this text with your answer here:

**D. Property Manager Experience** *(10 possible points)*

Will management be provided on site? Yes [ ]  No [ ]

|  |
| --- |
| **Management Plan:*** Provide a concise outline of the management plan for this project.
* Describe specific features such as on-site management, including the role of any resident manager, etc.
* Describe how the property will be maintained.
* If management will not be provided on site, describe your service area and how you plan to manage this project.
 |

 Overwrite this text with your answer here:

|  |
| --- |
| **Marketing and Tenant Selection:*** Explain your marketing strategy and the tenant selection process, including the establishment and management of any waiting lists.
 |

 Overwrite this text with your answer here:

|  |
| --- |
| **Management Experience*** Describe your organization’s management experience, including number of projects currently under management, current projects with a federal operating subsidy, and management of projects occupied by low-income residents.
 |

 Overwrite this text with your answer here:

**E. Proposed Rent Levels and BUDGET** *(5 possible points)*

Are Vouchers needed for the financial viability of the Project? Yes [ ]  No [ ]

|  |
| --- |
| **Need for Vouchers:*** Describe the need for Vouchers in this Project.
 |

 Overwrite this text with your answer here:

**Proposed Rent Levels: complete SHA Application Part II**