# 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**