

Required Application Components

The application for the Property-Based Subsidy Program has seven parts, all of which must be submitted for an application to be reviewed:

1. Letter of Interest

Interested parties are to submit a letter of interest that includes a detailed history of the owner's experience with HUD (US Department of Housing and Urban Development) affordable housing programs or any other rental assistance or below market rent programs, especially those targeting Special Needs populations.

Indicate the requested number of units to be assisted and a description of how your project could benefit low-income Tacomans.

Explain how a project award would benefit the community and if applicable, how the award might affect the financial stability, sustainability and long-term feasibility of the project. Applicants are encouraged to provide copies of available audits to demonstrate this impact

Explain how you have self-scored your application. It could be helpful to include a table or matrix to show your scoring. Include a narrative description, where appropriate, so THA can understand how you arrived at your self-score.

Include any other general information that the respondent believes may be appropriate to assist THA in its evaluation.

Include the name and contact information for the person responsible for the application.

2. Letter from Education Partner

For owners requesting points for providing housing dedicated to students of a local post-secondary institution or Tacoma Public Schools, there must be a letter of support from the education partner outlining their support and role in the potential housing partnership.

3. Completed Application Form

See Exhibit A in this packet.

4. Market Study to Support the Contract Rents Proposed

A formal or informal study justifying the rents you are proposing for the property.

5. Experience of Your Management Team

This should include a narrative description of the team directly overseeing the project, the names and roles of each member of the team, and resumes of each team member. Specify any experience of the team members in managing affordable housing programs. Include an explanation of fair housing training and compliance processes.

6. A Map Showing the Location and Pictures of the Property

This should depict quality and condition of the property as well proximity to Tacoma schools or post-secondary institutions if you are seeking points in that category.

7. Evidence of Property Ownership

This can include tax statements, proof of insurance, etc.

8. Most Recent Audited Financials and Property Budget

This should include the audited financials of the ownership entity and the property budget for the current fiscal year.

9. Form HUD-2880 Applicant Recipient Disclosure

Submit all application documents in order, on single-sided 8 ½ x 11 inch paper, for ease of review.

THA may reject your application if it fails to provide all information and documentation requested.