



December 9, 2019

**Re: Request for Proposal for Project Based Vouchers**

The Housing Authority of the City of Tacoma (THA) is seeking competitive proposals for its Project-Based Voucher Program. The Tacoma housing market continues to see low vacancy rates and rising rents. The stock of housing that has been affordable to low income households is shrinking. THA has the ability to use its federal funding to find creative ways to make units available to low income households and to serve more households in the community. Under this request for proposals THA will accept proposals for Project-Based Voucher Assistance. The Project-Based Voucher is an existing federal housing subsidy program. Under this program, THA and a property owner will negotiate to place a long-term contract on a property to pay housing subsidies for units occupied by qualified tenants. Tenant rents are based on tenant incomes and THA pays a subsidy to cover the remaining balance of the rent each month. The subsidy is “attached” to the unit and applies to each qualified tenant that moves into that unit.

Under this Request for Proposal (RFP) and subject to funding availability, THA will provide project based assistance for up to 60 units in new construction and existing housing.

Respondents submitting proposals to the RFP must not be debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

The RFP, with all provisions and submission requirements may be obtained on the THA website at [www.tacomahousing.org](http://www.tacomahousing.org) under “Doing Business with THA”, “Current Bids and Proposals”, “Real Estate Development” section. Should you need assistance obtaining the RFP electronically, please contact Roberta Schur at [rschur@tacomahousing.org](mailto:rschur@tacomahousing.org) or by calling (253) 207-4434. When requesting the RFP via email, please include your company name, contact person, phone, and email. A pre-submittal conference is scheduled for December 17, 2019 at 9:0am. This conference is not mandatory, but firms are encouraged to attend.

Proposals in response to this “RFP” must submit one hard, one electronic copy on USB drive no later than January 8, 2020 by **3:00pm (PST)** and should be addressed as follows:

**PROPOSAL: Project Based Vouchers**  
Roberta Schur, Community Development Manager  
902 South L Street  
Tacoma, Washington 98405

Questions regarding this RFP should be directed **in writing** prior to December 20, 2019, **3:00pm (PST)** to Roberta Schur [rschur@tacomahousing.org](mailto:rschur@tacomahousing.org).

THA is an Equal Opportunity Employer. It does not discriminate and does not do business with others who discriminate on the basis of race, color, national origin, sex, religion, age, familial status, disability, marital status, ancestry, sexual orientation or gender identity in the employment or provision of services. THA is a Public Housing Agency and does not operate under the guidelines stipulated for Indian Housing Authorities.