

Kelly TOD Request for Proposals Checklist 2025

Please ensure that all attachments are correctly named and organized into subfolders, by their corresponding "Tab" using subfolders, named 'Tab [#] - [Tab Name]'. **Applicants must submit all of the application materials via email to housing@bellevuewa.gov and include attachments via Zipfile, Dropbox or Google Drive Link.**

Application Documents

Application Documents

Cover Letter	Required	
Combined Funder Application (CFA) Forms	Required	
LIHTC Addendum Forms (LIHTC Scoring Tab)	Required for proposals incorporating LIHTC financing	
Development Team Resumes	Required	
Audited Financial Statements (2021-2023), 2024 Year End Unaudited Financials	Required	
Real Estate Owned Schedule	Required	
Claims, Lawsuits, Judgments, and Settlements	If Applicable	
Community & Resident Engagement Plan	Required	
References	Required	

Attachments

Tab 2: Project Description

Document Type	Requirement	Attached
Project Vision & Concepts	All projects	
Illustrative Examples (PDF, jpg)	All projects	
Evergreen Sustainable Development Standard (ESDS) Checklist	All projects	
Artist Housing Strategy, Creative Space Plans	Preferred	

Tab 9: Development Team

Document Type	Requirement	Attached
Development Consultant Agreement	If 3rd party Development Consultant engaged	
Nonprofit Sponsor: <ul style="list-style-type: none"> · Nonprofit Organization's IRS determination letter; · Articles of incorporation as filed with the Sec. of State; · Bylaws and/or other governing instruments of the org; · Evidence of ownership and material participation; · Certification Nonprofit is not affiliated with a for-profit org; · Board Member List 	If applicable	
Documentation of Ownership Entity:	All projects	
· Proposed organizational chart that identifies each entity or individual with an ownership interest in the project and the Applicant, including the % of ownership;	All projects	
Draft Property Management Agreement or Letter of Intent	All projects	
Resumes of property management team and list of properties managed	All projects	

Tab 10: Services — If Applicable

Document Type	Requirement	Attached
Examples of assessment tools used	Supportive housing project	
Draft On-site services partnership letter	If on-site services to be provided by partner organization	
Services provision draft Memorandum of Understanding	Services provided by 3rd party	