

Rainier Valley Affordable Homeownership Initiative

Request for Proposals Checklist and Self-Certification

I. Checklist of Required Supplemental Documentation

This checklist includes all required and optional items for a complete application package.

Required for all projects

1. 2025 Resale-Restricted Homes Excel Workbook.

Attached: ☐

2. Preliminary Drawings and Site Plan: Attach conceptual design drawings showing the size and character of the proposed development including primary construction materials. Drawings must include the following:

- A site plan showing the building footprint, parking, and location of curb cuts
- A cross section showing a typical structure's relationship to the site grades
- At least one elevation drawing, or image of the type of structure proposed

A floor plan for each floor with a unique layout, including unit layouts.

Attached: ☐

3. Model legal mechanism to ensure ongoing affordability for at least 50 years, such as a sample ground lease.

Attached: ☐

4. Board member list with officers.

Attached: ☐

5. Signed board resolution authorizing application submittal.

Attached: ☐

6. Resumes of development team members.

Attached: ☐

7. Organizational chart of all staff.

Attached: ☐

8. Visual representation of concurrent development projects (Gantt chart-style preferred).

Attached: ☐

9. Funding Commitment Letters

Attached: ☐

10. Three years of audited financial statements for the fiscal sponsor.

Attached: ☐

11. Year-to-date financials for all applicant organizations including balance sheet, profit and loss statement and any other reports used to communicate with board members about organizational finances.

Attached: ☐

12. Self-certification (see page 3).

Attached: ☐

If Applicable

13. Capital Campaign Plan

Attached: ☐

N/A: ☐

14. Development Consultant Agreement or Partnership Memorandum of Understanding

Attached: ☐

N/A: ☐

Required if project will have an HOA

15. HOA Addendum (form provided by OH)

Attached: ☐

N/A: ☐

16. Preliminary Association Budget (operating and reserves) with narrative rationale for estimated costs.

Attached: ☐

N/A: ☐

Required if project will be an LEC

17. LEC Addendum (form provided by OH)

Attached: ☐

N/A: ☐

18. Preliminary LEC Budget (operating and reserves) with narrative rationale for estimated costs.

Attached: ☐

N/A: ☐

II. Self-Certification

The authorized official signing below should be an Executive Director or Board President. If this application is being submitted by a team, an Executive Director or Board President from each organization should complete this form.

I, _____ (Name of Authorized Official),

(Title of Authorized Official), of

(Applicant Organization), acknowledge that:

I have read and understand the Request for Proposals for this RVAHI site. I have also reviewed my organization's proposal and approve it for submittal to the Office of Housing.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

Signature: _____ Date: _____

Name: _____

Title: _____

Organization: _____

Project: _____