



Proposal Checklist

Dumar Substation Proposals

This check list includes all required and optional items for a complete Dumar RFP Proposal package.

Please see the Request for Proposals (RFP) for detailed submission instructions.

- 1. Preapplication Meeting – see section VIII of the RFP
- 2. Proposal Narrative – see section III of the RFP for required elements of the narrative
- 3. Dumar Excel Workbook
 - a. Provide any Letters of Interest (LOIs) from construction lenders, if applicable
- 4. Development Consultant or Partnership Agreements, if applicable
- 5. Construction documents
 - a. Site plan
 - b. Cross section of typical structure in relation to grade
 - c. Typical elevation drawing or image of proposed structure
 - d. Typical unit floor plan
- 6. Template of the legal document(s) to be used to secure affordability
- 7. Visual representation of concurrent development projects (Gantt chart style preferred)
- 8. Development team resumes
- 9. Job description for full-time staff member focused on stewardship
- 10. Last three years of audited financial statements
- 11. Current financial statements (balance sheet, profit and loss statement, etc.)
- 12. Homeowners/Condominium Owners Addendum, if applicable
 - a. Homeowners/Condominium Owners Association Budget (operating and reserves)
- 13. Limited Equity Co-operative Addendum, if applicable
 - a. Market Study
 - b. Limited Equity Co-operative Budget (operating and reserves)
- 14. Board Resolution approving the submission of the proposal