**2022 HOUSING PURCHASE OF SERVICE PROPOSAL CONTENTS CHECKLIST**

Updated 11-2-22

**This proposal contents checklist must be attached immediately after the Cover Letter (item #1)**

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| --- | --- | --- |
| **Technical Requirements** | **Item Description** | **Proposal** |
| **Item #** | **Check each Item Included** | **Page # of Proposal** |

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| **INTRODUCTION** |
|  1 | Cover Letter |  |  |
|  2 | Proposal Contents Checklist |  |  |
| **Part 1 –PROPOSAL** |
| 3 | Completed Submission Template |  |  |
| **Part 2 – BUDGET AND OTHER FINANCIAL INFORMATION** |
| 4 | Construction Budget  |  |  |
| 5 | Unit Mix |  |  |
| 6 | 30 Year Proforma |  |  |
| 7 | Term of Affordability & Exit Strategy |  |  |
| 8 | Architectural Design Plan |  |  |
| **Mandatory Sign-Off Forms** |  |  |
| DCPI | Designation of Confidential and Proprietary Information |  |  |
| SDE | Statement of Deviations and Exceptions |  |  |
| **Note: DCPI and SDE forms are mandatory** |  |  |

Respondent attests that all items and documents checked above are complete and included in the proposal packet.

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_