



# **Bellevue Housing Stability Program & Affordable Housing Fund Request for Proposals (RFP), 2025**

**Funding for Affordable Housing Capital Projects and  
Operations & Maintenance, including On-Site Services**

**Total Funding Available:**

**Housing Stability Program - Up to \$20 million**

**Affordable Housing Fund - Up to \$10 million**

**Responses Due: September 9, 2025**

# 2025 Bellevue Affordable Housing Request for Proposals (RFP)

## Introduction

The City of Bellevue's Office of Housing, with the support of A Regional Coalition for Housing (ARCH), is issuing this Request for Proposals (RFP) for affordable housing developments in the City of Bellevue. The City and ARCH are soliciting capital funding applications for the preservation and new construction of affordable housing projects as well as operating, maintenance, and services (OMS) funding, and will consider awards from the Housing Stability Program and the Affordable Housing Fund. Each of these programs has separate sets of eligibility, priorities and criteria as outlined in the sections below. Please consider and identify in your application which sources best align with the proposed project.

Bellevue is a member of A Regional Coalition for Housing (ARCH), which administers the funding process to invest Bellevue and other cities' resources for affordable housing across the Eastside. This RFP is designed to complement and leverage existing funding processes, while creating a significant impact on housing needs in Bellevue.

## Housing Stability Program

The Housing Stability Program (HSP) invests capital funding into targeted affordable and supportive housing developments in Bellevue that serve the city's most vulnerable residents and funds services critical for stable living. The 2025 RFP for the Housing Stability Program makes up to \$20 million available from sales tax revenue authorized under RCW 82.14.530 and approved by Bellevue City Council. Applicants can request funding for capital investment and/or for building-related operations, maintenance and services (OMS) in the City of Bellevue. The Council has established the following priorities:

- Provide housing for households earning below 30% of area median income (AMI);
- Address and prevent homelessness and housing instability; and
- Focus on underserved, vulnerable residents in Bellevue.

## Affordable Housing Fund

The City of Bellevue currently holds a balance of funds generated from Fee-in-Lieu payments and previous City affordable housing appropriations – together, the Affordable Housing Fund (AHF). The Affordable Housing Fund, unlike the existing Housing Stability Program, consists primarily of non-renewable sources that have accumulated over time and now represents an opportunity for the City to make a meaningful, timely infusion of local gap funding. Bellevue is advertising up to \$10M available in AHF. AHF funding may be awarded to projects across the city serving a range of income levels and program types including shelter, rental, and homeownership. Any project that provides affordable rental units below 80% AMI or homeownership units below 100% AMI may apply for AHF funding. However, the most successful projects will include one or more of the elements described in the Program Priorities

## **2025 Bellevue Affordable Housing Request for Proposals (RFP)**

section herein. Given the nature of its funding sources, there is no guarantee that the Affordable Housing Fund will be available in future award cycles.

## 2025 Bellevue Affordable Housing Request for Proposals (RFP)

### Available Funds and Eligibility Summary

Fund Source	Approximate Amount Available	Fund Source Use/Eligibility
Housing Stability Program	\$20 million	<ul style="list-style-type: none"> <li>• Eligible Uses: <ul style="list-style-type: none"> <li>○ Capital</li> <li>○ Operating, Maintenance, and Services (OMS)</li> </ul> </li> <li>• Eligible Projects <ul style="list-style-type: none"> <li>○ &lt;60% AMI <u>&amp;</u> Serve an HSP Eligible Population (per RCW 82.14.530)</li> </ul> </li> <li>• Priorities <ul style="list-style-type: none"> <li>○ Provide housing for households earning below 30% of median income</li> <li>○ Address and prevent homelessness and housing instability</li> <li>○ Focus on underserved, vulnerable residents in Bellevue (eligible populations described below)</li> </ul> </li> </ul>
Affordable Housing Fund	\$10 million	<ul style="list-style-type: none"> <li>• Eligible Uses: <ul style="list-style-type: none"> <li>○ Capital</li> </ul> </li> <li>• Eligible Projects <ul style="list-style-type: none"> <li>○ &lt;80% AMI for rental projects</li> <li>○ &lt;100% AMI for homeownership</li> </ul> </li> <li>• Priorities <ul style="list-style-type: none"> <li>○ &lt;50% AMI for rental projects, some flexibility for &lt;60% AMI</li> <li>○ &lt;80% AMI for homeownership</li> <li>○ Homeownership opportunities</li> <li>○ Projects with family-sized units</li> <li>○ Projects with Faith-Based and Non-Profit Housing Entity Participation</li> <li>○ Innovative and Inclusive Design</li> </ul> </li> </ul>

**The City may choose not to award a proposal during a funding round, to reject any and all proposals, and/or to reserve funds for future priorities or funding rounds at its sole discretion.**

# 2025 Bellevue Affordable Housing Request for Proposals (RFP)

## Housing Stability Program

Approximately \$20 million in capital and operating, maintenance and supportive services (OMS) funding is available through the Housing Stability Program in 2025. The total amount awarded is subject to council approval.

Projects that qualify for the Housing Stability Program may also be eligible for the Apple Health and Homes program operated by the Department of Commerce, which provides capital, operating and rental assistance, as well as supportive service funding.

**HSP eligible projects may request up to \$13,996 per unit, per year** in OMS funding, plus inflation. The City understands that such funds are intended to be long-term investments that create stable, supportive living environments for vulnerable residents.

HSP awards, as required by RCW 82.14.530, must support units for households earning up to 60% AMI **and** be set-aside for populations limited to:

- Persons with behavioral health disabilities
- Veterans
- Senior citizens
- Persons who are homeless, or at-risk of being homeless, including families with children
- Unaccompanied homeless youth or young adults
- Persons with disabilities
- Domestic violence survivors

## Affordable Housing Fund

Approximately \$10 million in capital funding is available from the Affordable Housing Fund in 2025. The total amount awarded is subject to staff review and council approval. The source of funds is a blend of fee-in-lieu funds, city general funds from a capital improvement project fund, and accrued interest.

Given the limited renewability of this fund, the City anticipates that AHF dollars will be best used as supplemental gap funding and are not intended to be fully awarded to one project. However, the City maintains discretion to award funds as needed, including awarding the full \$10 million to one project.

## Additional Notes

To best leverage City's resources, applicants are encouraged to consider additional funding opportunities from other competitive programs, including the ARCH Housing Trust Fund, King County, Washington State Housing Trust Fund, Low Income Housing Tax Credit (LIHTC) Programs, and other funding sources.

Leverage for land acquisition is available with the Washington State Housing Finance Commission's (WSHFC) land acquisition program.

# 2025 Bellevue Affordable Housing Request for Proposals (RFP)

## Program Priorities

### Housing Stability Program

The city has established the following priorities for funding:

- Provide housing for households earning below 30% of area median income
- Address and prevent homelessness and housing instability
- Focus on underserved, vulnerable residents in Bellevue (eligible populations described below)

Beyond the priorities as outlined above, funding is eligible to support projects serving a wider range and mix of households earning up to 60% of the area median income. Funding under this RFP may be utilized in conjunction with other more flexible funding sources that can target non-HSP-eligible populations. The city will consider proposals that provide mixed-income housing, including providing a portion of the housing units (financed with other funds) for moderate-income housing. RCW 82.14.530 authorized the HSP program and requires HSP awards support units for households earning up to 60% of the area median income and be set-aside for HSP-Eligible populations limited to:

- Persons with behavioral health disabilities
- Veterans
- Senior citizens
- Persons who are homeless, or at-risk of being homeless, including families with children
- Unaccompanied homeless youth or young adults
- Persons with disabilities
- Domestic violence survivors

### Affordable Housing Fund

The City has established the following priorities for funding:

- Rental housing projects supporting units between 0-50% AMI, or 0-60% AMI for strong proposals (i.e. satisfies other priorities).
- Homeownership units available to households earning between 0-80% AMI.
- Projects that provide homeownership opportunities through the development of long-term resale restricted ownership units.
- Projects that prioritize family-sized units (2 or more bedrooms).
- Projects that partner with faith-based organizations or non-profit housing entities in supporting the development of affordable housing.
- Projects that demonstrate innovative and inclusive design, including but not limited to:
  - Universal design elements
  - Novel construction methods (e.g., cross-laminated timber, modular construction)

## 2025 Bellevue Affordable Housing Request for Proposals (RFP)

- Proposals should demonstrate recent/direct team experience in implementing such methods.
- High sustainability standards in construction and ongoing building operations

### Eligible Use of Funds

#### Housing Stability Program

Funding may be used for the capital costs of constructing or acquiring affordable housing, which may include emergency, transitional and supportive housing and new units of affordable housing within an existing structure. Such costs may include:

- Land acquisition, including related costs such as appraisals, excise tax, recording fees and other transaction costs
- Acquisition of existing buildings, including related soft costs such as a property condition report, capital needs assessment, appraisals and other transaction costs
- Construction activities, including site development, building construction, renovation or conversion of existing properties, and related sales tax
- Project reserves
- Project soft costs including, but not limited to, feasibility reports, design, permitting expenses, and developer fee

HSP funding may also be used for operations and maintenance costs, including on-site supportive services, of new units of affordable housing within projects funded with City capital funds. Such costs may include, but are not limited to: utilities, maintenance, insurance, property taxes, pest control, on-site and off-site property management staff, case management staff, behavioral health staff and other supportive services staff dedicated to the project.

The Housing Stability Program is a fund made of collected sales tax authorized under RCW 82.14.530. As such the use of funds awarded through HSP must comply with the authorizing RCW.

#### Affordable Housing Fund

Funding may be used for the capital costs of constructing or acquiring affordable housing, which may include emergency, transitional and supportive housing, and new units of affordable housing within an existing structure. Such costs may include:

- Land acquisition, including related costs such as appraisals, excise tax, recording fees and other transaction costs
- Acquisition of existing buildings, including related soft costs such as a property condition report, capital needs assessment, appraisals and other transaction costs

## 2025 Bellevue Affordable Housing Request for Proposals (RFP)

- Construction activities, including site development, building construction, renovation or conversion of existing properties, and related sales tax
- Project reserves
- Project soft costs including, but not limited to, feasibility reports, design, permitting expenses, and developer fee

### Ineligible Activities

Funds from the Housing Stability Program or Affordable Housing Fund may **not** be used for:

- The development of any non-residential use. Funds may be used in a mixed-use development only for that portion of the development that is specific to the residential use. This restriction also applies to site development and off-site development costs.
- The cost of any program operating expenses, with the exception of awarded HSP OMS funds.
- The cost of any political or lobbying activities or materials.
- Rehabilitation of single-family housing units in a manner that would duplicate Bellevue's Home Repair Assistance and King County's Home Repair Programs.
- Uses that are Public Capital Facilities such as correctional facilities or inpatient treatment facilities.

### Eligible Applicants

Applicants must demonstrate the capacity to develop, own, and operate the proposed project.

Eligible entities include:

- non-profit organizations
- private for-profit organizations
- public housing authorities
- public development authorities
- units of local government

Partnerships involving combinations of the above groups are encouraged, especially when necessary to demonstrate capacity in all areas of the project.

### Schedule

The following schedule is anticipated for this RFP:

June 30, 2025

Joint application package available

No later than August 22, 2025

Pre-application Conference, see below\*



# 2025 Bellevue Affordable Housing Request for Proposals (RFP)

September 9, 2025

Joint applications due to ARCH by 12:00 pm

December 2025

Staff recommendation

First Quarter 2025

Recommendation reviewed by City Council

## \*Pre-Application Meetings

Applicants are required to schedule a Pre-Application Conference to identify and discuss potential issues no later than **August 22, 2025**. First-time applicants will benefit from meeting early and often with ARCH. Applicants should be prepared to provide a project description identifying:

- Population(s) to be served
- Approximate number of units
- Unit income and affordability
- Eligibility of program/units for HSP capital or OMS
- Type of construction (rehab or new)
- Neighborhood issues
- Whether relocation or displacement will be required (please see local ordinance and guidance on Bellevue relocation and displacement requirements, [Bellevue City Code Chapter 9.21 Relocation Assistance](#))
- Team members (developer, architect, property manager, if known), and
- Likely funding sources.

Applicants are also welcome to solicit early input from ARCH and City Staff on site or project concept when considering acquisition of a site or building.

Other potential Pre-Application Conference topics could include discussion of the on site supportive services with Bellevue Human Services staff, the process for considering CHIP applications, and requirements in the ARCH addendum.

To set up a pre-application meeting, email Patrick Tippy, [ptippy@bellevuewa.gov](mailto:ptippy@bellevuewa.gov).

Applicants are encouraged to review and incorporate the [City of Bellevue's Supportive Housing Community Engagement Best Practice Guide](#) as appropriate.

## Funding Terms and Conditions

Consistent with past practice in funding projects through the ARCH Housing Trust Fund, awards for capital funding will be made available as either secured grants or loans. The City is willing to

## 2025 Bellevue Affordable Housing Request for Proposals (RFP)

offer flexible terms designed to accommodate a range of projects. Most common loan terms are A) interest only loans, B) interest only loans with an initial deferral period, and C) deferred loan until note maturity. ARCH will evaluate the proposed terms, and Bellevue will make the final determination of which form of award will be offered to successful applicants. Loans will be offered whenever feasible without sacrificing initial or long-term affordability. Loan applicants will not receive priority over grant applicants.

Projects must generally commit to providing long-term affordability in the form of a 55-year regulatory agreement. Such agreements will include both income and rent restrictions and other eligibility criteria to ensure that occupants meet the requirements of [RCW 82.14.530](#).

If the project is converted to an alternative use or becomes non-affordable at any time during the project's agreed-to term of affordability, the City's contribution to the project, whether in the form of a grant or a loan, will be subject to immediate repayment, and potentially a proportionate share of appreciation.

Awards for HSP OMS, including on-site services, will be provided initially as 5-year renewable contracts. Funds will be disbursed on a reimbursement basis for eligible expenses. Grants may be extended in 5-year increments based on consideration of contract performance and for the duration of the term of affordability under any City covenant.

**Note:** This section does not cover all the standard terms and conditions included in agreements for city funding. Applicants may contact staff with any questions about potential award and contracting conditions.

### Standard Award Terms and Reporting Requirements

Exhibit A of the document outlines the City of Bellevue Standard Award Conditions. All awarded applicants will contract using the City of Bellevue Standard Award Conditions in addition to any "Special Conditions" included in the award letter.

Collectively, the Standard Award and Special Conditions will be approved by the Bellevue City Council together with the approval of the award amount. Applicants seeking deviations from the Standard Conditions should request a variance as part of their response on the 2025 ARCH Application Addendum.

Additional funding conditions will be spelled out in an award letter to successful applicants. At a minimum, the following reporting requirements shall apply during development and occupancy:

**Quarterly Status Reports:** Quarterly status reports are required from all funded projects during the development stage (from the time funds are awarded until completion and occupancy of the project). The quarterly reports for capital funding will include, at a

## 2025 Bellevue Affordable Housing Request for Proposals (RFP)

minimum, the status of funds expended and progress to date. A final budget must be prepared and submitted at the time of construction start and project completion. Staff will rely on the reports to determine if satisfactory progress is being made on the project and funds are expected to be contracted within 12 months of council adoption. HSP OMS reporting will be conducted with City of Bellevue Human Services team.

**Ongoing Monitoring:** After occupancy, the project sponsor or manager must submit an annual report summarizing the number of project beneficiaries, housing expenses for the target population and other eligibility criteria established in the regulatory agreement. In addition, for projects with loan payments, financial information must be reported annually which will be used for assessing contingent loan payments and project health. Projects with HSP OMS awards will also be monitored by the City of Bellevue Human Services team. All projects will also be evaluated periodically for long term sustainability. The annual reports will be required for the full duration of affordability.

### Application Contents

ARCH uses the Combined Funders Application (CFA) forms that the State of Washington, King County, the City of Seattle, and other local jurisdictions have agreed to use for the convenience of applicants. The current year's application forms may be downloaded from the [ARCH website](#).

In addition to the application forms on ARCH's website, applicants proposing Low Income Housing Tax Credits must obtain and submit a tax credit scoring form from the Washington State Housing Finance Commission (WSHFC). ARCH also requires a copy of any supplemental application materials submitted to other funders.

Applicants wishing to apply for an HSP OMS award should also complete the **Supplemental Application Form** or OMS funding in **Appendix A** and **B**, which are similar to applications for the Share One Human Services Funding Collaborative.

### Housing Stability Program OMS Funding

Applicants seeking HSP OMS funding will be asked to propose and define Outcome Measures for Services Funding. Final Outcome Measures used for the project contract will be jointly written and approved by applicant and City staff. Outcome Measures should reflect how the unique services you provide improve the lives of your clients. As you prepare your outcomes, start thinking about what impacts of your services you are most proud of.

Outcomes should measure the percentage of people you serve who experience a desired improvement. This should be based on data, not anecdotal evidence or guesses. Outcomes measure the quality of your programs and services, not the quantity of services delivered.

HSP eligible projects may request up to \$13,996 per unit, per year in OMS funding.

# 2025 Bellevue Affordable Housing Request for Proposals (RFP)

Questions? Watch this [5-minute video tutorial](#) and/or contact city Human Services staff.

## Submission Requirements

To submit an application, please send an email with a link from OneDrive, Dropbox, Google Drive, or other file sharing services to [submission@archhousing.org](mailto:submission@archhousing.org) **no later than 12 PM Pacific time on September 9, 2025.**

The following materials are to be submitted for each application *for rental, transitional housing, or shelter projects*:

- One complete electronic application (with Combined Funders Application narrative, Combined Funders Application budget workbook, HTF Supplemental Application, and OMS application materials), if applicable, and include:
  - Folders clearly labeled with the applicant and project name.
  - Attachments under each Tab should be placed in a separate folder labeled with the Tab number.
  - The Project Workbook must be in Excel format with linked sheets unlocked and formulas visible.
  - Narrative responses must be in Word format.
  - Attachments must be in PDF, Word or Excel formats.
- Appendix A: Supplemental Application Form
- Appendix B: 2025 - HSP OMS Application Workbook, if applying for OMS funding

The following materials are to be submitted for each application for **homeownership projects**:

- One complete electronic application with:
  - 1) HO1- Combined Funders Application
  - 2) HO2- Combined Funders Project Workbook
  - 3) ARCH Supplemental Application, Standard Conditions approval. (All other elements of the ARCH HTF Addendum are not applicable for homeownership projects)
  - 4) Commerce HTF Supplemental Application, if applicable
  - 5) King County Supplemental Application, if applicable

Applications should be arranged as follows:

- Attachments under each Tab should be placed in a separate folder labeled with the

# 2025 Bellevue Affordable Housing Request for Proposals (RFP)

Tab number.

- The Project Workbook must be in Excel format with linked sheets unlocked and formulas visible.
- Narrative responses must be in Word format.
- Attachments must be in PDF format.

## Review Process

Proposals will be reviewed using the following process:

1. ARCH staff will conduct an initial screening of applications to determine the completeness of each application. **Staff reserves the right to deny applications that are incomplete.**
2. ARCH and City of Bellevue staff will prepare a summary document and analysis of the proposals and will evaluate whether each proposal meets the population and income level eligibility requirements by RCW 82.14.530 for HSP funding, and the income level eligibility requirements for AHF funding.
3. A City of Bellevue interdepartmental staff team with experience in affordable housing, land use and permitting, supportive services, and housing-related services will review and discuss the applications; City or ARCH staff may request additional clarifications from applicants to support the evaluation of the staff team.
4. Staff will develop a written funding recommendation and conditions based on the recommendation of the staff review team, for final approval by the Office of Housing Director. In the fall round, this will occur concurrently with ARCH's review and recommendation process. Applicants will be provided with an opportunity to review and comment on proposed funding conditions.

The City Council will review and approve the funding recommendation submitted by city staff, or will return the recommendation, with comments, for further review before a final decision is reached. **The council may choose not to award a proposal during a funding round, to reject any and all proposals, and to reserve funds for future priorities or funding rounds.**

## Evaluation Criteria

Proposals consider the Program Priorities and Eligible Use of Funds and will be evaluated against the following criteria:

- **Cost** - Financial feasibility and/or cost effectiveness of the project

## 2025 Bellevue Affordable Housing Request for Proposals (RFP)

- **Agency Capacity** - Capacity of the applicant team to develop and operate the project including financial (Financial statements and Real Estate Owned Schedule) and staff capacity.
- **Leveraging** - Leverage of non-City funding sources
- **Citywide Approach** - Geographic distribution of housing opportunities across Bellevue
- **Project Readiness** - Ability to deploy funds quickly and respond with urgency to the current housing crisis
- **Partnerships** - Demonstration of committed partnership(s) and collaboration with other entities to develop and operate project, if applicable
- **City Planning** - Meet critical needs and gaps as identified in City planning documents
- **Equity** – Projects that serve underserved populations and address the disproportionate impacts of homelessness and housing instability on communities of color

### Additional HSP Criteria

- **Housing Model** - Demonstrated success of diverse housing models in creating long-term housing stability for the proposed population(s) as specified in RCW 82.14.530, including but not limited to affordable family housing; senior housing; transitional housing; permanent supportive housing; group homes for individuals with disabilities; public housing; and mixed income housing