



## DEVELOPMENT PROJECTS

### Tasks in Coordination with Housing Authority

#### Development Consulting (as applicable, based on specific project requirements)

- 1 Develop program/phasing (unit mix that meets demand, matching eligibility of tenants , accessibility needs)
- 2 Work with legal team to determine optimal ownership structure, considering funding source competitiveness
- 3 Determine the team expertise needed to plan/implement project (consultants/contractors)
- 4 Assist with the procurement of co-developers, investors, lenders, consultants
- 5 Work through the site acquisition proposal steps, submit to HUD, obtain approval (if applicable)
- 6 Ensure activities are accurately described in PHA Plan/Assist with PHA Plan amendment if needed
- 7 Obtain HUD approval to expend public housing funds for predevelopment activities
- 8 Work through the HUD Part 50/58 environmental review process with HUD or consultant
- 9 Draft relocation plan, budget and phasing strategy based on demolition plan
- 10 Prepare demolition and disposition applications, prepare tenant protection vouchers request
- 11 Prepare site and neighborhood standards submission
- 12 Assist agency in obtaining asset repositioning fee/demolition or disposition transitional funds
- 13 Review/prepare development and operating budget/assist, offering suggestions to structure a feasible project and assess
- 14 Review, prepare, negotiate agreements with developers, investors and lenders on behalf of agency
- 15 Prepare/review funding applications (LIHTC, Bonds, CDBG, FEMA, Housing Trust Fund, FHLB-AHP, PBVs)
- 16 Evaluate and negotiate investor/lender, funding agencies and underwriter terms on behalf of the Agency
- 17 Prepare development proposals and budgets, subsidy layering review package, obtain approvals
- 18 Prepare elderly designation plan (if applicable)
- 19 Prepare Agreement to enter into a Housing Assistance Payment Contract (AHAP) and HAP documents
- 20 Review transaction closing documents, plans and agreements on behalf of the Agency
- 21 Work with legal team to submit HUD evidentiary documents and obtain evidentiary document approvals
- 22 Obtain HUD, investor and lender and other funding sources approvals to close
- 23 Develop presentations and gives project updates/reports/request for funding approval to all appropriate public entities and
- 24 Identify items needing approval and prepare board agenda summaries and resolutions
- 25 Attend Agency board, HFA, residents, other funders or stakeholders meetings, as requested by the Agency



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#### Project Management

- 1 Set up file system and assist with maintaining project files
- 2 Prepare and manage project budgets and schedules throughout development process
- 3 Oversee Agency contract compliance for developers, investors, lenders, consultants
- 4 Develop project work plan with detailed weekly schedule of priority items, follow up to ensure accountability
- 5 Plan, lead and facilitate project team meetings/calls and provide follow up items
- 6 Coordinate due diligence materials to all necessary parties (investors, lenders, funding agencies)
- 7 Manage status of closing and draft tracking list of closing items and documents, due date and accountable party
- 8 Prepare for closing by reviewing/drafting closing draw, conduct invoice reconciliation
- 9 Draft project transaction summary/reference tool to transition to asset and property management
- 10 Assist Agency in setting up new units in HUD systems and requesting operating subsidy
- 11 Review draws including construction pay application materials and soft cost invoices, certified payroll, Section 3, MWBE
- 12 Coordinate lease-up/occupancy of completed units in compliance with public and private funding source requirements
- 13 Assist with reporting to funding sources as necessary, reviews monthly reports, project draw requests and processes invoices.
- 14 Track compliance with closing documents and required tasks tied to equity installments
- 15 Assist with cost certifications, converting to permanent financing, transitioning project files

#### RAD Specific

- 1 Review CNA Tool (scope of work and replacement reserves)
- 2 Prepare RAD Applications/Assists in obtaining HUD approvals
- 3 Advise on Tenant Meetings and prepare Board approval materials
- 4 Draft Relocation Plan in compliance with RAD requirements
- 5 Prepare RAD Financing Plan/Conversion Overview
- 6 Prepare Fair Housing and Site and Neighborhood Standards documentation
- 7 Prepare subsidy layering review package/prepare Housing Assistance Payment Contract
- 8 Create Transaction log and work with legal team to upload documents to HUD Resource Desk
- 9 Manage HUD RAD submission documents in coordination with the legal team/obtain HUD approval to close
- 10 Ensure all RAD post closing milestones are met