Projects in Planning Stages

Project Management Action List
2/11/14

Item	Est. Completion Date	Project Manager	Site	Status
EPIC Reporting	10/15/13	Karen	HW	Quarterly Capital Fund report submitted 7/30/13; Reporting requirements have changed to fiscal year end; next report due is 4/30/14.
Vesta Village Community Center	2/28/14	Glenn	VV	Rahabilitation of community center. Architect has submitted updated drawings; drawings have been referred back to Architect for revisions.
Multifamily Service Coordinator Grant	10/14/13	Karen	GP	Per HUD, no need to submit new application at this time. Will apply for grant extension 120 days before 10/14 grant end date.
Hillcrest Tax Credit	1/24/14	Glenn/Karen	HC	Submitted LIHTC application in conjunction with Woda on 1/24/14. Pending site score on 3/28/14. Assembling information for full application due 5/17/14.
Choice Neighborhood	TBD	Glenn/Karen	HC	Assisting with predevelopment of CNI

Projects Out To Bid

Project Management Action List
2/11/14

Item	Est. Completion Date	Project Manager	Site	Status
Rankin Terrace LIHTC	2/28/14	Glenn	Rankin	Initial bids received 12/16/13; lowest bid approximately $600,000 too high. Project to be rebid 2/17; Walk-thru 2/26; Bid opening 3/14. RAD application submitted but outside of 60,000 unit cutoff; Discussing with attorneys on submitting op sub only application. Funding source must be in place prior to closing with equity investor. Need to plan Spring ground breaking ceremony.
Window Glass Replacement	3/15/14	Glenn	CWS	Received no bids; will re-advertise
Moving Services	3/15/14	Glenn	RT	Received one bid; will re-advertise
Safe-T Element	3/15/14	Glenn	TS	Received one bid; will re-advertise
Lawn Care	3/15/14	Glenn	HC	BA in process
Hot Water Heater Replacement	3/15/14	Glenn	HM	BA in process
Waste Management Services	3/15/14	Glenn	GP, WB, EB, HC	BA in process
UPCS Inspection Services	3/15/14	Glenn	Authority Wide	BA in process
Annual Fire Extinguisher Inspections	02/14/14	Glenn	Authority Wide	Quotes in process; due 2/14

Projects Under Contract/In Process

Project Management Action List
2/11/14

Item	Est. Completion Date	Project Manager	Site	Status
Eastbrook Rehab	3/31/14	Glenn	EB	Work is on schedule and the project is 65% complete; Weather is beginning to impact schedule.
Property Tax Values	On going	Karen	CWS	Working with NHC to assess CWS LIHTC using Low Income approach. Discussions also regarding other low income properties and tax values (i.e. Taylor, Jervay House, RAD, etc.)
Certified Payrolls	On going	Karen	HW	Processing certified payrolls for capital fund and LIHTC projects.
Creekwood South LIHTC	3/1/14	Karen	CWS	Working with CPA for final items due for last capital contribution.
Vesta Village Mail Kiosk	2/28/14	Glenn	VV	Work is on schedule and the project is 95% complete.
Supportive Housing I	12/30/14	Glenn/Karen	Jervay	Subsidy Layering Review delivered to HUD Greensboro and has been forwarded to HUD headquarters. Environmental review approved by HUD Greensboro. Delivering required items to State Employees Credit Union for construction loan, Telesis will not respond to approval of design as required by lender. Have sent plans to Telesis on two separate occasions. Legal counsel preparing Elderhaus MOU/contract and promissory note. Engineers completing tracking system and attorneys preparing deed restrictions as directed by DENR.
FHLB	2/13/14	Karen	SHDP	Submitted application and attachments totaling 677 pages to FHLB on 2/7 (applications due 2/13); approved by First Citizens and awaiting FHLB award announcements.
Hillcrest RAD 40	5/15/13	Glenn	Hillcrest / Dawson St	HK Jordan under contract as of 12/16, pending HUD closing RAD financing; Phase I environmental submitted to HUD for their environmental review report.
CDBG	2/7/14	Karen	Hillcrest / Dawson St	Submitted CDBG application and attachments totalling 4,890 pages (6 sets of 815 pgs each) to City for RAD project on 2/7. Pending award announcement.
Rankin Terrace LIHTC		Glenn/Karen	RT	Submitting due diligence in order for RBC to sign LOI.