Projects in Planning Stages

Project Management Action List
9/16/13

Item	Est. Completion Date	Project Manager	Site	Status
Community Center **Window Replacement**	10/31/13	Glenn	HM	Replace windows at community building
Property Signage	10/31/13	Glenn	HW	Architect is designing uniform signage for all developments
EPIC Reporting	10/15/13	Karen	HW	Quarterly Capital Fund report submitted 7/30/13; Next due on 10/30/13.
RAD	12/31/13	Glenn	Hillcrest / Dawson St	Architect is in process of completing bid set drawings for 40 2 bedroom units in 3 buildings. Drawings due by September 30th. Awaiting resolution on fianancing partner. Send to HUD extension request letters, revised application, and anticipated milestone dates. Significant Amendment in process for October board approval.
Supportive Housing I	11/15/13	Glenn/Karen	Jervay	Subsidy Layering Review delivered to HUD Greensboro and is in review. Final commitment letter from NCHFA is complete. Delivering required items to State Employees Credit Union for construction loan. Loan will be 0%. Need to begin talks with Elderhaus to set up MOU/contract. Telesis project engineers reviewing storm water permit so Telesis can sign off on permit. Need to start planning ground breaking ceremony.
Rankin Place Terrace LIHTC	12/23/13	Glenn/Karen	RT	Awarded tax credit for Rankin Terrace. Carryover Allocation Agreement due to NCHFA 9/30. Architect in process of completing bid sets. RFP for investor services to be advertised. NCHFA is okay with doing Rankin as a RAD project. RAD application needs to be submitted. Resident meetings and Annual Plan significant amendment are required for RAD. A meeting will be set up in the coming week to discuss LIHTC with finance dept., Ella, HEO, and CPA. Need to plan Spring ground breaking ceremony.

Projects in Planning Stages

Project Management Action List
9/16/13

Item	Est. Completion Date	Project Manager	Site	Status
Vesta Village Community Center	10/31/13	Glenn	VV	Rahabilitation of community center. Architect to update drawings upon completion of Hillcrest RAD drawings
TD Charitable Foundation	10/31/13	Karen	HW	$100,000 grant application submitted to TD Bank. Partnering with Habitat for Humanity to rehab homes in South Side of Wilmington near Rankin. Award notification in November, 2013.
Multifamily Service Coordinator Grant	10/14/13	Karen	GP	Grant application due 10/14.
Grants.gov/Sam.gov	10/1/13	Karen	HW	Update authorizing personnel for grant submittal. Currently, only Karen is authorized to submit grants, should select another authorized user.
QAP Comments	10/1/13	Karen	HC	Send letter to NCHFA re 2014 QAP suggestions as it pertains to CNI preference

Projects Out To Bid

Project Management Action List
9/16/13

Item	Est. Completion Date	Project Manager	Site	Status
Vesta Village Mail Kiosk	10/21/13	Glenn	VV	Installation of new mail kiosk at Vesta. Bids are due September 25th.
Sunset South	9/17/13	Glenn	SS	Sewer repairs per CFPUA

Projects Under Contract/In Process

Project Management Action List
9/16/13

Item	Est. Completion Date	Project Manager	Site	Status
Hallway improvements & Associated Items	10/15/13	Glenn	ST	Contactor has completed renovation of hallways on all floors, which includes removing wallpaper, painting walls, and installing new floor and handrails. Cabinets for community kithen scheduled for installation 9/16/13. Additional work in process from savings on contract: painting of all door frames, elevators, new flooring in elevators is complete. Cleaning of terrazo floor on first floor is in process. Added new store front door with openner to community area and openner to managers office.
Eastbrook Rehab	2/15/14	Glenn	EB	Contractor is in process of framing wall for H/C units. Plumber installing new water/sewer lines.
Property Tax Values	10/31/13	Karen	CWS	Working with NHC to assess CWS LIHTC using Low Income approach.
Certified Payrolls	On going	Karen	HW	Processing certified payrolls for capital fund and LIHTC projects.
Creekwood South LIHTC	12/15/13	Karen	CWS	Received final cost certification for Creekwood. Requested 4th capital contributionfrom RBC which will be used to pay off construction loan. Anticipate funding on 10/1. Construction loan matures on 10/10. NCHFA will issue IRS 8609 by 10/23. 8609 is a requirement for the last capital contribution to close out the project with RBC.
Fire Prevention and Safety Grant	11/15/13	Glenn/Karen	HW	In process of receiving pricing for Fire Stop fire prevention devices for install Authority wide. Will inventory and contact grantor about upgrading to Safe-T Element.