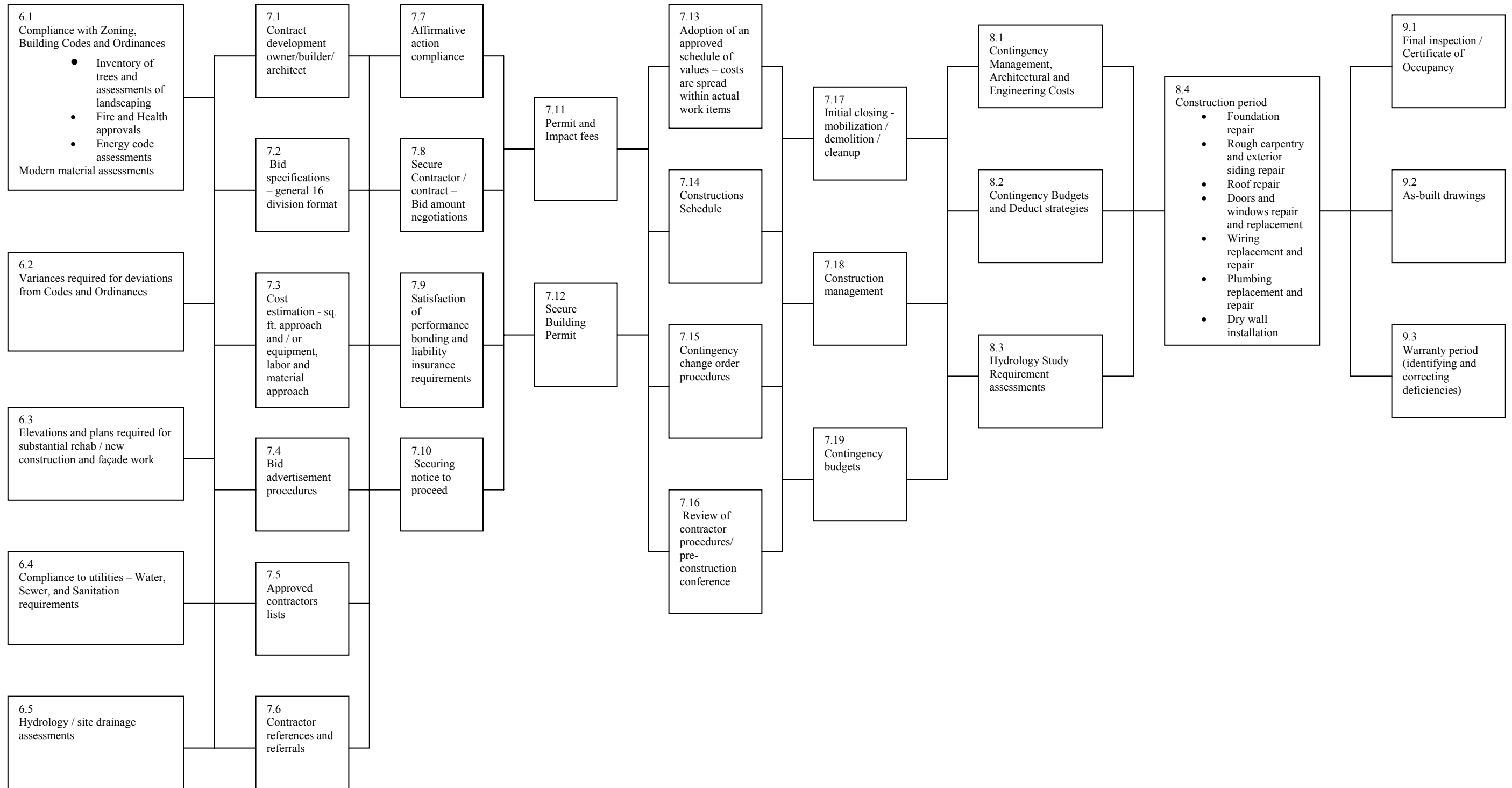


Single Family Rehabilitation Tasks for Scattered Site Housing Development

Phases **6 Permits** **7 Construction Contract Development** **8 Construction** **9 Post Construction**



Benchmarks

Single Family Rehabilitation Process for Nonprofit Developers
Single Family Rehabilitation Process for Nonprofit Developers

Phase 1 - Site control – Required Assessments

- Development of a project purpose with goals and objectives
- To develop a process and strategy for site acquisition.

Tasks

1. Preliminary ownership research/ inventory
2. Property conditions survey
3. Donated property assessments
4. Tax delinquent property inventory
5. Brown fields/ flood plain property assessments
6. Land use conversion trends assessments
7. Public safety assessments and Justice Department Seizures
8. Residential Sales activity analysis
9. Inventory specific parcels for acquisition

Phase 2 - Off Site Assessments

Tasks

1. Assessments of Planning Issues
 - Comprehensive plan
 - Consolidated plan
 - Redevelopment plan
(Strategic analysis of intentions (rehab) on entire community and its outcome)
 - Neighborhood plan / NPU recommendations
(Notice of rehabilitation intentions and NPU consent / approval / input)
2. Assessments of Land Use trends
(Look at neighboring NPU's and other communities and assessing their problem solutions and outcomes)
3. Assessments of transportation issue impact
(Bus, rail, and pedestrian access analysis)
4. Zoning Assessments based on projected land use and redevelopment
 - Property of record
 - Special use permits
 - Special exceptions
 - Applicable variances*(Compliance to city, county, state regulations as per the local Bureau Planning)*
5. Utility assessments for condition and capacity for project needs
 - Water
 - Sewer
(Access plumbing conditions for the expected building life)
 - Gas
 - Electric
(Install adequate lines and outlets to meet the expected building occupancy)
 - Fiber optics
(Access location of output and demand for installation)
6. Infrastructure assessment cost estimation expensed to the project
 - Curb
 - Sidewalk

- Gutter
- Drainage

(Meet all zoning ordinance requirements for the city, county, and state for this type of facility)

Phase 3 - Site Acquisition

Tasks

1. Appraised and assessed cost analysis for buildings and land
(Make sure site and existing building appraisals are not inflated)
2. Negotiations with owners
(Try to get the owner to pay the closing costs)
3. Title Survey and Insurance
(Title survey will ensure site ownership and insure new ownership)
4. Property Tax Status
(Check to make sure they have been paid off)
5. Land Bank Authority/ Investor Tax Liens/ Other liens and encumbrances
6. Property land survey
7. Existing condition analysis for land and buildings
(Assessments of excavations required for the new building)
8. Historic assessments/ Design criteria assessments
(Check with historic preservation society for demolition facade work)
9. Environmental assessments/ lead based paint and asbestos
(Make sure all dangerous substances are identified and removed)
10. Site plan tree inventory
(Assessments of the number of trees and site plan to accommodate them)
11. Preliminary marketing of owners and renters
(Looking for owner/ renter clientele – Target groups/ advertising)
12. Negotiations and agreements with owner for options and purchase contract
13. Legal transfer/ transfer of title

Phase 4 - Design Assessments

Tasks

1. Architectural Services description
(Breakdown of requested design work and project description)
2. Project Design Consultant selection/ Competition/ RFP
3. Floor plan and elevation analysis
(Connect measurements/ descriptions of floor space is critical)
4. Project Pre-construction drawings and perspective renderings
(Preliminary drawings of proposed design work)
5. Draft budget for hard costs/ soft costs
(Costs of preliminary work)
6. Architect/ Engineer Selection
7. Draft Design Documents
(Design specifications generated)
8. Design Review/ resident inclusive
(Working with owners to make minor design changes)
9. Historic assessments and Design Criteria – Exterior, Interior assessments
(Compliance review for historic preservation)
10. Final Design
(Production of final design)
11. Production of Construction Documents and specifications

12. Finalization of Construction Budget and Rehabilitation Costs

13. Preliminary Bid documents/ documents for quotes

Phase 5 - Financing for Acquisition and Construction

Tasks

1. Hard/ soft cost Performance estimations with draft renderings/ project description and site control.
2. A decision process for financing application feasibility and submission to:
 - City of Atlanta CDBG/ Home financing
(Grant money awarded by HUD)
 - 203 k Financing application – Malone Mortgage
 - Volunteer support and development assessments
 - United Way home ownership program
 - Freddie Mac and Fanny Mae single family rehabilitation programs
 - Philanthropic organizations and groups
 - Title I lending criteria assessments
 - Empowerment zone second mortgage assistance programs
 - Wachovia/ Nations Bank CDC partnerships
 - ANDP/ Enterprise Foundation and Intermediary loan participation
3. Management/ marketing process development
4. Pre-approved mortgagee/ lessee/ (clients) qualified by income
(Checking and applying for grant money from all government programs, and individual sponsors)

Phase 6 - Permitting

Tasks

1. Compliance with all City, County and State Zoning, Building Codes and Ordinances
 - Inventory of trees and assessments of landscaping
 - Fire and Health approvals
 - Energy code assessments
 - Modern material assessments
2. Variances required for deviations from Codes and Ordinances
(They can be acquired through NPU meetings)
3. Elevations and plans required for substantial rehab/ new construction and façade work
(Maybe required by NPU's and city)
4. Compliance to utilities – Water, Sewer, and Sanitation requirements
5. Hydrology/ site drainage assessments
6. Permit and Impact fees
7. Secure Building Permit

Phase 7 - Construction Contract Development

Tasks

1. Contract development owner/ builder/ architect
(Review of specs, budget and time frame of construction phases)
2. Bid specifications – general 16 division format
3. Cost estimation - sq. ft. approach and/ or equipment, labor and material approach
(Detailed itemized account of costs involved)
4. Bid advertisement procedures
5. Approved contractors lists
6. Contractor references and referrals

(Comprehensive account on work experience and accomplishments (Refer to Task 3))

7. Affirmative action compliance
8. Secure Contractor/ contract – Bid amount negotiations
9. Satisfaction of performance bonding and liability insurance requirements
10. Securing notice to proceed
11. Permit and Impact fees
12. Secure building Permit
13. Adoption of an approved schedule of values – costs are spread within actual work items
14. Constructions Schedule
15. Contingency change order procedures
16. Review of contractor procedures/ pre-construction conference
17. Initial closing - mobilization/ demolition/ cleanup
18. Construction management
19. Contingency budgets

Phase 8 – Construction Phase

Tasks

- 1 Contingency Management, Architectural and Engineering Costs
- 2 Contingency Budgets and Deduct strategies
- 3 Hydrology Study Requirement assessments
- 4 Construction period
 - Foundation repair
 - Rough carpentry and exterior siding repair
 - Roof repair
 - Doors and windows repair and replacement
 - Wiring replacement and repair
 - Plumbing replacement and repair
 - Dry wall installation
 - Finishes
 - Grading, landscaping and parking improvement

Phase 9 - Post Construction

Tasks

1. Final inspection/ Certificate of Occupancy
2. As-built drawings
3. Warranty period (identifying and correcting deficiencies)