

# URA Disposition Process

8/2022

Client	URA
<input type="checkbox"/> Initial meeting with URA	<input type="checkbox"/>
<input type="checkbox"/> Preliminary concept	
<input type="checkbox"/> Preliminary budget & financing plan	
<input type="checkbox"/> Preliminary Expression of Community Input & support from Councilperson	
<input type="checkbox"/> Schedule discussion with URA MWBE Program Office and submit MWBE narrative (if applicable: \$250K+) and MWI narrative (if applicable: \$500K+)	
Schedule discussion with URA architect	<input type="checkbox"/>

## 1st Board Action - Enter Into Exclusive Negotiations \*\* or Hold From Market

Client	URA
URA establishes Purchase Price	<input type="checkbox"/>
Proposal Package sent to developer	<input type="checkbox"/>
<input type="checkbox"/> Proposal Package returned, including:	
<input type="checkbox"/> Sources and Uses Budget	
<input type="checkbox"/> Project Pro Forma	
<input type="checkbox"/> Preliminary Site Plan including Elevations & Drawings	
<input type="checkbox"/> Expression of Community Input	
<input type="checkbox"/> Preliminary Evidence of Financing	
<input type="checkbox"/> MWBE/MWI Cost Calculator	
<input type="checkbox"/> Good Faith Deposit & Carrying Cost Payment	
<input type="checkbox"/> Tenant Letter of Interest	
<input type="checkbox"/> P4 Narrative (\$2MM+) or Sustainability Questionnaire (\$250K-\$2MM)	
<input type="checkbox"/> Qualified Buyer Check	
<input type="checkbox"/> Meet with City Planning/Zoning (including City Forester; refer to City Code Section 915.02.C) to review Preliminary Site Plan	

## 2nd Board Action - Approval of Proposal, Authorization to enter into a Contract for Disposition

Client	URA
City Council Action (if needed)	<input type="checkbox"/>
<input type="checkbox"/> Disposition Contract	<input type="checkbox"/>
<input type="checkbox"/> Meet w/ GBA (\$250K-\$2MM)	<input type="checkbox"/>
<input type="checkbox"/> Working Drawings	
<input type="checkbox"/> City Planning/Zoning Approvals	
<input type="checkbox"/> Final MWBE Plan with Full Calculator	
<input type="checkbox"/> Final Drawings (100%)	
<input type="checkbox"/> Final Financing	

## 3rd Board Action - Approval of Final Drawings, Approval of Evidence of Financing, Authorization to Execute Deed

Client	URA
<input type="checkbox"/> Closing	<input type="checkbox"/>
<input type="checkbox"/> Construction start (includes tree protection, if applicable; refer to City Code 915.02.D)	
<input type="checkbox"/> Periodic Construction & MWBE Spending Reports	
<input type="checkbox"/> Construction completion	
<input type="checkbox"/> URA inspection	<input type="checkbox"/>
<input type="checkbox"/> Cost Certification	
<input type="checkbox"/> Validate Compliance with MWBE/MWI Plans	<input type="checkbox"/>

## 4th Board Action - Issuance of Certificate of Completion, Return of Good Faith Deposit