

Client and URA

- Initial meeting

Client

- Preliminary concept

- 3 Years' Financial Statements

- Preliminary sources & uses budget

- Preliminary financing plan

- Preliminary Expression of Community Input & support from Councilperson

- Discussion with URA MWBE Program Officer and submit MWBE narrative (if applicable: \$250K+) and MWI narrative (if applicable: \$500K+)

URA

- Schedule discussion with URA architect

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

URA

- Establishes Purchase Price

- Sends Proposal Package to developer

Client

- Returns Proposal Package, including:
 - Sources and Uses Budget
 - Preliminary 10-year operating pro forma
 - Proposal Drawings, Including Site Plan & Elevations
 - Expression of Community Input & support from Councilperson
 - Preliminary Evidence of Financing
 - Updates to preliminary financing plan
 - MWBE Cost Calculator
 - Good Faith Deposit & Carrying Cost Payment
 - p4 Narrative (\$2MM+) or Sustainability Questionnaires (\$250K - \$2MM)
 - Qualified Buyer Check
- Tenant Letter of Interest
- Meet with City Planning/Zoning (including City Forester) to review Preliminary Site Plan

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

URA

- City Council Action (if needed)

Client and URA

- Disposition Contract

- Meet w/ GBA (\$250K - \$2MM)

Client

- Working Drawings
- City Planning/Zoning Approvals
- Final MWBE Plan with Full Calculator
- Final Drawings (100%)
- Final Financing

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

Client and URA

- Land & financial closing

Client

- Construction start (includes tree protection, if applicable)
- Periodic Construction & MWBE Spending Reports
- Construction completion
- Request URA inspection
- Cost Certification
- Proof of Compliance with MWBE/MWI Plans

URA

- URA architect signs off on completion
- MWBE team validates compliance with plans

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

