Projects in Planning Stages

Project Management Action List
11/13/13

Item	Est. Completion Date	Project Manager	Site	Status
Property Signage	on hold	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; Reporting requirements have changed to fiscal year end; next report due is 4/230/14.
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%. Legal counsel preparing Elderhaud MOU/contract and promissory note. Received letter from DENR concerning status of stormwater permit regarding New Dawson Partnership as dual permittee. WHA has been in contact with their attorneys and Banks Law Firm concerning this issue. Will submit requested information to DENR by Nov. 15th due date. Ground breaking ceremony is scheduled for 12/16 at 11:00 am. Invitations have been emailed.
Rankin Place Terrace LIHTC	12/23/13	Glenn/Karen	RT	RAD application has been submitted. Need to plan Spring ground breaking ceremony.
Vesta Village Community Center	11/30/13	Glenn	VV	Rahabilitation of community center. Architect to update drawings upon completion of Rankin Terrace tax credit 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.

Projects in Planning Stages

Project Management Action List
11/13/13

Item	Est. Completion Date	Project Manager	Site	Status
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.

Projects Out To Bid

Project Management Action List
11/13/13

Item	Est. Completion Date	Project Manager	Site	Status
RAD	11/7/13	Glenn	Hillcrest / Dawson St	RAD Dawson Street bid opening was conducted 11/7/13. HK Jordan is apparent low bidder. A resolution will be brought to the Board in November for approval. Low bid was $4,244,388.
Rankin Terrace LIHTC	12/13/13	Glenn	Rankin	Rankin Terrace project out to bid 11/18. Prebid walk through 11/22. Bid opening 12/13.

Projects Under Contract/In Process

Project Management Action List
11/13/13

Item	Est. Completion Date	Project Manager	Site	Status
Hallway improvements & Associated Items	11/30/13	Glenn	ST	Contactor has completed renovation of hallways and common areas. Only remaining item is to install returns on hallway handrails on floors 2 - 11.
Eastbrook Rehab	2/15/13	Glenn	EB	Sheetrock installation is complete on building 1; Sheetrock installation will start 11/18 on building 2; gypcrete installation on buildings 1 and 2 is scheduled for 11/25. Electrician is complete with all rough ins, HVAC and plumber is conducting rough ins installations in buildings 3 and 4; siding
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	8609's sent to IRS; working with CPA for final items due for last capital contribution.
Fire Prevention and Safety Grant	11/15/13	Glenn/Karen	HW	Waiting to hear back from FEMA regarding change to Safe-T-Element burners instead of firestop canisters.
Vesta Village Mail Kiosk	10/21/13	Glenn	VV	Contract awarded. Pre-construction conference is on 10/17.