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.
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. Letter to Telisis is complete and ready to send requesting that New Dawson Limited Partnership become dual permitee on storm water permit. Need to start planning ground breaking ceremony.
Rankin Place Terrace LIHTC	12/23/13	Glenn/Karen	RT	Carryover Allocation Agreement approved by NCHFA 10/9. Architect in process of completing bid sets, due 11/15. RAD application in progress. Resident meetings are complete. Need to plan Spring ground breaking ceremony.
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 submitted.

Projects in Planning Stages

Project Management Action List
9/16/13

Item	Est. Completion Date	Project Manager	Site	Status
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

Item	Est. Completion Date	Project Manager	Site
Sunset South	9/17/13	Glenn	SS
RAD	12/31/13	Glenn	Hillcrest / Dawson St

Projects Out To Bid

Status
Sewer repairs per CFPUA
RAD Dawson Street is out for bid. Contractor pre bid is scheduled for 10/16. Bid opening is scheduled for 11/7.

Projects Under Contract/In Process

Project Management Action List
9/16/13

Item	Est. Completion Date	Project Manager	Site
Hallway improvements & Associated Items	10/31/13	Glenn	ST
Eastbrook Rehab	2/15/13	Glenn	EB
Property Tax Values	10/31/13	Karen	CWS
Certified Payrolls	On going	Karen	HW
Creekwood South LIHTC	12/15/13	Karen	CWS
Fire Prevention and Safety Grant	11/15/13	Glenn/Karen	HW

Projects Under Contract/In Process

Project Management Action List
9/16/13

Status
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 have installed Added new store front door with openner to community area and openner to managers office.
Contractor is in process of framing walls for H/C units. Plumber installing new water/sewer lines. Electrician and Fire Sprinkler installer onsite. Vinyl siding is removed from bulding 1 and new windows installed.
Working with NHC to assess CWS LIHTC using Low Income approach.
Processing certified payrolls for capital fund and LIHTC projects.
Received final cost certification for Creekwood. 4th capital contributionfrom RBC recieved on 10/10 and construction loan paid off. NCHFA issued IRS 8609 on 9/24. 8609 is a requirement for the last capital contribution to close out the project with RBC.
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.