

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





Expression of Community Input

Prior to Board Authorization to Accept a Proposal

One of the required elements of a Redevelopment Proposal Package is a written expression of community input, i.e., a letter from an established community group providing their commentary on the prospective Redeveloper's plans.

The URA requires a prospective Redeveloper to present Proposal Drawings, which must include:

- A site plan that includes approximate dimensions of the Property;
- Approximate size and location of proposed Improvements to be constructed on the Property, including all new or renovated structures, new or renovated landscaping, new or renovated;
- hardscape, and general improvements;
- Elevations;
- Tentative layout of water, sewer, and other utility connections, driveways, and walkways;
- The Property's address, if known, and block/lot number(s);
- Name of architect and/or engineer;
- Name of Redeveloper; and
- Date of preparation

The letter should be submitted to URA from an established community group, or if no group is active for that neighborhood, from a community representative.

The written expression of community input should include:

- The identity of the development discussed, with block and lot number(s) or addresses;
- **Identification—by date, title, and architect—of the drawings that were presented,** to confirm that the drawings that were presented to the community are the same as are being submitted to the URA;
- Commentary on the drawings;
- The name of the community group;
- The position (staff or board member) of the person providing the expression;
- The date(s) of the meeting(s);

- The nature of the meeting(s) (i.e., regular board meeting, community discussion, etc.); and
- The names of the people with whom the Redeveloper met and of the organizations they represented.

In the event that there are changes to the site plan, the exterior improvements, or the scope or intensity of uses after the drawings were presented and the expression of community input was supplied, the Redeveloper will notify the community group or representative to determine if additional review is required. If additional review is requested by the community group, the Redeveloper shall provide an updated expression of community input to the URA.

If a community group is acting as a Redeveloper or has any ownership stake in a Redeveloper or a proposed redevelopment, then to avoid an actual conflict of interest and/or the appearance thereof, the URA requests that the expression of community input come from an alternate community group. If that is not practicable, then the Redeveloper must demonstrate to the URA that members of the community were engaged and had an opportunity to provide feedback on the Proposal Drawings. Typically, this would be achieved through one or more open meetings where plans were presented, and feedback was collected.

The URA's goal is to ensure that the community was engaged and had an opportunity to provide feedback on the Proposal Drawings included with a Proposal Package. If, following the presentation of Proposal Drawings or updated drawings, the community group or community representative declines to provide written feedback, the URA may instead accept a letter from the Redeveloper setting forth the information above, along with a description of the Redeveloper's good faith efforts to obtain an expression of input from the community group or community representative.

If the community group or community representative declines to meet with the Redeveloper, the URA may instead accept a letter from the Redeveloper setting forth a description of its good faith efforts to arrange such a meeting.

Prior to Board Authorization to Enter into Exclusive Negotiations

The purpose of exclusive negotiations is to give a prospective Redeveloper time to complete the due diligence and community engagement necessary to prepare a Redevelopment Proposal Package. Prior to entering into a period of exclusive negotiations for the conveyance of a property with a prospective Redeveloper, the URA will require the Redeveloper to obtain a preliminary expression of community input from a recognized community group referencing a schematic plan and the general parcels involved. This preliminary expression of community input will notify the URA that a Redeveloper has engaged with the community, but it will not serve as a full expression of community input in satisfaction of Redevelopment Proposal Package requirements.