

NY Development Seminar Series – Critical Path Worksheet for Planning a Development Project

							SCHEDULE (months/quarters)					
	Preparation Activities/Tasks/Documents	Done ✓ or N/A	Depen- dent	Parallel	Time Needed	Target Complete Date / Outside Deadline	1	2	3	4	5	6
Political and Organization Assessments & Strategies	Political support and NIMBY evaluated											
	Political support and NIMBY strategy developed											
	Political support negotiated and assured											
	NIMBY negotiated and mitigated											
	Organizational assessment completed, critical issues identified											
	Stakeholders, their aims, what they want from us, what we want from them, and any problems or concerns identified											
	Other:											
	Other:											
	Other:											
Needs Assessment & Market Analysis	Beneficiary income & other characteristics identified											
	Project unit mix & other characteristics identified											
	Project located in a neighborhood accessible to a broad range of services and facilities											
	Project located in a neighborhood where travel/access to jobs is not excessive (except senior housing)											
	Market study complete											
	Other:											
	Other:											
	Other:											
	Other:											

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Organization, Ownership and Legal Structures	Development team identified											
	Development team has experience/capacity											
	Financial statements current for most recent fiscal year											
	In-house (unaudited) statements for portion of current year											
	Ownership entity identified											
	Ownership entity created (if new)											
	Partnership agreement executed (if applicable)											
	Other:											
	Other:											
	Other:											
Environmental Issues	If NEPA assessment required, Phase 1											
	Floodplain issues identified and if applicable, mitigation plan											
	SHPO contacted & response received											
	Geological hazard areas, historical, archaeological, and cultural resources identified and if applicable, mitigation plan											
	Other:											
	Other:											
	Other:											

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Occupied Buildings and Relocation	If occupied, rent roll & tenant income survey											
	If temporary relocation likely, interim relocation costs budgeted											
	If displacement likely, relocation costs budgeted											
	Other:											
	Other:											
Site, Site Control and Appraisal	Property owned or under option/agreement											
	Site control for period required to complete environmental review											
	Zoning letter obtained & current zoning okay											
	If rezoning, variance or use permits required, process is underway or completed											
	All utilities confirmed available to site											
	Site plan submitted and approved											
	Appraisal											
	Other:											
	Other:											
	Other:											

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Construction Costs and Third-party Estimates	Architect estimate											
	Contractor inspection/estimate											
	Independent cost estimate											
	Bids received											
	Other:											
Budgets and Schedules	Pre-development budget											
	Development budget											
	Rent & utility allowances											
	Operating budget											
	Services budget											
	Project timeline											
	Sales budget											
	Other:											
Financing Commitments	Pre-development funding/financing											
	Acquisition financing											
	Construction period financing											
	Permanent financing											
	Services funding											
	Other:											
	Other:											

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Architectural Floor Plans and Elevations	If existing, property inspected per codes/standards											
	Preliminary schematics											
	Design development											
	Construction drawings and specifications											
	Accessibility standards are addressed											
	Capital Needs Assessment (for rehab)											
	Other:											
Building Permits	Permit applied for											
	Permit received											
	Other:											
Fair Housing, Affirmative Marketing Policy and Management Plan	Project complies with fair housing laws											
	If project located in an area of minority concentration:											
	<ul style="list-style-type: none"> • Will not significantly increase proportion of minorities 											
	<ul style="list-style-type: none"> • Sufficient comparable opportunities outside of the area for minorities based on analysis of HUD-assisted housing 											
	<ul style="list-style-type: none"> • Site promotes greater choice of housing opportunities & avoids concentration of assisted persons 											
	If > 5 units:											
	<ul style="list-style-type: none"> • Analysis of "least likely to apply" 											
	<ul style="list-style-type: none"> • Outreach strategy/plan 											
	Other:											
Other:												

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Beneficiary Selection Policies and Criteria	Application format											
	Marketing plan											
	Intake plan											
	Processing/Selection criteria											
	Waiting list procedures											
	Tenant orientation/materials											
	Standard Lease											
	Other:											
	Other:											
Transitional and permanent housing projects with services	Service fees for individuals and/or households											
	Explanation of service fee calculation											
	Description of social services											
	Sources & uses of operations funding if negative operating income											
	Hours of operation											
	Process of moving from homelessness or transitional to permanent											
	Other:											
	Other:											
	Other:											

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Owner programs – additional requirements and considerations	Deed of Trust											
	Promissory Note											
	Other legal documents											
	Loan closing and recording processes											
	Refinancing Policy											
	Loan servicing policies and procedures, including lien releases											
	Program income policies and procedures											
	Method of determining pre-rehab and after-rehab values											
	Work write-up procedures											
	Rehabilitation standards											
	Bidding process											
	Sample construction contract											
	Grievance and quality assurance procedures											
	Homebuyer Education and/or maintenance curriculum											
	Other:											
	Other:											
	Other:											
Other:												
Other												