

# **Centre City Development Corporation**

## **Procedure for Affordable Housing Development Proposals**

### **July 2008**

#### **1. Preliminary Review (1-2 months)**

- Developer to submit a 1-2 page project summary (Project narrative, unit mix, affordability, sources and uses).
- Staff will schedule a New Project Review Meeting.
- Developer to present at the New Project Review Meeting.
- CCDC Senior Staff will review the concept and give directions.

#### **2. Full Proposal Review (2-3 months)**

- Developer to submit a full proposal (Project narrative, Architectural drawings, Proforma, Development team information).
- Staff to review the proposal.
- Keyser Marston Associates will work with Developer to complete proforma analysis.
- Meetings with CCDC staff will be scheduled through the review process to finalize the project concept and proforma.

#### **3. CCDC Board Review of Project Concept (1 month)**

- CCDC Board will review the project concept and give feedback at one of the CCDC Board Committee meetings.
- Based on the feedback, the project concept may need to be modified.

#### **4. DDA/OPA Negotiations (2-6 months)**

- CCDC will provide draft DDA/OPA and attachments.
- Developer to review and comment on the draft documents. A series of negotiation meetings will be scheduled before the documents are finalized.
- DDA/OPA needs to be signed by the Developer before recommendation to the CCDC Board Committee.

#### **5. Environmental Review - If required, the following timeline will apply.**

- **CEQA**
  - If Secondary Study is required, add 1-3 months.
  - If Supplemental EIR is required, add 9-12 months.
  - If full EIR is required, add 12-18 months.
- **Water Supply Assessment** – If required, add 3-6 months.

#### **6. DDA/OPA Approval Process (2-3 months)**

- CCDC Board Committee Review
- CCAC/PAC Review
- CCDC Board Review
- Redevelopment Agency/City Council Review

Note: If you plan to apply for MHP and/or Tax Credit financing that require the Agency funding commitment, please plan 8-14 months for the Agency approval process.