

Consultant- Scope of Work

Project Location: Weber County

***Please read the Development Guidelines prior to reviewing this form.**

Development Team:

<u>Action</u>	<u>Description</u>	<u>Consultant Proration</u>	<u>Developer Proration</u>	<u>Task Target Hours</u>	<u>% Dev. Fee</u>	<u>Consultant % Fee</u>	<u>Developer % Fee</u>
Construction Loan							
	CROWN Loan Application		5.00	5.00	4.3%		4.3%
	Execute Loan Documents		5.00	5.00	4.3%		4.3%
Development Docs							
	Negotiate and Sign Development Agreement		1.00	1.00	0.9%		0.9%
Market Study							
	Order/Review Market Study	2.00		2.00	1.7%	1.7%	
Land Acquisition							
	Contract (REPC) Negotiation	3.00		3.00	2.6%	2.6%	
	Survey/Engineering/Environmental	4.00		4.00	3.4%	3.4%	
	Municipality Approvals	2.00		2.00	1.7%	1.7%	
Construction Management							
	House Plan Selection/Follow up with Architect	13.00		13.00	11.1%	11.1%	
	Obtain Copies of Plans for Bidding and final Wet Stamp	13.00		13.00	11.1%	11.1%	
	Submit House Plans for Energy Star Review	13.00		13.00	11.1%	11.1%	
	Preparation of Bid Package	2.00		2.00	1.7%	1.7%	
	Printing of Bid Packages/IncPlans	7.00		7.00	6.0%	6.0%	
	Distribution of Bids	1.00	1.00	2.00	1.7%	0.9%	0.9%
	Administer bid opening and analysis of bids	4.00		4.00	3.4%	3.4%	
	Preconstruction meeting w/ Contractor, Owner and Lender	1.00	1.00	2.00	1.7%	0.9%	0.9%
	Contractors Liability & Workmans Comp	3.00		3.00	2.6%	2.6%	
	Execute Construction Contract(s) & Oversight		2.00	2.00	1.7%		1.7%
Construction Draws							
	Budget review. Draw and Change Order approval	3.00		3.00	2.6%	2.6%	
	Progress inspections	8.00		8.00	6.8%	6.8%	
	Punch list inspection	3.00		3.00	2.6%	2.6%	
	30 day follow-up inspection	3.00		3.00	2.6%	2.6%	
Cost Certification							
	Compile accounting records and reports to enable cost certification	17.00		17.00	14.5%	14.5%	
	Developer Fee Split	102.00	15.00	117.00	100%	87.2%	12.8%
				117.00			

Owner- Progress Checklist

EXHIBIT C

2013

*Please read the Development Guidelines prior to reviewing this checklist.				*MM denotes work that must be performed by the Managing Member
Project Location:		Development Team:		
Target Date	Action	Description	Consultant (Date Completed)	Developer (Date Completed)
1		Presentation to Executive Director & Board of Directors of Managing Member		
2		Review Program & Draft Program Documents	8/9/2012	
3		Mtg w/City Council		
4		Attend Mtg & Obtain Copy of Minutes		
5		Formation of LLC		
6	6/15/2013	Resolution of Board (Managing Member)		
7	6/20/2013	Review Art of Organization & Op Agreement (UHC Prepare)		
8	6/20/2013	Review Art of Organization- UHC file w/State		
9	7/1/2013	Obtain EIN (Tax ID Number)		
10	8/1/2013	Market Study- Order and Review		
11	<u>Yr 1- 3/1/2014</u>	Loan Application Submitted to UHC	-	3/1/2013
12	<u>Yr 1- 6/1/2013</u>	Development Agreement Signed		
13		Lot Selection		
14	7/1/2013	Research Available Lots		
15	8/1/2013	Flood Map-FEMA Web Site		
16	8/1/2013	Aerial Photos-Google Earth		
17	8/1/2013	Area Map-Google Maps		
18	8/1/2013	Photos- Lot and surrounding homes		
19	8/1/2013	Plat Map-County Clerk		
20	8/1/2013	Site Approval by Owner		
21	<u>Yr 1- 7/1/2013</u>	Lot Due Diligence		
22	8/15/2013	PR Ordered- Title & Exceptions Review		
23	8/15/2013	Owner review- Lot Due Diligence		
24	8/15/2013	Copy of Zoning Ordinance		
25	8/15/2013	Buildable Lot Area Assessment		
26	8/15/2013	Written estimate Impact/Bldg Fees		
27	9/1/2013	Sold Comps		
28	8/15/2013	Copy of Zoning Map		
29	9/1/2013	Letter from Municipality confirming current zoning		
30	9/1/2013	Will Serve Letters (Utilities)		
31		REPC		
32	7/15/2013	Prepare REPC		
33	7/15/2013	REPC reviewed by UHC/signed by LLC (Buyer)		
34	7/20/2013	REPC signed/delivered to Seller		
35	<u>Yr 1- 8/1/2013</u>	Phase I Environmental		
36	9/1/2013	Report Ordered		

	<u>Target Date</u>	<u>Action</u>	<u>Description</u>	<u>Consultant (Date Completed)</u>	<u>Developer (Date Completed)</u>
37	9/5/2013		Seller Questionnaire		
38	9/5/2013		Buyer Questionnaire		
39	10/1/2013		Reviewed by Owner		
40	10/1/2013		Investor/UHC Reliance Letter		
41	Yr 1- 7/1/2013	Plan Selection			
42	7/1/2013		Selection of House Plan		
43	7/1/2013		Plan Approval by Owner		
44	12/1/2013		Copies for Bidding/Final Wet Stamp		
45	Yr 1- 10/1/2013	Application			
46	9/25/2013		Complete LIHTC Application		
47	9/25/2013		Complete Misc Documents per LIHTC App		
48	9/1/2013		Utility Allowances		
49	8/1/2013		Market Study		
50	Yr 2- 1/1/2014	Bidding of Project			
51	12/1/2013		Preparation of Bid Letter		
52	12/15/2013		Owner Bid Letter Approval		
53	12/20/2013		Printing of bid Packages/Inc Plans		
54	1/1/2014		Marketing of Bid Package		
55	1/1/2014		Distribute Bid Packages		
56		Bid Opening			
57	1/25/2013		Owner Bid Review & Analysis		
58	1/25/2014		Bid Opening & Owner Approval		
59		Pre-Construction Meeting			
60	2/5/2014		Owner		
61		Pre-Closing Meeting			
62	3/1/2014		Owner review closing docs		
63		Insurance			
64	3/1/2014		Contractors Liability & Workmans Comp		
65		UHC Loan Commitment & Closing			
66	3/1/2014		Doc Signing		
67		Investor 1st Installment Notice			
68	3/1/2014		Prepare 1st Installment		
69	3/1/2014		Copy to Investor/UHC and Owner		
70		Construction Draws			
71	Ongoing		Draw Prep and Review		
72		Inspections			
73	Ongoing		Progress Inspections		
74		Tenant Selection			
75	6/1/2014		Marketing of Tenant Meeting		
76	6/1/2014		Selection Committee Formation		
77	6/10/2014		Committee Sets Selection Criteria		
78	7/1/2014		Home Inspections		
79	8/1/2014		Tenant Selection w/Selection Committee		
80	8/1/2014		Prepare Tenant File/Documents etc.		
81	9/1/2014		Copy of 1st yr File to UHC for yr 15 records		
82		Open House			
83	9/1/2014		Invite Local Speakers		
84	9/15/2014		Coordinate Open House		

	<u>Target Date</u>	<u>Action</u>	<u>Description</u>	<u>Consultant (Date Completed)</u>	<u>Developer (Date Completed)</u>
85		Final Inspection			
86	9/1/2014		Punch List		
87	10/1/2014		30 Day follow-up		
88	<u>Yr 2- 11/1/2014</u>	Carryover			
89	12/1/2014		Due Nov 1st.		
90		10% Cost Certification			
91	11/1/2014		Prepare & Submit to Accountant		
92	12/1/2014		Submit to UHC MF Dept.		
93	<u>Yr 2- 12/1/2014</u>	Cost Certification- DUE 90 Days After C of O or Dec 1st			
94	10/15/2014		Prepare Cost Cert Book to Accountant		
95	11/15/2014		Prepare UHC- MF Dept Cost Cert		
96		Issuance of 8609 and TC-40TCAC			
97	12/15/2014		Sign & Return to UHC- MF Dept.		
98		Investor 2nd Installment			
99	1/1/2015		Prepare and submit to Owner/Investor		
100		Close-Out Meeting			
101	3/1/2015		Meeting with Owner		
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