



TOTAL TIME: 2.5 – 4.5 years

Concept Phase:

Typical Timeline: 6 months – 1 year

- Conduct outreach to community to develop support for supportive housing, identify concerns and recruit participation in the process.
- Develop an understanding of community and local government support/opposition, concerns/needs and then develop mechanisms to involve community and government in the development process from the earliest phase.
- Assess if group has sufficient interest, commitment and capacity to develop a project.
- Begin to build a core group.
- Visit and evaluate similar projects.
- Develop project vision and concept.
- Determine type of project, development or leased housing, potential locations, target occupants and supportive services to be provided.
- Develop preliminary estimates of costs; consider sources of financing and how the project might be managed.
- Decide whether to explore the concept further.
 - *Outcome: decision to create supportive housing through development of a new project or through a relationship with existing landlords.*

Predevelopment Phase: Feasibility Analysis – Development of units

Typical Timeline: 6 months – 1 year

- Evaluate prospective sites re: cost and availability, technical and environmental issues.
- Identify sources of pre-development funds.
- Conduct either formal market study and/or confirm assumptions re: demand.
- Identify governmental/regulatory requirements.
- Select project team and define scope of work for each member.
- Review development concept with potential occupants, community groups, management agents, and other stakeholders and modify as appropriate.
- Identify sources of financing for development, operations and services.
- Continue to refine scope of supportive services, if any.
- Negotiate tentative or conditional financing commitments.
- Test cost assumptions.
- Identify specific site.

- *Outcome: Substantial outreach to community with understanding of potential concerns, recruitment of community members willing to serve as project advocates, analysis of all assumptions regarding target population, site, operation pro forma, development pro forma, financial requirements, financing, team and roles, including suggested modifications for the concept to be feasible.*

Pre-development/lease-up Phase: Using existing units

Typical timeline: 3 - 6 months

- Identify monthly cost parameters and numbers of units to be assisted.
- Plan services to be provided.
- Identify and apply for funding for subsidies and services.
- Plan outreach to landlords.
- Recruit landlords.
- Negotiate lease agreements.
- Market units to target tenants.
- Begin assisting tenants in scattered site units.

Development Phase

Typical Timeline: 6 months – 1 year

- Ongoing consultation between project team and the community; ongoing outreach and recruitment of community advocates.
- Prepare and submit financing applications.
- Secure permanent financing commitment including contracts for subsidies.
- Acquire property.
- Secure construction financing.
- Solicit and review construction bids.
- Obtain planning approvals, environmental approvals, if required.
- Obtain building and other permits as required.
- Finalize scope of supportive services.
 - *Outcome: all elements of project made definite. Letters of commitment, contracts and loan documents binding all participants to the specific elements of the deal are put in place.*

Construction Phase

Typical Timeline: 9 months – 1 year

- Ongoing community outreach.
- Award construction contract.
- Initiate construction.
- Manage change orders.
- Negotiate certificate of substantial completion.

- Initiate tenant selection and lease-up, including outreach within the community.
- Manage construction close out.
- Conduct open house for community participants, press, etc.
 - *Outcome: completely built, leased/sold building, passing all inspections.*

Operation Phase

Typical Timeline: 3 months – 6 months

- Staff up.
- Occupy.
- Provide services.
- Operate.
- Continue communication with community.
 - *Outcome: effectively rented/sold project meeting financial and other project goals.*

TOTAL TIME: 2.5 – 4.5 years