

Midtown Park Resident Development Training Syllabus
May 22, 2012 Ver. 4

1. Overview of the process (April)
 - Briefly describe each phase of development
 - How does rehabilitation differ from new constructions?
 - What is our timeline and what are the key bench marks?
 - What are the important relationships in the process?
 - Outline need for a resident survey to establish a baseline.

2. Development Team (May)
 - Who is on the team?
 - What type of skills are we looking for on our team?
 - What are the Roles and responsibilities of the team members?
 - Team selection
 - What is the process?
 - What is the Human Rights Commission?
 - Why do we have to have a process?
 - Who and what skills should be on the selection panel?
 - What is an appropriate point system?

3. Goals and Priorities (June)
 - Review of May All Resident Meeting
 - Overview of timeline and process?
 - What are our goals for the development at the end of construction?
 - What is important to the process?
 - What is important to the board and residents?
 - What are our concerns about this process?

4. Scope of Work (July)
 - What is a scope of work?
 - What are the parts to determine scope of work?
 - Who else determines our scope of work?
 - How do our priorities and goals overlay on top of the scope of work?

5. Capital Budget (September)
 - What are the components of a budget?
 - What is a capital versus operations budget?
 - What are contingencies and capitalized reserves?

6. Financing (October)
 - What are the different types of financing bank loan, investor, grants soft and hard debt?
 - What will the lender require?
 - How much can we borrow?
 - How much will we have to repay each month?

7. Types of Ownership/Legal Structures (November)
 - What are the various types of ownership available to Midtown?
 - Co-op
 - Affordable rental housing
 - Hybrid model
 - How do the various types differ?
 - What does each offer and what do they not offer?
 - What are the responsibilities of each?
 - How do the ownership types address our priorities and goals?

8. Relocation (January)
 - Review of a sample survey
 - Review of a sample plan
 - Relationship of construction timing and relocation

9. Construction (February)
 - General requirements of the contractor
 - Safety and security
 - Jobs
 - Managing resident impact

10. Property Management (March)
 - Rules and grievances
 - On-going maintenance
 - New tenant application
 - Operations budget

At various points in the process, we will invite various professionals in the areas of finance, legal and property management to further discuss the area.

1. Co-Op Financing (January)

2. Summary of Certification and Possible Implications (February)

3. Relocation Policies (March)

4. Financing and Development Options (April)

5. Review of Feasibility Study and Recommendations (May)
 - a. Overview of physical building studies
 - b. Review of certifications and tenant profile at Midtown
 - c. Review of relocation policies
 - d. Review of financing and development options
 - e. Summary of Midtown recommendations