DOCUMENTS DELIVERY CHECKLIST

### PHASE I – MOU & Schematic Design

Form AVP-500135A

Rev. June 2017

###### MOU

* Project Description (existing conditions)
* Location Plan and Aerial Photo
* Owner’s Physical Needs Assessment
* Designer’s Physical Needs Assessment
* Project specific analysis of codes, ordinances and regulations
* Field Inspection reports
* Analysis of modernization alternatives (including partial or total demolition)
* Recommended Plan of Improvements
* Schematic construction cost estimates
* Vacancy Unit Report based on information obtained from the Owner
* Handicapped Unit Report based on information obtained from the Owner
* Preliminary Toxic Material Assessment
* Findings and Recommendations
* Documentation of Residents and Administration Official’s participation (including meeting minutes and list of attendees)
* Section 504 Compliance Assessment of existing conditions.
* Others

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##### Schematic Design

* Site plan(s)
* Schedule of building types, unit distribution and bedroom count
* Scale plan of all buildings, and typical dwelling units
* Building sections and elevations
* Outline technical specification
* Others

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