

# EXHIBIT B – UNIFORM INSTRUCTIONS FOR PREPARING A REHABILITATION PROPOSAL



## General Guidance:

Any rehabber interested in preparing a Rehabilitation Proposal for consideration by the Redevelopment Authority of the City of Lancaster (RACL) should carefully read these instructions.

<i><b>Your proposal should demonstrate...</b></i>	<i><b>Further Clarification</b></i>
1. An understanding of the property's blighted conditions and the necessary remediation work.	Rehabbers can refer to the Notice of Condemnation / List of Violations issued by the City of Lancaster's Bureau of Property Maintenance and Housing Inspections to understand the blighted conditions and code violations found at their property and to recognize what needs to be done to fix them.
2. A detailed scope of work addressing the blighted conditions and violations based on consultation and estimates from professional contractors.	Contractor estimates must be provided for the various stages of the work. Although the rehabber does not need to commit to any specific contractor or quote at the time of submitting their proposal, doing so is preferable as the RACL board may wish to hear their testimony when considering your proposal.
3. Rehabber's financial capability to fund the rehabilitation project.	This can include bank statements, letters of credit, loan notes or mortgage documentation among other suitable evidence.

## Steps for Preparing a Rehabilitation Proposal:

1. Read the general guidance above.
2. Review the Notice of Condemnation / List of Violations provided by the City of Lancaster's Bureau of Property Maintenance and Housing Inspections to understand what needs to be fixed at your property.
3. Request a "Rehabilitation Proposal Form" by contacting RACL at 717-723-2382 or by email at [tgilbertson@cityoflanasterpa.gov](mailto:tgilbertson@cityoflanasterpa.gov).
4. Receive quotes from contractors on the necessary work to be performed and, ideally, select your contractor(s). Make sure to retain copies of all quotes provided as well as any executed contracts.
5. Work with your contractor(s) to fill out the "Rehabilitation Proposal Form." Provide as much detail as possible to help RACL understand your proposal.
6. Submit the following by email to [tgilbertson@cityoflanasterpa.gov](mailto:tgilbertson@cityoflanasterpa.gov):
  - Completed "Rehabilitation Proposal Form;"
  - Contractor price quotes; and
  - Proof of financial capability to complete the project.