

## Appendix B-4

### SAMPLE STATEMENT OF WORK FOR CAPITAL IMPROVEMENTS PLAN

Hometown AFB, Wyoming

Date:

**1.0 GENERAL.** This Statement of Work (SOW) describes the requirement for a Capital Improvements Plan for Hometown AFB (HAFB), WY. The Capital Improvements Plan is a component of the comprehensive planning structure. Its purpose is to integrate the concepts and information from all other plans and studies and translate them into more specific, time phased development projects. It also contains the urban development elements of the comprehensive planning process, to include architectural and landscape design guidelines. The Capital Improvements Plan draws heavily on the other three component plans -- Composite Constraints and Opportunities, Infrastructure, and Land Use -- to develop sound project definitions and locations. Information from all four component plans is integrated and synthesized to produce the installation's General Plan.

**1.1 SOW CITE.** This work will be accomplished under Contract No. Fxxxxx-xx-x-xxxx, which has been initiated between HAFB and Contract AE for comprehensive planning services.

**1.2 PURPOSE.** AFPD 32-10 *Installations and Facilities*, requires installation commanders to "develop base comprehensive ...plans". AFI 32-7062, *Force Comprehensive Planning*, establishes the Capital Improvements Plan as a component of the base comprehensive plan and provides a brief description of its content. ~~Master~~ *Statement of Work for Preparation of Base Comprehensive Plans for Air Force Installations* (hereinafter referred to as the Air Force Master SOW) provides more detailed guidance on preparation of the element plans and studies which contribute to the Capital Improvements Plan. AFI 32-7062 and the Air Force Master SOW are both incorporated by reference into this SOW.

**2.0 SCOPE.** The contractor will produce a Capital Improvements Plan that provides detailed information in the form of text, maps, graphics, and photographs on the installation's physical development.

**2.1 PROJECT SCOPE.** Prepare a Capital Improvements Plan document and associated M-series maps. These will include short range and long range views of the installation's layout and its visual character. The Capital Improvements Plan provides the rationale for construction, demolition, and renovation projects based on condition and adequacy of the existing physical plant, future facility requirements, and quality of life issues. The Capital Improvements Plan also provides scope and cost for each project and, in the short range, its priority as established by the installation Facilities Board. Thus, it is the

most dynamic of all the component plans and requires frequent review and updating. As applicable, the following elements will be addressed and analyzed. Others should be added as appropriate.

**Capital Improvements**

Short range development  
Long range development  
Housing community plan  
Small area development plans  
Space use studies  
Demolition plan

**Urban Design**

Architectural compatibility  
Landscape development

**Quality of Life**

**2.2 BACKGROUND.** HAFB is an Air Force Space Command installation. The host organization is the 999th Missile Wing, whose mission is to “Defend America with the world’s most powerful combat ready ICBM force.” The installation has a collateral responsibility to develop plans, policies, and procedures that will ensure proper stewardship and management of valuable resources, including government owned or controlled land, facilities, and supporting infrastructure.

**2.3 REFERENCE INFORMATION.** The contractor’s work will be guided by this Statement of Work and the references listed below:

- Air Force Policy Directive 32-10, *Installations and Facilities*, 20 July 1994.**
- Air Force Policy Directive 32-70, *Environmental Quality*, 30 November 1993.**
- Air Force Instruction (AFI) 32-1020, *Planning and Design of Airfields*, 14 January 1994.**
- AFI 32-1021, *Planning and Programming of Facility Construction Projects*, May 94**
- AFI 32-1022, *Planning and Programming Nonappropriated Fund Facility Construction Projects*, July 94**
- AFI 32-1024, *Standard Facility Requirements*, May 94**
- AFI 32-1032, *Planning and Programming Real Property Maintenance Projects Using Appropriated Funds*, May 94**
- AFI 32-7062, *Air Force Comprehensive Planning*, 18 April 1994.**
- Air Force Center for Environmental Excellence, *Master Statement of Work for Preparation of Base Comprehensive Plans for Air Force Installations*, 18 August 1993.**
- Air Force Comprehensive Planning Guides:**
  - AICUZ Handbook***
  - Base Comprehensive Planning Approach and Process***
  - Architectural Compatibility***
  - Landscape Planning and Design***
  - Planning Airbases for Combat Effectiveness***
  - Long Range Facility Development/Short Range Capital Improvements Program***
  - Quality of Life Programs***
  - Area Development Planning***
  - Hush House Handbook***
  - Assessing Noise***

**3.0 SPECIFICATIONS.** Many of the factors to be addressed in the Capital Improvements Plan are documented in separate element plans and supporting studies, such as the HAFB Housing Community Plan, Facilities Excellence Plan, and various other plans, studies, maps, and reports. These are Government furnished materials and are listed in paragraph 3.4. The contractor will review these for content, currency, and accuracy, and will analyze each for its potential impact, positive or negative, on base development.

**3.0.1** In cases where existing documentation is incomplete or non-existent, the contractor will conduct sufficient research to provide a preliminary assessment of the situation. The report will acknowledge the preliminary nature of the assessment and will cite all sources used in its development. Specific recommendations should be made for the accomplishment of additional in-depth studies where needed.

**3.0.2** The contractor will conduct interviews with functional managers to solicit input for existing and future facility requirements. Additionally, the contractor will perform a visual survey of existing facilities to assess architectural compatibility, condition, and adequacy.

**3.0.3** The contractor will analyze constrained areas of the installation and identify those that may provide future opportunities. Consideration will be given to areas that are presently constrained (e.g., IRP sites), but which may be ideal locations for new facilities after they are cleaned up. Other potential opportunities would include areas to be redeveloped and sites of buildings programmed for demolition.

**3.0.4** Graphics will be used liberally to provide visual reference to facility development and transportation alternatives throughout the installation. Existing and future facility development and transportation plans, as well as architecture and landscape guidelines will be clearly illustrated.

**3.0.5** The contractor will produce (or update) the Map *MS*, *Short Range Development* and Map *M-3*, *Long Range Development Plan* in accordance with the Master SOW. These will be produced using the existing Hometown AFB Map C-1, to be provided as Government furnished material, as a base. Map overlay line work, symbology, and topology will be as prescribed in the *Tri-Service Spatial Data Standards* also incorporated by reference into this Statement of Work.. Existing Map *AK*, *Architectural Compatibility*, and Map *L*, *Landscape Development* also to be provided by the Government, will be reviewed by the contractor for currency and accuracy, and may be used as sources of graphic data. Deviations from the *Tri-Service Spatial Data Standards* may be made to create meaningful and attractive report graphics. However, the integrity of the original Map electronic files shall be maintained.

**3.0.6** The contractor will interview key installation personnel as well as appropriate Federal, State, regional, and local agencies to obtain the most current information available. Information contained in the Capital Improvements Plan will be current as of the date of the Government's review comments on the 65% submittal.

**3.0.7** No classified information will be included in this report, nor will the contractor require access to classified material to perform under this delivery order.

**3.1 TECHNICAL REQUIREMENTS.** The final plan documents will be 8 1/2" x 11" format with 11" x 17" foldout pages as necessary to accommodate graphics. They will be bound in 3-ring binders which have pockets for cover and spine inserts. Cover and spine inserts will be attractively designed and will be printed in color. They shall contain one or more colored photos or graphics and the following information:

**CAPITAL IMPROVEMENTS PLAN  
HOMETOWN AFB, WYOMING  
DATE**

In addition to graphics, color and/or high contrast black and white photographs will be used as appropriate to illustrate the subject matter. These will be well composed, avoiding background and foreground distractions (clutter, trash, unsightly vehicles, etc.). Color or black/white photocopy reproduction will be used for all submittals as specified in paragraph 5.1. The text shall be prepared in Microsoft Word for Windows, v. 6.x. Maps/graphics will be prepared in AutoCAD, release 12 or better. Photographs and graphics will be digitized or scanned and will be integrated or linked to the text portions of the document. All photographs and graphic images will be in digital format and contained/stored on a CD-ROM. It is essential that the final product can be easily updated and reprinted by the Government. The contractor shall demonstrate operability of the electronic files on the installation's target system at the 65% submittal. All electronic files will be delivered to the Government at the conclusion of the contract.

**3.1.1 M-series Maps** will be produced in AutoCAD, release 12 following the technical guidance contained in the Tri-Service Spatial Data Standards and in the Air Force Master SOW. The Maps will be produced at a scale of 1" = 400' and will be plotted as standard 30" x 42" map sheets. Interim submittals shall consist of blue-line checkplots; however the final submittal will be plotted on mylar with the background information screened. Additionally, the contractor will deliver the final digital mapping files in AutoCAD.DWG format.

**3.1.2** The final report will be gathered, collated, drilled (3/8 inch), and inserted into a three ring binder. Cover and spine inserts will be printed in color on cover stock and will be placed into the cover and spine before delivery. Plastic comb binding may be used for interim submittals of the report. Heavy stock paper will be used as tabbed section or chapter dividers.

**3.2 CONTRACTOR TASKS.**

**3.2.1 Task 1:** The contractor will inventory and assess the existing facilities on HAFB. This will require visual survey, review of real property records and the current Commander's Facility Assessment, interviews with functional managers, and review of existing studies and plans. Buildings will be assessed in terms of adequacy, utility, and condition. Condition assessments will be general in nature. Detailed structural, electrical, and mechanical engineering evaluations are not required. The deliverable will be the "Existing Facilities" section of the narrative report.

**3.2.2 Task 2: The contractor will identify the existing and future facility requirements based on existing programming documents and any additional requirements identified in the findings from Task 1. The contractor will ensure that alternatives to new construction are considered for meeting the identified requirements. This will require review of space use studies, integration with the Land Use Plan, and interviews with base development personnel. The deliverable will be the “Needs and Alternatives” section of the narrative report.**

**3.2.3 Task 3: The contractor will develop a demolition plan based on existing plans and studies, and the findings from Task 1. This will include a time phased, prioritized list of facilities to be demolished, primarily in the short range (six year) time frame, but also beyond the current Multi-year Defense Plan. Special consideration will be given to buildings nominated or which could potentially be nominated to the National Register of Historic Places. The deliverable will be the “Demolition Plan” section of the narrative report. Buildings and structures identified for demolition will also be annotated on the Map M-2, Short Range Development and Map M-3, Long Range Development Plan.**

**3.2.4 Task 4: The contractor will produce a short range (six year) development plan based on the results from Tasks 1-3. This will require review of existing plans, studies, and programming documents. It will also require consultation with Base Development and Resources personnel, and integration with the Land Use, Composite Constraints and Opportunities, and Infrastructure component plans. The deliverables will be the “Short Range Development Plan” section of the narrative report and production of Map M-2, Short Range Development.**

**3.2.5 Task 5: The contractor will produce a long range (7-15 years) development plan based on the results from Tasks 1-4. This will require review of existing plans, studies, and programming documents. It will also require consultation with Base Development and Resources personnel, and integration with the Land Use, Composite Constraints and Opportunities, and Infrastructure component plans. The deliverables will be the “Long Range Development Plan” section of the narrative report and production of Map M-3, Long Range Development Plan.**

**3.2.6 Task 6: The contractor will survey and assess the existing architectural characteristics of the installation and will provide guidelines for achieving compatibility in future designs. This will require visual survey, review of existing base-wide or small area development plans, and consultation with Base Development personnel. Individual architectural character areas will be described and defined as appropriate. Assessment of existing conditions will focus on the positive elements of architectural design; however, the contractor will identify areas that need improvement and provide recommended design concepts. The deliverable will be the “Architectural Compatibility” section of the narrative report.**

**3.2.7 Task 7: The contractor will survey and assess the existing landscaping on HAFB and present concepts and guidelines for future development. This effort will be based primarily on the installation’s Landscape Development Plan, visual survey, and interviews with grounds maintenance personnel. Successful landscape treatments will be highlighted; however, areas that need improvement will also be identified and**

appropriate landscaping solutions will be recommended. The deliverable will be the “Landscape Development” section of the narrative report.

**3.2.8 Task 8:** The contractor will provide a conceptual pre-design plan for redevelopment of the (Community Center, Base Headquarters, Riverfront Park, etc.) area. This will be a focused development plan that includes conceptual facility layouts, infrastructure requirements, solutions to circulation and parking requirements, architectural character, and landscaping guidelines. Graphics, to include renderings, will be used liberally to illustrate the concepts presented in the plan. The area development plan will be consistent with the planning elements contained in the Land Use, Infrastructure, and Composite Constraints and Opportunities component plans. The deliverable will be the “Area Development Plan” section of the narrative report.

**3.2.9 Task 9:** The contractor will describe and assess the housing areas on HAFB. The contractor will provide recommendations for future development, based primarily on the existing Housing Community Plan. However, the plan should be reviewed for currency and adequacy, particularly as it applies to the 24 new units which have recently been constructed. The contractor will perform a visual survey of the housing areas (exteriors only) and will consult with housing management, maintenance, and Base Development personnel in this effort. The deliverable will be the “Housing Community Plan” section of the narrative report.

**3.2.10 Task 10:** The contractor will assess the overall quality of life (QOL) on HAFB. Positive aspects of QOL will be inventoried and documented along with opportunities for improvement. The contractor will review the planning goals and objectives and will relate the future development initiatives in Tasks 1-9 to improved quality of life. The deliverable will be the “Quality of Life” section of the narrative report.

**3.3 SITE LOCATION.** Hometown AFB is located 23 miles north of Windville, WY, and consists of 2,456 acres. In addition the 999th Missile Wing is responsible for 45 remotely located launch facilities which comprise another 150 acres. These remote sites are not included in this plan. Major organizations to be included in the study are the Hq 999th Missile Wing, and the Headquarters and subordinate units of the 999th Operations Group, 999th Support Group, 999th Logistics Group, and the 999th Medical Group. Additionally, the contractor will interview major tenant units which include the 111th Air Refueling Group; Detachment 55, Air Force Materiel Command; AAFES; and AFCOMS.

**3.4 GOVERNMENT FURNISHED MATERIALS.** In addition to the references listed in paragraph 2.3 above, the government will provide the following materials:

- Hometown AFB Comprehensive Plan, dated June 1986
- HAFB Housing Community Plan, dated July 1992
- HAFB Vision 2000 brochure, dated November 1993
- HAFB Space Use Study, dated October 1991
- HAFB Landscape Development Plan, dated February 1993
- HAFB Facilities Excellence Plan, dated March 1991
- HAFB Constraints and Opportunities Plan, dated January 1996
- HAFB Land Use Plan, dated November 1995
- HAFB Infrastructure Plan, dated September, 1995

**Digitized maps in AutoCAD r.12 format:**

- Map C-1, Base Layout - revised 28 Feb 96**
- Map D-1, Existing Land Use, dated November 1995**
- Map D-1.1, Future Land Use, dated November 1995**
- Map D-6, Composite Constraints and Opportunities, dated January 1996**
- Map K, Architectural Compatibility, revised March 1991**
- Map L, Landscape Development, revised February 1993**
- Map M-2 Short Range Development Plan, dated June 1986**
- Map M-3, Long Range Development Plan, dated June 1986**

**4.0 QUALITY ASSURANCE.** The government expects that the final products will be thorough, professional, high quality, well written, and visually attractive. The contractor will be bound by the contents of this statement of work. Any deviations, including those recommended by the government during the production and review process, must be approved by the contracting officer.

**4.1 REPORTS AND DELIVERABLES.** The contractor will provide a monthly status report to the installation Point of Contact and the Contracting Officer, It will summarize significant activities during the reporting month, progress to date, any problem areas, or other issues that need attention. The report will also explain and support the contractor's invoice for progress payment.

**4.2 All deliverables will be submitted in the number of copies and to the offices specified below. The contractor will forward a copy of the transmittal letter for each submittal to the contracting office. All deliveries will be made by express mail or the equivalent.**

**4.2.1 The first submittal will be at the 35% stage. It will include draft copies of the narrative report, drafts or sketches of report graphics, and one set of proofs of proposed photographs. Graphics and photographs need not be integrated with the text at this point. Sketches or drafts of alternative cover designs and layouts will be presented. Additionally, draft blue-line prints of M-2 and M-3 Maps will be submitted for review. This submittal shall be made 60 calendar days following the Kick-off meeting. The Government review period will be 15 days which includes an on-board review at the installation. It is intended that all Government review comments will be provided the contractor at the on-board review meeting. This submittal is to review the Capital Improvements Plan for broad direction, focus, format, and general content.**

**4.2.2 The second submittal will be made at the 65% stage. It will consist of the final draft narrative report with the selected cover design and with report graphics and photographs in final form and inserted into the text document. Preliminary blue-line prints of Maps will also be submitted for review. This submittal shall be made 60 days after receipt of Government comments on the 35% submittal. The Government review period will be 15 days which includes an on-board review at the installation. It is intended that all Government review comments will be provided the contractor at the on-board review meeting. This submittal will firmly set the direction, content, and format for the final report. The end of the Government review period will be the cut-off date for incorporating new information or providing major redirection to the contractor.**

4.2.3 The third submittal will be made at the 90% stage and will incorporate all approved Government review comments from the 65% submittal. It will consist of the pre-final narrative report with print-ready cover and spine inserts, graphics, and photographs. Pre-final blue-line prints of M-2 and M-3 Maps will also be submitted. This submittal will be made 45 days following receipt of Government review comments on the 65% submittal. The government review period will be 15 days. At the conclusion of the review period, Government comments will be faxed or express-mailed to the contractor for inclusion in the final document and map. This submittal is intended to be the final review before printing of the report and plotting of the M-series Maps. Only minor editorial or content changes should be made at this point. Upon incorporation of these comments the contractor will proceed with printing and plotting the final documents.

4.2.4 The fourth and final submittal will be made 30 days after receipt of Government review comments on the 90% submittal. The contractor will deliver the final Capital Improvements Plan report, mylar plots of M-2 and M-3 Maps, AutoCAD files containing the report graphics and Maps, and Microsoft Word 6.0 files containing the narrative text, and a CD-ROM containing the report photographs. (Alternatively, all report products, including the text, graphics, and photographs, can be delivered on CD-ROM.

4.2.5 All deliverables will be submitted in the number of copies and to the offices specified in paragraph 8.0. The contractor will forward a copy of the transmittal letter for each submittal to the contracting office. All deliveries will be made by express mail or the equivalent.

5.0 PROJECT SCHEDULE. The total number of calendar days allowed for completion of this contract is 245 calendar days, to include time for printing and delivery to the installation. Review time for each submittal includes transmission of documents both ways and travel for conference both ways. The contractor shall immediately advise the contracting office of any circumstances that would affect completion of this delivery order within the time specified.

<u>EVENT</u>	<u>DAYS FROM NTP</u>	<u>CALENDAR DATE</u>
1. Notice to Proceed (NTP)	0	
2. Kick-off Meeting	5	
3. 35% Complete Submittal	65	
4. Government Review	80	
5. 65% Complete Submittal	140	
6. Government Review	155	
7. 90% Complete Submittal	200	
8. Government Review	215	
9. Final Submittal	245	

#### 5.1 DELIVERABLES.

<u>SUBMITTAL</u>	<u>DELIVERABLES</u>	<u>TO</u>
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<b>35% Complete</b>	<b>5 color photocopies of report 5 monochrome photocopies 5 blueline prints of Maps</b>	<b>Installation</b>
<b>65% Complete</b>	<b>5 color photocopies of report 5 monochrome photocopies 5 blueline prints of Maps</b>	<b>Installation</b>
<b>90% Complete</b>	<b>5 color photocopies of report 5 blueline prints of Maps Original copy of print-ready text, graphics, artwork, photographs</b>	<b>Installation (Optionally, may be reviewed at contractor's office)</b>
<b>Final Submittal</b>	<b>25 color photocopies (or offset printed copies) of report 1 Set 3½" computer disks with narrative in Microsoft Word 1 Set 3½ disks (or data tape) of AutoCAD graphics files and .DWG Map files Original photo prints or slides and 1 CD-ROM with digitized photographs All other original materials and artwork 1 set blueline prints of Maps 1 set mylar laser plots of Maps 5 color photocopies (or offset MAJCOM printed copies) of report 2 blueline prints of Maps</b>	<b>Installation</b>

**5.2 VISITS AND MEETINGS.** The contractor will attend a kick-off meeting and all review meetings at the installation. The installation Point of Contact will schedule and provide space for all required meetings.

**5.2.1**

**6.0 SECURITY. 7.0 SUBMITTALS, REVIEWS, AND MEETINGS.**

**7.1 KICK-OFF MEETING.** A kick-off meeting will be held at HAFB within 5 working days of Notice to Proceed. The purposes of this meeting are to:

- a. Review the project statement of work and ensure mutual understanding of the work, the schedule, and the deliverables;
- b. Introduce the Government and contractor personnel associated with the project;
- c. Present the contractor's plan for accomplishing the work;

- d. Identify any special requirements for interviews, documents, or other information; and
- e. Provide the contractor all Government-furnished materials needed to perform the work.

**6.0 GOVERNMENT POINTS OF CONTACT.** The following are the government points of contact for this delivery order:

**Contracting Officer**

**Name:**  
**Address:**  
**Telephone:**  
**Fax:**

**Technical Point of Contact:**

**Name:**  
**Address:**  
**Telephone:**  
**Fax:**

**Paying Office:**

**Organization and Office Symbol:**  
**Address:**  
**Telephone:**  
**Fax:**

Appendix A

**CAPITAL IMPROVEMENTS PLAN**

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