

February 11, 2011

**RE: Supportive Housing Loan Program**

Dear Sponsor,

Thank you for your interest in the Supportive Housing Loan Program. The SHLP provides loans to not-for-profit corporations to develop permanent housing for homeless, disabled individuals as well as persons with incomes up to 60% of the Area Median Income.

The SHLP accepts proposals throughout the year on a rolling basis. Our typical development process begins with a project summary letter that outlines the project and includes information about the sponsor, the site, the population served, and the proposed financing.

Please find enclosed:

- List of Submission Exhibits
- Term Sheet
- Supportive Housing Loan Program FAQ
- Development Guidelines outlining eligible costs
- Design Guidelines & Design submission requirements

These are guidelines only and there may be additional information required. Please note that approval of a proposal or application does not constitute a commitment on the part of the City or the Agency to provide funding through the Supportive Housing Loan Program. All projects are subject to final review and approval of the Commissioner of the Agency. Project funding is further subject to the availability of City, State and Federal funds.

Submissions should be sent to:

Raymond Hodges, Deputy Director for Planning  
HPD Division of Special Needs Housing  
100 Gold Street Room 9C-3  
New York, NY 10038  
Email: [hodgesr@hpd.nyc.gov](mailto:hodgesr@hpd.nyc.gov), Tel: (212) 863-6036, Fax: (212) 863-6488

I look forward to receiving your proposal. Please do not hesitate to contact me with questions.

Sincerely Yours,

Raymond Hodges  
Deputy Director for Planning

## HPD Supportive Housing Loan Program Term Sheet

*The HPD Supportive Housing Loan Program makes loans to non-profit sponsors to develop permanent housing with on-site supportive services. The loan amount may be up to \$125,000 per unit and the Division of Special Needs Housing will work with sponsors to secure gap financing, usually through Low Income Housing Tax Credits. Loans have a 30 year term and neither principal nor interest is repaid if the sponsor complies with the terms of a regulatory agreement requiring that the property be used for housing for low income homeless, disabled tenants for 30 years. For projects funded with Low Income Housing Tax Credits (LIHTC), loans will be structured to comply with LIHTC regulations. All units must be affordable to persons earning 60% or less of Area Median Income. Projects may be new construction or rehab, on city-owned or privately owned land; acquisition costs up to appraised value are covered by the loan.*

**Eligible Borrowers:** Not-for-profit organizations.

The non-profit sponsor will form an Article XI Housing Development Fund Corporation (HDFC) and a Limited Partnership in cases where the project is also funded by Low Income Housing Tax Credits.

**Term, Rate:** Construction loan that converts to a 30-year permanent loan. Interest rates vary by project. A typical loan is 1% accrued.

**Repayment:** Sponsor signs a regulatory agreement that the property will be used affordable housing for homeless and disabled tenants for 30 years. The sponsor is required to comply with the terms of the regulatory agreement and the loan is not repaid if those conditions are met. For projects funded with LIHTC, loans will be structured to comply with LIHTC regulations.

**Loan Amount:** Up to \$125,000 per unit. The Division of Special Needs Housing will provide technical assistance in applying for gap financing from the Low Income Housing Tax Credit Program (LIHTC) or other sources.

**Design:** A typical project consists of studio apartments. Projects are filed as Nonprofit with Sleeping Accommodations (Community Facility Use Group 3). Design guidelines and sample apartment layouts are available. Rehab projects are also eligible and will be evaluated on a case-by-case basis. Projects that are a minimum of 50 units are preferred.



- Eligible Tenants:** 100% of apartments must be for tenants earning less than 60% of Area Median Income. 60% of apartments must be for homeless and disabled tenants referred by City agencies such as the Department of Homeless Services, the Department of Health and Mental Hygiene, or the HIV/AIDS Services Administration. 40% of apartments can be for New Yorkers earning low incomes.
- Social Services:** Social Services Contracts are typically obtained from the Department of Homeless Services, HIV/AIDS Services Administration, or the Department of Health and Mental Hygiene. New sponsors: Please submit a proposal to the NYNY3 RFP with DHMH or HASA to ensure that you qualify for a contract before looking for sites and working with HPD.
- Eligible Costs:** Acquisition, Construction, professional fees and other soft costs. Projects that apply for tax credits may use equity to create operating and social service reserve accounts to enhance ongoing project feasibility.
- Developer Fee:** \$7,500 per unit for the first 100 units, and \$2,500 per unit thereafter, up to a maximum of \$1,000,000

**Proposals are accepted on an ongoing basis.  
For more information please contact:**

Raymond Hodges, Deputy Director for Planning  
HPD Supportive Housing Loan Program  
100 Gold Street, Room 9-C3  
New York, NY 10038  
Phone (212) 863-6036  
Fax (212) 863-6488  
Email: [hodgesr@hpd.nyc.gov](mailto:hodgesr@hpd.nyc.gov)



## SUPPORTIVE HOUSING LOAN PROGRAM LIST OF EXHIBITS

Thank you for your interest in the Supportive Housing Loan Program. The SHLP provides loans to not-for-profit corporations to develop permanent housing for homeless, disabled individuals including persons with histories of substance abuse, persons with mental illness, and persons with HIV/AIDS. Please remember that these are guidelines only and additional information will be required.

### STAGE 1:

**Project Summary Letter** that includes:

**Developer Information** (for new developers):

- Financial information (2 years most recent financial statements)
- List of Board members including home addresses and bios
- Minutes of the last three board meetings
- Key staff that will be assigned to the project & contact information
- Description of agency activities including past development projects and supportive housing projects
- List of Sponsor's previous HPD projects
- List of Sponsor's contracts from other city agencies
- Pre-qualification letter from DHMH or HASA indicating ability to receive a NYNY3 contract for social services. Please go to [noc.gov](http://noc.gov) for information about social service contracts through city agencies.

**Site Information:**

- Gross square footage of the site
- Building feasibility analysis (gross square footage of the proposed building, number of units, number of stories, etc.)
- Current use of the site
- Zoning
- Site control information, current ownership, public or privately-owned site
- Block & lot number
- Map of site
- Acquisition Cost (asking price and appraised value if available)

**Project Information:**

- Population to be served
- Social services & other operating funding,
- Other projected sources of development funding
- Projected pre-development & acquisition funding
- Information about community outreach undertaken or proposed



# SUPPORTIVE HOUSING LOAN PROGRAM

## LIST OF EXHIBITS

### STAGE 2:

#### **Community Support:**

- Letter of support from Community Board or any other elected officials.  
Please discuss project with Supportive Housing Loan Program staff prior to presenting at a community board.

#### **Design:**

- 3 Copies of Schematic Drawings, 1/4" scale, including site plan, typical floor plan, first floor plan, basement plan, & elevations. Include demolition plan if the project involved rehabilitation of an existing building. (Please refer to SHLP design guidelines and submission requirements.)
- Plan for geotechnical site investigation. (Results must be submitted by time of second schematic submission.)
- Outline specifications/scope of work (Please find sample scope of work attached)
- Zoning Calculations

#### **Site Control:**

- Evidence of Site control in the form of a Deed, Sales Contract or Option Agreement
- Third-Party Site Appraisal (please contact SHLP staff prior to commissioning an appraisal)

#### **Budget:**

- Development & Operating Budgets (please refer to SHLP Development Guidelines)



**SUPPORTIVE HOUSING LOAN PROGRAM  
DEVELOPMENT GUIDELINES**

Acquisition	The appraised “as is” market value of the property or less.
Construction Cost	Total GC (general contractor) price approved by HPD. Price includes general conditions, applicable labor costs, overhead, profit, asbestos removal, DOB fees, performance and payment bonds, or letter of credit, sales tax, insurance and other requirements of the construction contract.
Architect Fee (Design And Supervision)	A maximum of 7.5% of HPD construction cost estimate excluding contingency. Fee is divided as follows: 4.5% for design 3% for construction supervision. Architect’s contract must be in HPD format and approved by HPD prior to execution.
Legal Fees	Maximum of \$50,000 per project (Legal fees for syndication related costs are listed separately).
Land Survey	\$1,200 per building
Appraisal	\$5,000 per site
Environmental Survey	Maximum of \$5,000
Consultant	\$20,000 maximum per project. For LIHTC project consultant, an additional \$10,000. Extra fees allowable: \$10,000 for HHAP application and grant execution; \$5000 for AHP application and grant execution.
Tax Exemption Filing fee	For projects funded using LIHTC, sponsors should apply for a 420(c) tax exemption, calculated at \$100 for the initial application and \$80 per A unit and \$60 per B unit for final processing. For projects without LIHTC, project should apply for a 420(a) exemption.
Real Estate Taxes	Actual from CityNet up to the date the regulatory agreement is signed (effective date of 420c exemption). Please note that commercial space is <u>not</u> tax exempt under 420(c) or 420(a).
Water/Sewer	Actual from CityNet. Vacant land and buildings may be exempt through construction period.
Title Insurance and Recording Costs	.006% of mortgage, plus .002% of TDC plus another \$5,000 for continuations and recording costs.
Leasing/Marketing	\$9,000 per project plus \$300 per unit. For PWA projects, HASA operating contracts should pay for start up. Consequently, no marketing funds are capitalized in the development budget of projects with HASA contracts.



Lease-Up/Start-up/ Rent-up Expenses	\$2,400 per unit, or sufficient funds to cover operating deficits during first 6 months while leasing up and waiting rental assistance payments. For the first month, funds are advanced based on a projected revenue and expense statement. Thereafter, actual revenue and expense statements required.
NY Transfer Tax	Projects are exempt from City Transfer tax when property is purchased by a not-for-profit. If a subsequent transfer occurs between HDFC and L.P., then state transfer tax is incurred. Calculation: .004% of HPD mortgage.
Construction Period Insurance	\$15/\$1,000 of replacement value (value of construction) for 18 month construction period.
Furniture and Fixtures	\$2,100 per unit for PWA projects; \$1,500 per unit for other projects.
Developer Fee	If LIHTC project, \$7,500 per unit for the first 100 units and \$2,500 thereafter, up to a maximum of \$1,000,000. For non-LIHTC projects; \$5,000 for the first 75 units. Sponsors are strongly encouraged to apply for tax credits.
Working Capital	For occupied buildings, the difference between rental income and M&O expenses during construction.
Relocation Costs	Cost of apartment preparation, moving of phone lines, and other moving expenses. In some instances HUD relocation payments may apply. Allow \$3,000 per residential DU; up to \$10,000 for commercial units.

### Costs Incurred for projects with Low Income Housing Tax Credits (LIHTC)

Operating Reserve	As determined by cash flow projections so that project breaks even after 15 years. Amount approved by HPD in the range of \$5,000-\$7000 per DU.
Social Services	An amount approved by HPD but not more than \$5,000 per unit.
Syndication Legal Costs	\$25,000 per project (includes sponsor and syndicator's legal fees).
Commitment Fee	1% of HPD mortgage (for LIHTC projects only).
Partnership Publication Fee	\$2,000 per project.
Partnership Management Fee	\$10,000 per project.
Cost Certification	\$12,000 per project.



**SUPPORTIVE HOUSING LOAN PROGRAM  
ANNUAL MAINTENANCE AND OPERATING (M&O) GUIDELINES**

Supplies/Cleaning/ Exterminating	\$200 per unit
Heating Fuel	\$0.90 per square foot based on gross building square footage).
Gas/Electric (master meter)	\$.90 per square foot.
Repairs and Repair Contracts	\$250 per unit.
Legal and Auditing	\$90 per unit but not less than \$4,500 (If syndicated, \$10,000)
Painting/Decorating	\$35 per unit and \$120 per public hallway.
Maintenance Salaries	\$25,000 per F/T superintendent, \$18,000 per F/T porter and \$18,000 per F/T handyman including fringe benefits. One porter added for each 40 units over initial 40 units until 120 units; thereafter 1 porter added for additional 80 units. One handyman added for first 100 units with 1 additional handyman added for each 70 units thereafter. Maintain an average porter/handyman to unit ratio of approximately 1:35.
Security	24 hour security at \$8 per hour. If building is larger than 150 units, assume 2 person coverage.
Elevator	\$4,200 per cab.
Management Fee	8% of effective gross income.
Water & Sewer	\$300 per unit.
Fire/Liability insurance	\$.90 per \$100 of total Mortgage(s).
Replacement Reserve	\$250 per unit or 2% of annual income
Real Estate Taxes	Should be \$0 due to 420c or 420a.
Servicing Fee	Servicing fee with HDC is .25% of HPD mortgage
HVAC & Fire System Maintenance Contracts	\$3,000 per year if applicable



## **HPD SUPPORTIVE HOUSING LOAN PROGRAM**

The goal of the Supportive Housing Loan Program is making permanent housing with on-site services available to the City's homeless single adult population, including those with special needs such as the mentally ill and persons living with HIV/AIDS. This goal is accomplished by funding the construction of new supportive housing projects providing studio apartments, as well as the preservation of the City's existing SRO housing stock as supportive housing.

### **FUNDING**

#### *DEVELOPMENT FUNDING:*

Qualified not-for-profit organizations can obtain funding through the Supportive Housing Loan Program to acquire and develop sites to provide studio apartments for single adults. Funding is available in the form of a loan from HPD, which is made to a Housing Development Fund Corporation (HDFC) pursuant to Article XI of the New York State Private Housing Finance Law. The not-for-profit sponsor is not required to provide any equity. The amount of the loan may not exceed \$125,000/unit.

The term of the loan is thirty (30) years with interest generally at the rate of one (1) percent a year. Payment of this debt service is contingent upon the availability of adequate project subsidies and income to cover this expense and may be accrued. Payment of principal is due in the form of a balloon payment at the end of the loan's term. Assuming the HDFC has complied with all the program's requirements, the provisions of Article XI permit HPD to forgive the payment of principal over the last five years of the loan (years 26 through 30), leaving the property free of any debt. For projects funded with Low Income Housing Tax Credits (LIHTC), loans will be structured to comply with LIHTC regulations.

The sponsor is also required to enter into a Regulatory Agreement with HPD that describes the program's restrictions and requirements governing the ownership and occupancy of the project. The term of the Regulatory Agreement is thirty (30) years, concurrent with the mortgage.

HPD uses a variety of funds for this program, including City Capital funds and federal funds provided through the HOME Program and the Housing for Persons with AIDS (HOPWA) Program.

#### *PRE-DEVELOPMENT FUNDING:*

Once the project is approved by HPD, seed loans are available from various organizations to pay for pre-development costs such as architectural services, legal fees, housing and development consultants, environmental testing and other costs. The seed loan may also be used to secure purchase options to acquire the property. The Corporation for Supportive Housing often provides seed loans to supportive housing projects.

#### *ACQUISITION FUNDING:*

Funding from the Supportive Housing Loan Program can be used to cover acquisition costs. The purchase price must be acceptable to HPD, based on an independent appraisal. Acquisition financing from HPD must be supported by the property's value based on an amount not to exceed the appraised value. Due to the fact that the HPD mortgage generally does not close until construction closing, many sponsors secure an acquisition loan from a different lender. This loan is then taken out by the Supportive Housing Loan Program at the construction closing. Loans to purchase property may be available through the New York Acquisition Fund.



HPD has virtually no City-owned property available in its portfolio. SHLP sponsors are expected to purchase property on the private market with the help of intermediary acquisition lenders to develop supportive housing. HPD does not in general have City-owned sites available to sell to SHLP sponsors.

#### *SOCIAL SERVICE FUNDING:*

City funds are available to provide supportive services such as counseling, entitlement assistance, meal programs and job training. The Supportive Housing Loan Program staff work closely with other City agencies that provide funding for such services.

Subsidies for social services and operations may be available to qualified groups through the New York/New York III agreement. In November 2005 Mayor Bloomberg and Governor Pataki announced the New York/New York III Supportive Housing agreement (“NY/NY III”), a memorandum of understanding between the city and the state to develop 9,000 new units of supportive housing over ten years. Projects receiving development funding from the Supportive Housing Loan Program must provide housing for a NY/NY III eligible population and apply to the NYC Department of Health and Mental Hygiene (DHMH) or the HIV/AIDS Services Administration (HASA) for a social services/operating subsidy. These contracts are available to qualified sponsors participating in the Supportive Housing Loan Program, subject to the budgetary constraints and procurement procedures of the funding agency. Prior to looking for development sites and working with HPD on capital financing, new sponsors interested in the supportive housing loan program should respond to an available NY/NY III RFQ. HPD works closely with all the agencies and sponsors involved to ensure that funding is available and application deadlines are met.

#### *RENTAL SUBSIDIES:*

HPD will work with sponsors to obtain rental assistance for eligible tenants in Supportive Housing Loan Program projects. Potential sources of subsidy include HUD McKinney grants through the SRO Moderate Rehabilitation Program or the Shelter Plus Care Program, or Section 8. NY/NY III contracts may also include a rental assistance component.

#### *LOW INCOME HOUSING TAX CREDITS (LIHTC):*

The staff of the Supportive Housing Loan Program will help project sponsors obtain additional funds through the LIHTC program. The Supportive Housing Loan Program projects rely on equity generated through the LIHTC program to provide development expenses and operating reserves.

### **BASIC PROGRAM REQUIREMENTS**

The not-for-profit sponsor is responsible for the development, management and operation of the project. The basic program requirements are described below:

- *Site Selection and Pre-Development*

The not-for-profit sponsor is responsible for the identification of a site. Please note that City-owned sites are extremely scarce and are no longer readily available for supportive housing projects. Sites should be large enough to provide for economies of scale for maintenance and operation. A 50 unit project is typically the minimum size for an efficient project.

To evaluate the development potential of a site for supportive housing:



1. Determine potential buildable area of the project: multiply the square footage of the lot by the floor area ratio (FAR) for the applicable zoning district. The FAR for supportive housing projects is set in the zoning text at 24-111 ZR as follows: R5 = 1.25, R6 = 2.43, R7 = 3.44, R8 = 6.02. Thus, for a 100ft x 100 ft. site in an R6 zone, the potential buildable area would be 24,300 (10,000 x 2.43).
2. Determine potential number of units: divide the buildable area by 580. 580 represents the recommended gross square feet per unit for a supportive housing project. Gross square feet per unit is the square footage of the typical studio unit (~330/sf) plus allocable common space, program space, hallways and circulation area.
3. Determine acquisition and development costs per unit and per FAR. Divide the total acquisition price and total development costs by the number of units and the buildable area (FAR) of the site. Include this information in the initial proposal letter to HPD SHLP.

In addition to identifying an acceptable site, the sponsor is responsible for negotiating the proposed purchase price with the owner, obtaining acquisition financing, and assembling a development team including architects, development consultants, attorneys and other professional services.

- *Community Support*

The sponsor should obtain a letter of support for the project from the community board in which the project will be located. Before approaching the community board, sponsors should discuss the project with staff at HPD SHLP. HPD can provide guidance on presenting the project to the community. The sponsor should work with local elected officials, and community board officials to educate the community and alleviate any concerns before presenting the project to the community board. After a period of time spent working with the community, the vast majority of projects are able to secure a letter of support.

- *Schematic Review*

The sponsor must work with an architect to develop a set of schematic designs that must be reviewed and approved by HPD's Bureau of Design Review. Design guidelines for supportive housing projects are attached to this package, and can also be found on the HPD website at [www.nyc.gov/hpd](http://www.nyc.gov/hpd). To find design guidelines look under [Architects/Engineers - Design Guidelines](#).

- *Construction Documents*

After the project receives initial design approval, the sponsor's architect is responsible for the preparation of construction documents, which also must be approved by HPD's Division of Architecture and Engineering (DAE). Bid documents must be prepared and the sponsor must select the lowest responsive bid from a list of qualified general contractors. Supportive Housing Loan Program staff will assist the sponsor in this work and must approve the selection of the general contractor. Using HPD's contract documents, the sponsor enters into a construction contract with the general contractor.

The sponsor's architect is responsible for construction oversight in conjunction HPD inspectors who evaluate quality of work and compliance with the construction contract. All vouchers for payments are reviewed and approved by HPD.

- *Providing On-Site Services*

During the pre-development phase, the not-for-profit sponsor must identify the social service funding for the project. The sponsor is responsible for meeting RFP deadlines for social services contracts. Sponsors should respond to the DHMH High Need or NY/NY3 RFQs for social services contracts. HPD will work with the sponsor and agencies involved to coordinate funding and program schedules.



- *Rent-up and Management*

The sponsor must agree to a tenant referral protocol that is included in the Regulatory Agreement. The Supportive Housing Loan Program requires that a minimum of sixty percent (60%) of the units are made available to single adults selected from the city's shelter system. Tenants are typically referred from the Shelter Placement Division of the Department of Homeless Services. Another forty percent (40%) may be rented to low-income single adults from the community in which the project is located, or another low-income group. All tenants must have incomes not exceeding sixty percent (60%) of the area median income.

The sponsor is responsible for all aspects of rent-up and ongoing management of the property. HPD will require a plan for both rent-up and management and may require that the sponsor contract with a property management firm.

- *Green Communities*

All new construction projects, as determined by HPD, must achieve Green Communities Certification. The Green Communities Criteria and Certification portal is available online at [greencommunitiesonline.org](http://greencommunitiesonline.org).

## HOW TO APPLY

Please contact Raymond Hodges, Deputy Director for Planning ([hodgesr@hpd.nyc.gov](mailto:hodgesr@hpd.nyc.gov)) to discuss your proposal.

## EVALUATION OF PROPOSALS

HPD is continually reviewing proposals in order to select the best projects for funding. SHLP evaluates proposals by considering the following key questions:

- *Is the not-for-profit sponsor qualified?*  
This includes not only the group's development experience, but their experience as a social service provider. SHLP will review proposals with other government agencies with which the group may have contracted for services to determine their ability to own, manage and provide services in a supportive housing development.
- *Does the proposal serve the single adult population or families from the City's emergency shelter system?*  
While many populations are in need, this program focuses on providing housing for single adults in the City's shelter system. At least 60 percent of the units in a project funded by the Supportive Housing Program must be rented to referrals from the City's shelter system. Proposals cannot be considered which do not address this population's need for housing.
- *Is the project financially feasible and competitive with other proposals?*  
HPD reviews the initial schematic design for the project, estimates the costs and considers whether or not the site is suitable for the project proposed.
- *Can the sponsor obtain community support for the project?*  
All projects are required to obtain a letter of support from the community board where the project is located. Sponsor must be willing to work with the local community board, elected officials and other community organizations to secure support for the project from the community.



## CONCLUSION

These questions and answers are not intended to be all inclusive of the Supportive Housing Program's requirements or practices. Rather they represent answers to some basic questions that should help your organization determine if it wishes to consider developing and managing housing with on-site services for homeless and disabled low-income adults. Please be advised that HPD is continually seeking ways to improve the program and therefore program guidelines are subject to change. Please feel free to contact Raymond Hodges, Deputy Director for Planning ([hodgesr@hpd.nyc.gov](mailto:hodgesr@hpd.nyc.gov)) if you require any additional information.

**NYC**



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# **Supportive Housing Loan Program**

## **2006 DESIGN GUIDELINES FOR NEW CONSTRUCTION**

**\*\* Design Guidelines are currently being updated \*\***

### PROGRAM

New Construction projects developed with funding from the Supportive Housing Loan Program must be intended as permanent supported housing for a mix of low income, and homeless single adults, including individuals with disabilities.

There will be a limitation of approximately 550 gross square feet per unit. This represents the total construction area, including the basement, divided by the number of units.

### ZONING

All new construction projects should be zoned as NYC Zoning Resolution Use Group 3, Non-profit Institution with Sleeping Accommodations (NPISA).

### DESIGN

The purpose of these guidelines is to establish minimum acceptable criteria for the new construction of supportive housing units. These guidelines are not intended to supersede the regulations of any other agencies with jurisdiction; the more restrictive guidelines will govern.

### SITE PLANNING

Open space must be landscaped and/or developed for active and passive recreational use and its design should be appropriate for the project's anticipated population. The building facade or a secure barrier such as a fence or a wall should face onto all the street frontages. Lot lines of a project should be unbroken except by secure doorways or gates, completely enclosing the project's open space. Street trees should be planted along the street frontage as per Department of Parks guidelines.

### Architectural Features / Relationship to neighborhood

The height of all new buildings should relate to the prevailing height of existing building in the immediate neighborhood. The street wall of all new buildings should connect visually and physically with the street wall of existing nearby buildings. In areas with exceptionally strong or uniform street character there should not be setbacks from front and side lot lines.

The building facade materials of all new buildings should harmonize with the building facade materials of existing buildings in the immediate neighborhood. Incorporate architectural features that produce a recognizable base, middle and top of building and reinforce a human scale. Variation from the overall building fenestration should be used within the base and tops of the building. Expression lines or projections should be used. An architectural roof line or cornice should be utilized to provide a decorative feature that complements the neighborhood's architectural character. Design should be pedestrian friendly with items such as lighting, landscaping, planters, and materials at street level.



## **Building Entry and Lobby**

The number of entry points to a building should be minimized. Security office or desk should provide for visual surveillance of the lobby and entry. The building's vertical circulation should be visible from the public sidewalk through the entry. Entry to the building from the open space should lead directly into the same lobby as entry from the public sidewalk.

## **Interior Circulation**

The interior building circulation system should have a minimal number of changes in corridor direction. Circulation should be made more attractive by providing natural light whenever possible. Elevator should be provided as required by Building Code and program.

### **Dwelling units**

Each efficiency unit must contain a private bathroom and a kitchenette and have a minimum net living area of 140 square feet. The average size of all efficiencies must not exceed 300 square feet. Each unit must have one uninterrupted wall space of at least 10 feet. Each unit should contain a closet at least 2'-0" deep and 5'-0" long equipped with rod and shelves. The unit should accommodate furniture (single bed, dining table, dresser, chair, etc.) Kitchenette should be at least 2'-0" deep and 7'-0" long, and should consist of a 24" refrigerator, a microwave oven, a 2 burner cook top, a sink, and residential type wall and base cabinets, and a countertop. Bathroom should contain a bathtub with a showerhead, a lavatory and a water closet.

Each unit is to have heating and cooling facilities. Each unit should allow the separation of living, sleeping and dining into a distinct area of the dwelling unit as demonstrated in the prototype.

Only efficiency units will be allowed, with the exception of one unit for a building superintendent.



## SPECIFICATIONS GUIDELINES

The following are considered preferable and should be included in Building Specifications:

### Building Systems:

Foundation: Footing/piles

Structural system: CMU wall with precast plank

Roof: built-up/ single membrane

### Exterior materials:

Exterior wall: brick

Windows: Aluminum and glass double hung or slide.

### Interior finishes:

Bathrooms and kitchens to receive hung ceiling

Walls: painted drywall and block

Ceilings: painted plank

Specify hardwood floors in living spaces inside apartments.

Specify VCT in kitchens, common spaces, offices, etc.

Specify quarry tile in lobbies, public hall floors, and other heavily used public spaces such as security station floor.

Specify post formed plastic laminate countertop, base and hung cabinets.

Specify ceramic tile floor to ceiling for bathtub interior and 4' wainscot for walls of the bathroom. Specify ceramic mosaic for the floor of the bathroom.

### Equipment/accessories:

24" full height refrigerator

Under cabinet microwave

Two-burner cook top

Shower curtain

Window shades

Medicine cabinet

Bathroom accessories

### Mechanical Systems:

Heating: hot water radiation

Plumbing: system for entire building

Cooling: A/C sleeves in DU's and program space

Sprinklers: fully sprinkled

Electrical: Full installation throughout entire building, exterior security and lighting. telephone outlet in every unit and program space.

intercom system.

master TV system.

hard wired smoke detector connected to control panel at security station.

Ventilation: system for bathrooms and kitchen, and program space as required by law.

Elevator: one hydraulic

Compactor with refuse chute



Systems NOT Recommended:

Central cooling systems.

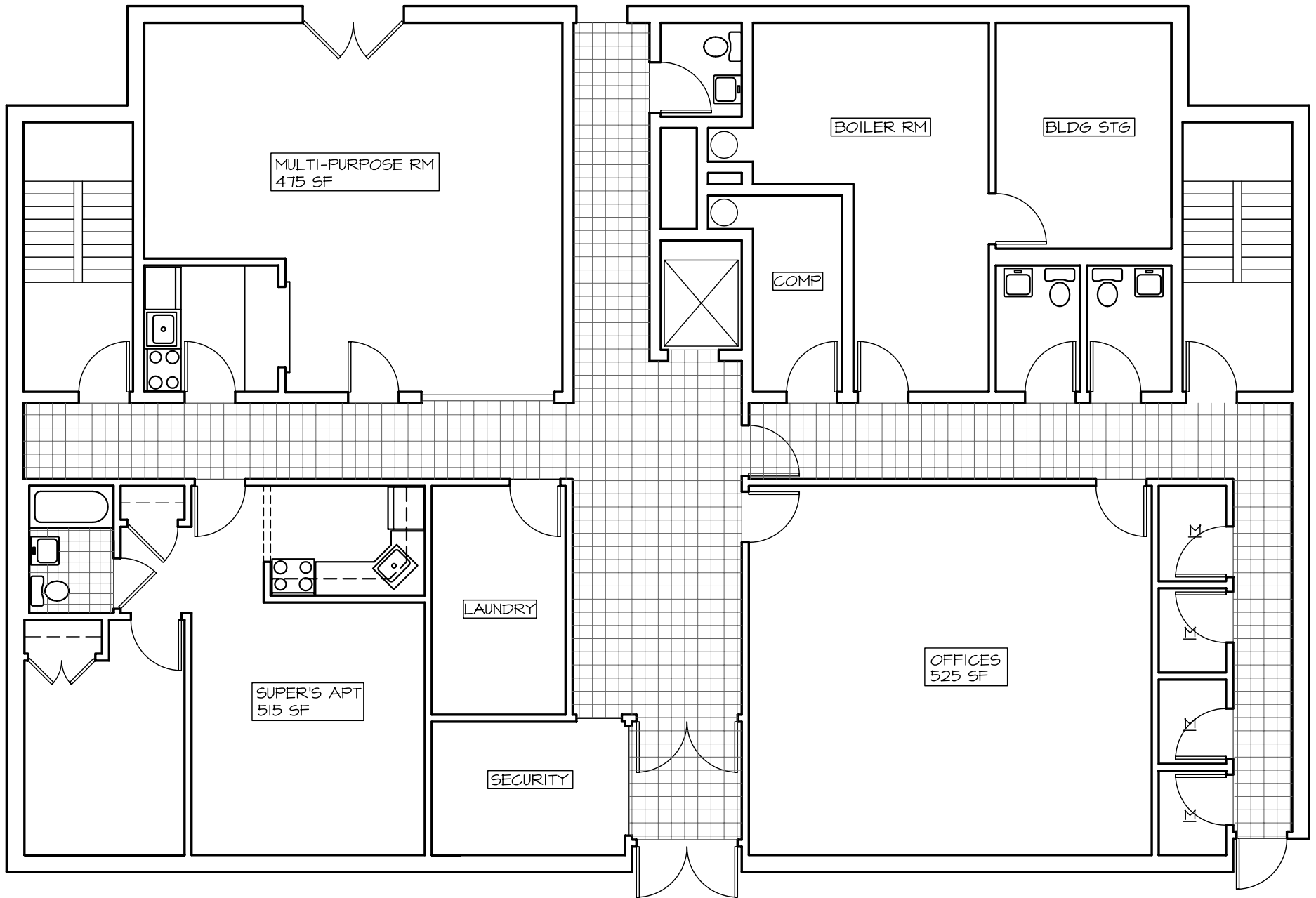
Fire Alarm system.

**REQUIRED DOCUMENTS FOR SUPPORTIVE HOUSING LOAN PROGRAM  
SCHEMATIC DESIGN REVIEW**

Three copies of the following:

- Site Plan/First Floor Plan: this plan should illustrate the proposed use of the ground floor (with room areas), means of egress, adjacent buildings and whatever landscaping is planned, at a scale of 1/8" = 1'-0".
- Typical Plan: this plan should indicate the proposed use (with areas and with dimensions) of each room and fixture layout for bathrooms and kitchens, at a scale of 1/8" = 1'-0". With unit plans at 1/4" = 1'-0".
- Elevations: showing construction materials, total building height, floor levels and adjacent buildings, at a scale of 1/8" = 1'-0".
- Outline Scope of work
- Sponsor's Program for Facility Operations
- Zoning analysis
- Photos of the site and adjacent buildings.





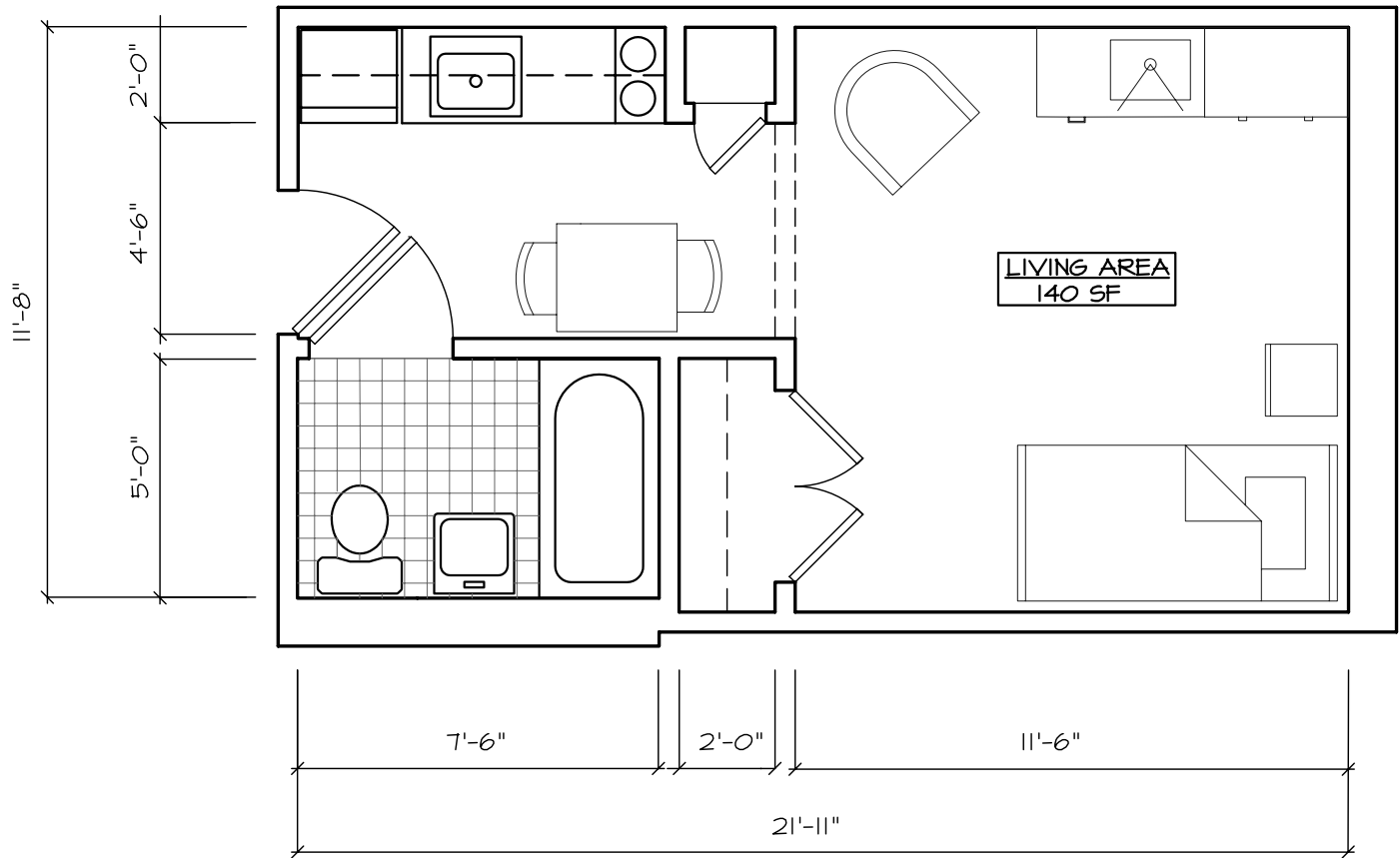
**SHP LOAN PROGRAM  
SAMPLE GROUND FLOOR PLAN  
SCALE: 1/8"=1'-0"**

DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT  
Division of Architecture, Construction and Engineering  
Bureau of Design and Review



**SHP LOAN PROGRAM  
TYPICAL FLOOR PLAN  
SCALE: 1/8"=1'-0"**

DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT  
Division of Architecture, Construction and Engineering  
Bureau of Design and Review



**SHP LOAN PROGRAM**  
**EFFICIENCY UNIT - 270 SF**  
**SCALE: 1/4"=1'-0"**

DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT  
 Division of Architecture, Construction and Engineering  
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