

SHP LOAN PROGRAM GUIDELINES FOR NEW CONSTRUCTION

PROGRAM

New Construction projects developed with funding from the SHP Loan Program must be intended as permanent supported housing for a mix of low income, and homeless single adults, including individuals with disabilities. All projects will be infill housing with a range of 40 to 60 efficiency units per site. There will be a architectural limitation of approximately 500 gross square feet per unit. This represents the total construction area divided by the number of units.

PROPOSAL/SPONSOR SELECTION

Proposal/sponsor selection for new construction projects will be conducted in much the same fashion as it is in the case of the gut rehabilitation projects. Not-for-profit developers are to forward proposals to the SHP Loan Program In-Take coordinator and ultimately submit loan applications. Proposals must adhere to the specific guidelines dictated by the Program including tenant selection requirements, cost limitations, design requirements and site selection procedures.

SYNDICATION

Qualifying Projects may receive tax credits under the Federal Low Income Housing Tax Credit Program in the amount of 9% of the depreciable basis associated with construction. (These credits are issued by HPD and DHCR under RFP's.) The cash generated by the sale of tax credits will be used to establish operating reserves, as well as to partially finance construction.

PROPERTY TAXES

Projects developed by Article XI HDFCs with an allocation of tax credits may be eligible for exemption under 420© of the Real Property Tax Law.

SITE SELECTION

Both city-owned and privately-owned land will be considered for development. All requests for use of City-owned sites must be cleared through the SHP Loan Program In-Take Coordinator. Only sites that can accommodate a range of 40 to 60 efficiencies in R-6 or higher zoning districts will be considered. Acquisition costs of privately-owned sites will be limited to the appraised value.

ZONING

In order to increase the allowable floor area, 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 a 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.

Location of facilities

Dwelling units must be located on the upper floors. Program space (e.g. multi-purpose rooms, lounges, staff offices, laundry, etc.) must be located on the first floor. Mechanical, refuse, and maintenance spaces should be located on the first floor or basement. Separate service entrance should be provided.

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 270 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 shower head, 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 SHP DESIGN REVIEW

- Sponsor's Program for Facility Operations
- Zoning analysis
- Photos of the site and adjacent buildings.
- 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
- Outline Cost estimate