

HPD BLDS Post Acceptance Amendment (PAA) Submission Checklist

PROJECT NAME _____

PROJECT ADDRESS _____

HPD PROGRAM(S) _____

Post Acceptance Amendment (PAA) submission is only required for projects that meet the following criteria:

- The project has already received BLDS Design Acceptance
- The project has not yet closed
- The proposed project has undergone design changes that affect compliance with UFAS and/or compliance with HPD Design Guidelines

Each PAA submission shall include two multi-page PDFs: the first shall contain the HPD BLDS Project Summary (“Summary”), and the second shall contain all design materials necessary to describe the proposed change(s) (“PAA Materials”), including those materials described in the checklist below. All files must be submitted through the eBLDS process, and each file must be less than 50 MB in size.

Summary: [borough]_[block]_[project name]_Summary.pdf

PAA Materials: [borough]_[block]_[project name]_PAA.pdf

SUMMARY

- HPD BLDS Project Summary** completely filled-out. For Inclusionary projects, fill out BLDS Sections A-C only.

PAA Materials (combined as a single PDF)

- Submission Checklist** (this document, filled-out)
- Architect Written Statement** describing the extent of changes since design acceptance and the reasons for them
- Pre-Construction Accessibility Statement** confirming that the project complies with the applicable accessibility requirements
- Drawings and Documents** illustrating the proposed design changes and clearly indicating the areas of proposed change with revision clouds and labels. Packages should include the minimal amount of material necessary to communicate the proposed changes, and may include, but are not limited to: plans, sections, elevations, cut sheets, charts, renderings, diagrams, etc.