eBLDS Review Submission Guide

Overview of HPD BLDS

Building and Land Development Services (BLDS), within the Office of Development, provides an array of technical services commencing in the pre-construction phase and continuing through the post-construction close-out period. These services include architectural, engineering, environmental, and construction support services for HPD-assisted new construction and preservation projects. BLDS works closely with developers/sponsors, architects, engineers, and contractors to assure that HPD-assisted projects comply with applicable laws, regulations, codes, rules, and standards governing our activities, and the HPD Design Guidelines, while ensuring thoughtful design and integrity during the entire project lifecycle.

Introduction to eBLDS

eBLDS is an electronic document submission and review system which combines and leverages the capabilities of several digital platforms, including SharePoint, Bluebeam Revu, Box.com, and Microsoft Outlook, into a single process that streamlines not only internal BLDS processes, but also the interface between HPD and our partners outside the agency.

Through the integrated use of these tools, external partners (Development Team) can electronically submit drawings and documents to HPD BLDS for review and approval purposes. To increase transparency throughout the review process, partners receive automated email notifications during each status change and milestone of the review process.

Note: External partners must coordinate with their HPD Project Managers to initiate the submission process through eBLDS.

Questions? Please contact your assigned HPD Project Manager or Gatekeeper.eBLDS@hpd.nyc.gov for technical assistance.

1 Overview of Review Types

The Development Team (typically, the Architect) is responsible for gathering submission checklist items and submitting files directly through the Box.com platform. Notifications for each status change are automatically sent to relevant listed Developers, Architects, Owners, and HPD Program staff.

Note: Projects may require multiple, different reviews below, e.g., a Design Consultation, then a Design/Scope Review, then a Construction Docs Review. The HPD PM will provide guidance on specific review requirements.

Design Consultation – New Construction and Preservation
- o One-time meeting involving BLDS, HPD Sustainability, HPD Program, and the Development Team, to discuss design/scope and for HPD to provide feedback.

New Construction Design Review
- o Provides guidance regarding applicable laws, rules, codes, and regulations, including the NYC *Building Code*, NYC *Zoning Resolution*, NYC *Housing Maintenance Code*, NYS *Multiple Dwelling Law*, the *Fair Housing Act*, Section 504 of the *Rehabilitation Act of 1973*, and the *American with Disabilities Act*; and to assure that the minimum standards outlined in the *HPD Design Guidelines for New Construction* are integrated into the project.

Substantial Rehab Design Review
- o Provides guidance by reviewing architectural drawings, scopes of work, and specifications for compliance with the NYS *Multiple Dwelling Law*, NYC *Building Code*, NYC *Housing Maintenance Code*, *HPD Standard Specifications for Substantial Rehabilitation*, *HPD Design Guidelines for Preservation*, and accessibility standards.

Moderate Rehab Scope Review
- o Provides guidance by reviewing scope of work and specifications for compliance with the NYS *Multiple Dwelling Law*, NYC *Building Code*, NYC *Housing Maintenance Code*, *HPD Standard Specifications for Substantial Rehabilitation*, *HPD Design Guidelines for Preservation*, and accessibility standards.

Post Acceptance Amendment (PAA) – New Construction and Preservation
- o Only required for projects that meet <u>all</u> of the following criteria:
  - o The project has already received BLDS Design/Scope Acceptance
  - o The project has not yet closed
  - o The proposed project has undergone design changes that affect compliance with accessibility standards and/or compliance with *HPD Design Guidelines*.

Construction Docs (Engineering) Review – Preservation
- o Provides guidance on Mechanical, Electrical, Plumbing, Fire Suppression, and Structural systems, as well as on properties under City ownership or under a net lease.
- o All trades must be submitted together for review; partial submissions will not be reviewed.

*Note: **Environmental Reviews (CEQR & NEPA)** do NOT go through Box.com. Instead, Development Teams should provide all documents as outlined on the checklist to their HPD PMs, who will help manage the review process with BLDS. Environmental Reviews apply to most HPD-assisted projects; the submission checklists for New Construction and Preservation can be found on the HPD Website.*

2   Roles & Responsibilities

♦ **HPD Project Manager (PM):** creates and submits a new Program Intake form, provides process guidance to Development Team, and notifies BLDS of major project updates.

♦ **BLDS Gatekeeper:** transfers files between Box.com and SharePoint, reviews initial Intake form submissions, checks initial submission materials for completeness, changes review statuses in eBLDS as needed, and provides technical guidance as needed.

♦ **BLDS Director/Deputy Director:** conducts a cursory review of initial submission materials prior to review start, assigns BLDS Reviewer, reviews Intake forms prior to issuing acceptances, changes review statuses in eBLDS as needed, and communicates with HPD Programs and external project teams as needed.

♦ **BLDS Reviewer:** reviews Intakes and submission materials and communicates with PMs and external project teams as needed.

♦ **External Development Team (Architect):** directly uploads submission materials to **Box.com** as outlined in checklists, uploads additional items as requested by BLDS, and retrieves and responds to marked-up files.

3   Overview of Review Process

Intake	Review Round(s)	Closeout & Acceptance
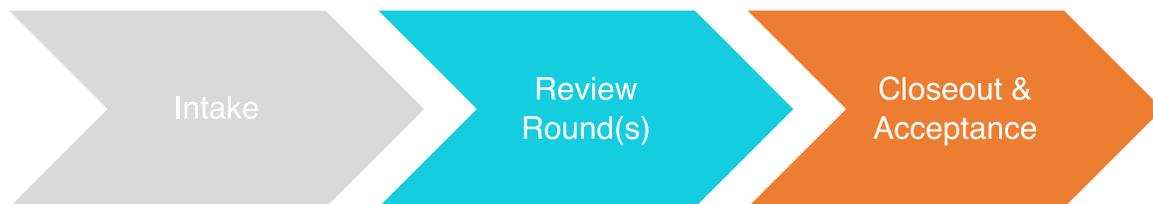
The HPD PM must submit an Intake form in eBLDS to initiate a new review. BLDS will begin the review only after having received a complete submission from the Architect, per the applicable [checklist](#) (note: these will accompany email notifications). Upon completing a review, BLDS will require either a resubmission or will issue an acceptance. The start and end of BLDS review constitutes one review round. For a resubmission, Architects should take every aim to address all BLDS' comments and resubmit in a timely manner (BLDS may issue a deadline).

A review is considered complete once BLDS issues a final acceptance.

Note: The goal is to limit reviews to a maximum of three rounds. BLDS may request a meeting with the Architect if there are concerns that BLDS' comments are not being addressed in a satisfactory manner by round two or three.

Throughout this review process, **Development Teams will receive automated notifications indicating status changes**, which act as time stamps to track overall progress.

4 Review Statuses

Initiation Request

This status indicates that the HPD PM has created and submitted a new Intake through eBLDS. *No additional action from the Architect is required.*

Intake – Awaiting Electronic Files

This status indicates that the Gatekeeper has reviewed the Intake form and set up project folders in Box.com, and that the Architect may now upload submission files. The notification will have the applicable checklist(s)/files(s) attached, which may also be viewed on the [HPD Website](#).

Submission Incomplete (if applicable)

This status indicates that the submission is incomplete, or that additional information is required. The Architect will also receive specific guidance on how to submit a complete package.

Note: this is a one-time status that is issued only for initial submissions. The status will remain as "submission incomplete" until the review moves on to the next step.

Pending Review

This status indicates that the project is now in queue to be reviewed but that the review has not yet started, i.e., the submission is deemed complete and satisfactory, and *no additional action from the Architect is required.* A BLDS Reviewer may be assigned now or in the next step.

In Review

This status indicates that the BLDS Reviewer has started the review, and that the review round has begun. The Reviewer is actively working on the project. *No additional action from the Architect is required.*

In Review – Resubmission Required

This status indicates that the BLDS Reviewer has completed the review round but has comments or questions that the Architect must address, which will be marked up directly in the files. To avoid delay, the Architect should take every aim to thoroughly address all comments and resubmit in a timely manner, or as indicated by any deadline set by BLDS.

Note: There may be times when the BLDS Reviewer realizes there are minor missing items that do not necessitate another resubmission and will give the Architect two business days to provide a direct response. If the Architect does not address the issue within that timeframe, a resubmission will be issued.

❖ After "In Review – Resubmission Required," the sequence repeats from "Pending Review" to "In Review" to "In Review – Resubmission Required," as above. This sequence can loop as many times as needed, though the goal is to limit the review to a total of three rounds. BLDS

may intervene by asking for a meeting if there are concerns that comments are not being addressed satisfactorily.

Final (or Conditional) Acceptance

This status indicates that BLDS is satisfied with the submission and *no additional action or resubmission from the Architect will be required*. The BLDS review is deemed complete.

Note: BLDS may issue a "Conditional Acceptance" under limited circumstances. This is functionally equivalent to a "Final Acceptance," but all parties must assure that any outstanding items are submitted within a reasonable timeframe.

5   Other Statuses

No Audit

This status is reserved for Inclusionary projects in the Voluntary or Mandatory Inclusionary Housing (New Construction) pipelines. All projects must submit through eBLDS, but some will not be reviewed by BLDS.

On Hold

This status indicates that the project is on hold due to project-related reasons, as confirmed by HPD Program.

Withdrawn

This status indicates that the review has been withdrawn from eBLDS, as confirmed by HPD Program. Typical reasons include:
- o Project was withdrawn from HPD's pipeline
- o Intake was created/submitted in error
- o Intake needs to be replaced due to a fundamental change in the project (resulting in a change in the HPD Project ID), such as if two projects are merged and become a new project

6   Box.com

Box.com is an online document management platform that allows you to keep all your files in one place and access files anywhere from any device. Box provides a secure way to store files, review version history, and share files internally or externally.

The HPD PM must add the correct email address to be associated with both the project and Box folder. Note that eBLDS can only accept one contact/email per Development Team member (Owner,

Developer, Architect). If additional staff in the firm need access to the Box folder, the login credentials must be shared.

Logging in

You can log in to your Box account from your web browser on app.box.com/login or on any Box apps by following these steps:
1. Enter the email and password associated with your Box account.
2. Click "Sign In."
3. If a two-step verification is enabled on your account, you'll be asked to enter a passcode. This adds an extra layer of security to protect your account.
4. Enter the passcode sent to you via SMS in the Enter code from phone field and click Submit. Click Resend Code if needed.

If you're having a problem logging in:
- Make sure you're signed up for Box and not another service.
- Make sure you're using the correct email associated with Box.
- Make sure you're using the correct password.

Collaboration Folders

A collaboration folder only shows up in your account if the invitation was sent to an email associated with your Box account. If you were invited to collaborate but you cannot see the "Collaboration Folder" when logged in, please contact the person who invited you to re-invite you using the email associated with your account.

If you were correctly invited to the folder, when you log in, you will see the option to "Accept" or "Reject" the invitation at the top of your "All Files" page. The collaboration folder will not appear in your account until the invitation is accepted. Note that you must accept the invitation within 30 days, before it expires.

Additionally, new users must confirm their email addresses during the sign-up process in order to see the invited collaborative folder(s).

Email Notification Settings

Updating email notification defaults:
1. Click your name on the upper right of your screen and select "Account Setting" from the dropdown menu.
2. Go to the Notifications tab and select the notifications you'd like to receive. Click "Save" at the bottom of the screen.

Personalizing email notifications for a folder:
1. For the folder you would like to personalize, click on the ellipses (…) > Properties > Folder Settings.
2. Under Email and Notifications, select the notifications you would like to receive for this specific folder and click "Save Changes."

Resetting a Password

1. Go to app.box.com/reset and enter the email associated with your Box account.
2. You will receive an email with a link to reset your password.
   a. Resent links expire one hour after being sent. You will need to request a new link if your current one has expired.
   b. If you do not receive an email for the reset link, check to make sure you entered the correct email associated with the account and/or your spam folder.