HPD BLDS New Construction Post Acceptance Amendment (PAA) Submission Checklist

HPD PROJECT ID _____

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

PROJECT SUMMARY WORKBOOK
As an Excel file and named: [borough]_[block]_[project name]_PS.xlsx.

☐ **HPD New Construction Project Summary Workbook**, with all tabs filled out.

PAA MATERIALS
Combined as a single PDF and named: [borough]_[block]_[project name]_PAA.pdf

☐ **Submission Checklist** (this document, filled-out). This must be the first page of the 'PAA' file.

☐ **Architect Written Statement** describing the reasons and extent of changes since design acceptance.

☐ **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.