

Timeline for the Design Review Process for Preservation Projects

The [HPD Design Guidelines for Preservation](#) for Moderate Rehabilitation and for Substantial/Gut Rehabilitation are effective as of March 1, 2023, and apply to projects receiving HPD subsidy. See the [Design Review Process Guide](#) for more details.

The chart below provides an estimated timeline for projects with up to three to five buildings with standard scopes and assumes project teams submit within the given timeframes. Project teams that are more responsive may be able to move through the process faster, including the possibility of getting expedited. Larger and/or more complex clusters, including projects with mixed rehab types, should generally plan for more time. Timeframes are based on business days.

Note: Projects in the [CPAR](#) Loan Program or that are requesting tax exemptions or maintenance assistance only are not subject to the Design Review process outlined below and should refer to the [FAQ](#) for guidance. Projects receiving funding from [NYS Homes and Community Renewal \(HCR\)](#) are not subject to HPD’s Design Guidelines or Design Review process.

DESIGN REVIEW PHASE	TIMELINE
PRELIMINARY SCOPING (PRE-PIPELINE)	3-5 MONTHS
BLDS schedules meeting/issues memo after receiving a complete submission ¹	2-5 weeks
Project Team prepares scope & Design Consultation submission	2-3 months
DESIGN CONSULTATION	1-3 MONTHS
BLDS schedules meeting after receiving a complete submission	2-5 weeks ²
<i>Project Team resubmits following the meeting (if required)</i>	<i>1-2 weeks</i>
BLDS issues memo with notes & review track determination ³	1-2 weeks
<i>Project Team prepares submission for Design Review (if required)</i>	<i>3-4 weeks</i>
DESIGN REVIEW (IF REQUIRED) ⁴	2-8 MONTHS
<i>DD Review</i>	<i>2-4 months</i>
BLDS Round 1 (R1) Review is queued after receiving a complete submission	1-3 weeks
BLDS R1 Review	2-3 weeks ²
Project Team Round 1 Response	2-3 weeks
BLDS R2 Review	1-2 weeks
Project Team R2 Response	1-2 weeks
BLDS R3 Review / Final Acceptance	1-2 weeks
<i>Project Team prepares submission for CD Review (if required)</i>	<i>1-2 weeks</i>
<i>CD Review (Subs/Guts)⁵</i>	<i>2-4 months (same as above)</i>
TOTAL DURATION (EXCLUDING PRELIMINARY SCOPING)	
EXPEDITED PROJECTS (NO ADDITIONAL REVIEW REQUIRED)	1-2 MONTHS
MOD REHABS & SOME SUB/GUT REHABS (TARGETED DD <u>OR</u> CD REVIEW)	4-7 MONTHS
SUB/GUT REHABS WITH FULL DESIGN REVIEW (DD <u>AND</u> CD REVIEW)	6-9 MONTHS

¹ Project teams will receive a memo either 1) following the meeting, or 2) in lieu of the meeting. The meeting requirement is determined by BLDS, with input from HPD Sustainability, Resiliency, and Program, as needed.

² Expect to add another week per additional building in a cluster project.

³ Review Tracks: Expedited, Full Design Review, or Targeted DD/CD Review.

⁴ Any applicable Design/CD Review should be limited to three review rounds (R1-R3).

⁵ CD Review follows the same format as DD Review. If Sub/Gut DD Review was required, CD Review should begin only after DD Review acceptance or only after layouts have been finalized during DD Review. BLDS will provide guidance on submission timing.