

## HPD BLDS Moderate Rehab Scope Review Submission Checklist

HPD PROJECT ID \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
PROJECT ADDRESS(ES) \_\_\_\_\_  
SCOPE TRIGGERS SECTION 504? \_\_\_\_\_

All project teams must submit through the eBLDS process, following a Design Consultation with HPD and determination that additional BLDS review is required, within the timeframe discussed at the Design Consultation. Submit checklist items for “Moderate Rehab 2 – Consultant SOW.”

NOTE: This checklist is intended for projects with Mod Rehab buildings only. Projects that contain a mix of both Mod and Sub/Gut Rehab buildings must follow the Sub/Gut Rehab Design & CD Review Checklist.

For more information and resources on the Preservation Design Guidelines, [see here](#).

### SCOPE REVIEW SUBMISSION

Compress all submission items below into a zip file named [ProjectName]\_[HPDProjectID]\_SOWPackage\_[Date] and submit for “Moderate Rehab 2 – Consultant SOW” Review in eBLDS.

- ☐ [HPD Preservation Design Guidelines Workbook](#), filled out according to instructions for Milestone 3 (Design Review). If applicable, Design Waiver tab must be signed by HPD, indicating approval.  
File Name: [borough]\_[block]\_[project name]\_DGW-Pres\_#.xlsx
- ☐ **IPNA Report**, including LL97 and Resiliency tabs, in Excel format. \*Required if there have been changes since the Design Consultation submission.  
File Name: [borough]\_[block]\_[project name]\_IPNA.xlsx
- ☐ [Scope\(s\) of Work](#), utilizing HPD’s template for Mod Rehab projects (one scope per building) and following the current [HPD Specifications for Rehabilitation Projects](#).  
File Name(s): [borough]\_[block]\_[project name]\_SOW[#].xlsx (as many as needed) & [borough]\_[block]\_[project name]\_SOW\_Summary.xlsx (one project-level summary sheet for all buildings)
- ☐ **Project Specifications** for all construction materials and processes outside [HPD Standard Specifications](#), \*required if not following HPD Specs (note: must be equal or better than HPD specs).  
File Name: [borough]\_[block]\_[project name]\_Specs.xlsx/pdf
- ☐ **Drawings** combined in a single pdf, providing all necessary Architectural, MEP, Façade, HVAC, Plumbing, Interior, etc. work listed in the SOW.  
File name: [borough]\_[block]\_[project name]\_DWGS.pdf
- ☐ **Documents** combined into a single pdf, in the order provided below.  
File Name: [borough]\_[block]\_[project name]\_DOCS.pdf
  - ☐ **Submission Checklist** (this document, filled-out)
  - ☐ **Architect Written Response** from Design Consultation/previous BLDS review round.
  - ☐ **Solar Feasibility Analysis**, signed by HPD.
  - ☐ **Aerial Photograph** indicating the context of the development within nearest street intersection(s), adjacent structures, roads, sidewalks, etc. Note: in some cases, a **Site Plan** may be requested.

- ☐ **Photographs** of building conditions (exterior and interior conditions, structural issues, mechanical systems), interior units if any in-unit work.
- ☐ **FEMA Base Flood Elevation Map** identifying and delineating Special Flood Hazard Area by Zone. This must be the most current published map.
- ☐ **[Aging in Place \(AIP\)](#) Resident [Survey](#)** Results for Mod Rehab projects.
- ☐ **Façade Inspection & Safety Program (FISP) Report (formerly LL 11/98)** representing all exterior elevations of the proposed development and indicating materials, ceiling heights, floor elevation levels, and total building height; labeling all elements and indicating existing adjacent and proximate buildings to illustrate the context. Include all existing/demolition elevations. *\*[Required if](#) building façade has more than six stories.*
- ☐ **Landmarks Preservation Commission (LPC) Documents / Permit** including the scope of work; owner to hire architect to develop scope and plans. *\*[Required if](#) building is in landmark district.*
- ☐ **State Historic Preservation Office (SHPO) Documents / Permit** including the scope of work; owner to hire architect to develop scope and plans. *\*[Required if](#) building is SHPO-designated.*
- ☐ **Structural Investigation Report** from a licensed professional, including details on condition and recommendations for remediation; owner to hire consultant to develop scope, plans, bid package, and to provide estimated cost. *\*[Typically required if](#) building has sloping floors, bulging parapets, or cracked façades; will require DOB filing.*
- ☐ **Asbestos Report** by a certified asbestos investigator, which must be a written summary report of findings including quantities on areas with required abatement; sample data log; lab test results; and diagram(s) on locations for samples taken from roof areas (including bulkheads and parapets), boilers, window caulking and piping, and other areas as specified by BLDS. Submit an ACP5 if no asbestos was found. *\*[Typically required if](#) roof is more than 15 years old, is leaking, has lifting seams, or is otherwise deteriorating; boiler room or other piping has plaster/fiber-type insulation; asbestos-containing material (ACM) flooring/tiles is lifting or cracking; or scope includes masonry work.*
- ☐ **Lead-Based Paint Test Report** from a lead risk assessor, including findings, XRF lab test results, plan layouts, and samples, for areas of work. *\*[Typically required if](#) building constructed prior to 1978 and scope includes window replacement in common areas/public halls, front entrance door replacement, or other interior work.*
- ☐ **Elevator Report** from an elevator consultant, including detailed descriptions of the existing elevator and equipment, maintenance records, DOB inspection records, photos, and any findings and recommendations. The Bid Documents & Scope of Work must include specifications on all equipment to be replaced, a proposed cost estimate, and a bid breakdown for the scope of work. *\*[Generally required if](#) building has elevator, especially (but not limited to) if elevators have received violations, have existing equipment failure, have single-speed controllers, or are 25 years or older.*
- ☐ **Section 504 Documents** combined into a single pdf, in the order provided below. *\*[Required if](#) proposed scope triggers Section 504 (e.g., work in common spaces, apartment/building entrances, kitchen, bathrooms, etc.).*  
*[Note:](#) for scopes triggering 504 for fixture/equipment replacements only, just the Pre-Construction Accessibility Statement and Cut Sheets are required.*  
 File Name: [borough]\_[block]\_[project name]\_504.pdf
  - ☐ **[Pre-Construction Accessibility Statement](#)** confirming that the project complies with the applicable accessibility requirements.
  - ☐ **Cut Sheets** for 1) Appliances from apartment kitchen and public use kitchen or pantry including refrigerators, dishwashers, ranges, range hoods, microwaves, and sinks; 2) bathroom, half bath, and

public toilet fixtures including bath tubs, showers, water closets, urinals, and lavatory/vanities, baby changing stations, toilet paper holders, toilet seat cover dispensers, soap dispensers, hand dryers, garbage disposal units; 3) washers & dryers in dwelling units and common/public laundry, laundry-product vending machines, laundry sinks; 4) HVAC items; and 5) drinking fountains, mailboxes, recycling bins in trash/recycling rooms.

- ☐ **Site Plan** indicating the context of the development within nearest street intersection(s), including site boundaries & restrictions, buildings, access points, adjacent structures, roads, sidewalks, parking, driveways, elevation grades, hard and soft surfaces, tree locations, landscaping, fences, gates, lighting, easements, and encroachments. *\*Required if scope triggers 504 work beyond fixture/equipment replacements only.*
- ☐ **Existing and Proposed Floor Plans** representing all floors of both the existing and proposed developments (cellar/basement, street level, typical floor, upper floors, and roof plan, etc.); clear labeling of all residential, commercial, community, and accessory use spaces; clear labeling of all rooms with names, dimensions, and area square footage; large-scale plans for every unit type; and clear labeling of each unit with a unique name and total net area. Plans should illustrate both the existing and proposed structural system, including columns, piers/pilasters, floor systems, beams and girders, and floor joist direction, size, and spacing. *\*Required if scope triggers 504 work beyond fixture/equipment replacements only.*
- ☐ **Enlarged Detail Plans for Section 504-Designated Units**, *\*required if scope triggers 504 work beyond fixture/equipment replacements only.*
- ☐ **Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*. *\*Required if scope triggers 504 work beyond fixture replacements/equipment only.*
- ☐ **Accessibility Detail Drawings** for all kitchens, bathrooms, single user toilets, multi-user toilet rooms, elevators, mailboxes, common/public laundry rooms, trash/recycling rooms, locker rooms, including plans, elevations, and door schedules, all of which demonstrate compliance with Chapter 11 of *New York City Building Code*, the federal *Fair Housing Act*, and Section 504 of the *Rehabilitation Act of 1973*. These drawings must include full plans and detail plans for the Section 504-designated units. *\*Required if scope triggers 504 work beyond fixture/equipment replacements only.*