

## HPD BLDS Moderate Rehab Review Submission Checklist for Consultant-Scoped Projects

HPD PROJECT ID \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

HPD PROGRAM(S) \_\_\_\_\_

Upon completing a design consultation, HPD will notify Consultant to submit review documents either:

- Directly to HPD Project Manager
- Through eBLDS (via box.com)

Note: scopes that necessitate an accessibility review (for compliance with Section 504 of the *Rehabilitation Act of 1973*) must submit additional documents as outlined under the “Accessibility (Section 504) Review” section below. Projects with in-unit work (kitchens and/or bathrooms) typically require accessibility review.

Compress all submission items below into a zip file named [ProjectName]\_[HPDProjectID]\_SOWPackage\_Date.

### SCOPE OF WORK & DESIGN GUIDELINES CHECKLIST REVIEW

*Submit in the specified formats and file names, below. For any items with multiple documents, combine into a single file.*

#### CORE DOCUMENTS

- Submission Checklist** (this document, filled-out)  
File Name: [borough]\_[block]\_[project name]\_Checklist.pdf
- HPD Design Guidelines Workbook**, all tabs filled out.  
File Name: [borough]\_[block]\_[project name]\_ModWorkbook\_[X].xlsx (letter according to current version)
- IPNA Report** File Name: [borough]\_[block]\_[project name]\_IPNA.pdf
- Signed Design Waiver form(s)**, if applicable, must be signed by HPD. File Name: [borough]\_[block]\_[project name]\_Waiver.pdf
- Signed Solar Feasibility Analysis**, must be signed by HPD. File Name: [borough]\_[block]\_[project name]\_Solar.pdf
- Incentive Eligibility Letter**, for projects that have been accepted into the [HPD-NYSERDA Retrofit Electrification Pilot](#).  
File Name: [borough]\_[block]\_[project name]\_Retrofit.pdf
- Digital Copies of Operations & Maintenance Manual, Emergency Management Manual, and Resident Manual**, per Section 8 of the Design Guidelines. File Names: [borough]\_[block]\_[project name]\_OMManual.pdf,  
[borough]\_[block]\_[project name]\_EMManual.pdf, [borough]\_[block]\_[project name]\_ResManual.pdf
- Health Product Declarations or Declare Labels**, optional. File Name: [borough]\_[block]\_[project name]\_HealthDeclare.pdf
- Aging in Place (AIP)** identifying the needs of current tenants (kitchens, bathrooms, or both).  
File Name: [borough]\_[block]\_[project name]\_AIP.pdf
- Scope(s) of Work** utilizing HPD’s template. This should follow the current HPD Specifications for Rehabilitation Projects.  
File Name(s): [borough]\_[block]\_[project name]\_SOW\_[address].xlsx (for each building in project); [borough]\_[block]\_[project name]\_SOW\_Summary.xlsx (the project-level summary sheet for projects with multiple buildings)
  - **Project Specifications** for all construction materials and processes outside HPD standard specifications (note: these must be equal or better than HPD specs). File Name: [borough]\_[block]\_[project name]\_Specs.xlsx (or .pdf)
- Consultant’s Cost Estimate Proposal**, excel file with all formulas intact preferred.  
File name: [borough]\_[block]\_[project name]\_Cost.xlsx (or .pdf)

#### ADDITIONAL REPORTS, AS APPLICABLE TO PROJECT

- 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. File Name: [borough]\_[block]\_[project name]\_Asbestos.pdf

- Typically required (but not limited to) if roof is more than 15 years old, is leaking, has lifting seams, or is otherwise deteriorating; if boiler room or other piping have plaster/fiber-type insulation; or if asbestos-containing material (ACM) flooring/tiles is lifting or cracking.
- **Elevator Report, Bid Documents, & Scope of Work** 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. File Name: [HPD ID]\_[project name]\_Elevator.pdf
  - Generally required for elevator buildings, especially (but not limited to) if elevators have received violations, have existing equipment failure, have single-speed controllers, or are 25 years or older; newer buildings/elevators may be exempted from requiring this report.
- **Façade Inspection & Safety Program (FISP / Local Law 11 Façade) Report + Scope of Work** from a licensed Qualified Exterior Wall Inspector (QEWI), including current DOB filing cycle (based on year), inspection findings, and recommendations. Also include Bid Sheet and Specifications. File Name: [borough]\_[block]\_[project name]\_Facade.pdf
  - Required every five years, for buildings where any façade/side is six stories or greater; the cycle is determined by the end number of the block; will require DOB filing.
- **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. File Name: [borough]\_[block]\_[project name]\_Structural.pdf
  - Typically required (but not limited to) if building has sloping floors, bulging parapets, or cracked façades; will require DOB filing.
- **Lead-Based Paint Test Report** from a lead risk assessor, including findings, XRF lab test results, plan layouts, and samples, for areas of work. File Name: [borough]\_[block]\_[project name]\_Lead.pdf
  - For buildings constructed prior to 1978, typically required (but not limited to) if scope to include window replacement in common areas/public halls, front entrance door replacement, or other interior work.
- **Landmarks Preservation Commission (LPC) Documents / Permit** including the scope of work; owner to hire architect to develop scope and plans. File Name: [borough]\_[block]\_[project name]\_LPC.pdf
  - 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. File Name: [borough]\_[block]\_[project name]\_SHPO.pdf
  - Required if building is SHPO-designated.

## ACCESSIBILITY (SECTION 504) REVIEW Additional submission requirements (if applicable)

Note: Projects with in-unit work (kitchens and/or bathrooms) typically require accessibility review. The Scope of Work checklist item above must include accessibility measures.

Combine as a single PDF named: [borough]\_[block]\_[project name]\_Accessibility.pdf, and include as part of the zip file above.

- Architect Written Response** from previous BLDS review (for resubmission only)
- Pre-Construction Accessibility Statement** confirming that the project complies with the applicable accessibility requirements
- 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
- 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.
- Section 504 Unit Designation Table** identifying and locating units that comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*.
- 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.
- Specification 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, grab bars, 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) drinking fountains, USPS mailboxes, recycling bins in trash/recycling rooms; and 5) smoke and carbon monoxide detectors and audiovisual alarms.