Seniors First RFP: Kingsborough and morris houses

Form A-1: Completeness Checklist

*Before completing the following form, please see instructions in* ***Section VII Submission Content and Completeness****.*

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| **Tab** | **Form** |  |
| A | **Respondent Information** |  |
| 1. Completeness Checklist (Form A-1) | X |
| 1. Respondent’s Letter (Form A-2) |  |
| 1. Affirmative Capacity Statement (*provided by Respondent)* |  |
| B | **Project Narrative and Summary** |  |
| 1. Project Narrative |  |
| 1. Project Summary (Form B-1) |  |
| 1. Project Summary (Form B-1) **EXCEL VERSION** |  |
| C | **Development Schedule** |  |
| D | **Design Narrative** |  |
| E | **Architectural and Urban Design Plans** |  |
| F | **Sustainability Proposal** |  |
| G | **Community Facility, if applicable** |  |
| H | **Community Engagement Plan** |  |
| I | **Community Economic Development** |  |
| 1. Hiring and Procurement Plan |  |
| 1. NYCHA REES General Hiring Plan (Form I-1) |  |
| 1. Section 3 Hiring Plan, if applicable (Form I-2) |  |
| J | **Financing Submission** |  |
| 1. Financing Proposal (Form J) **EXCEL VERSION** |  |
| 1. Financing Narrative |  |
| 1. Market Comparables |  |
| K | **Financing Letters of Interest** |  |
| L | **Assets Statements and References** |  |
| M | **Developer Respondent Description** |  |
| 1. Development Team Information and Respondent Questionnaire (Form M-1) |  |
| 1. Not-for-Profit Organization Form (Form M-2), if applicable |  |
| 1. Brief narrative |  |
| N | **Development Team Experience and Capacity** |  |
| 1. Residential Development Experience and Current Workload (Form N-1) |  |
| 1. Residential Management Experience and Current Workload (Form N-2) |  |
| 1. Management Questionnaire (Form N-3) |  |
| 1. Brief Narrative |  |
| O | **Trade Secrets** (optional) |  |