

M/WBE RFP Round 2



542 Dean Street, Brooklyn



516 Bergen Street, Brooklyn

Issue Date: April 22, 2021
Pre-Submission Conference: May 14, 2021
Submission Deadline: August 12, 2021



Mayor, Bill de Blasio
Deputy Mayor, Housing and Economic Development, Vicki Been
Commissioner, Department of Housing Preservation and Development, Louise Carroll

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I. INTRODUCTION

Request for Proposals (RFP). The City's [Housing Plan](#) is a critical pillar of [Your Home NYC](#), Mayor de Blasio's comprehensive approach to helping New Yorkers access and afford housing in these challenging times, with a sharpened focus on the most vulnerable New Yorkers and on achieving greater racial equity and inclusion.

The Department of Housing Preservation and Development (HPD) is committed to promoting the participation of Minority- and Women-owned Business Enterprises (M/WBE) in the development and management of affordable housing subsidized under City-sponsored programs. Through the [M/WBE Building Opportunity Initiative](#), HPD seeks to address demonstrated disparities in M/WBE participation in affordable housing development, strengthen the affordable housing development industry, and further its mission of providing safe and affordable housing to all New Yorkers. In 2015 HPD released the first M/WBE RFP for the development of mixed-use projects across six sites in New York City. Since then, HPD introduced a [new equitable ownership requirement](#) requiring that an M/WBE or non-profit partner hold a minimum of 25 percent ownership stake in any affordable housing project awarded on public land and has hosted several Building Capacity Courses to strengthen the role of M/WBEs in affordable housing.

In furtherance of the vision set forth in *Your Home NYC* and HPD's M/WBE Building Opportunity Initiative, HPD is issuing the M/WBE RFP inviting Minority and Women-owned Business Enterprise ("M/WBE developers and joint ventures with M/WBE partners holding majority ownership stake") ("Applicants") to submit development proposals ("Proposals") for the design and construction of a high-quality, mixed-income development project(s) ("Project(s)") on one or two sites in the Prospect Heights neighborhood of Brooklyn. The proposed Projects serve the Plan's crucial goals of fostering diverse, thriving neighborhoods and building new affordable housing for all New Yorkers.

Sites

The Sites are located in Brooklyn Community District 8:

"Site A": 542 Dean Street. This Development Site is located on Block 1136, Lots 29, 32-35, and is owned by the City of New York. Site A is located on the south side of Dean Street between Sixth Avenue and Carlton Avenue.

"Site B": 516 Bergen Street. This Development Site is located on Block 1143, Lot 25, and is owned by the City of New York. Site B is located on the south side of Bergen Street between Sixth Avenue and Carlton Avenue.

Applicants may submit separate proposals for both Sites. There are no advantages or benefits to submitting proposals for both Sites, and no disadvantages to only submitting a proposal for one Site. The City will convey the Sites to the designated parties subject to a Land Disposition Agreement (LDA).

Development Teams

HPD is committed to increasing opportunities for, and strengthening the capacity of M/WBE, non-profit and for-profit developers to participate in achieving the goals of *Housing New York*. This M/WBE RFP is a part of HPD's initiative to build opportunity among minority- and women-owned developers, and address demonstrated disparities in M/WBE participation in affordable housing development. HPD is inviting all qualified developers who demonstrate the experience and capacity to implement the Projects in accordance with community development objectives and long-term equitable investments in neighborhoods, to submit complete responses to this RFP. Respondents must include an M/WBE (as defined below) that holds at least 51% of the managing ownership interest in the Project, as further described in Section VI of this RFP. HPD encourages potential Respondents to assemble a complete, experienced, and competitive development team.

Affirmatively Furthering Fair Housing

New York City is committed to affirmatively furthering fair housing, as directed by the federal Fair Housing Act. The City of New York recently released the *Where We Live NYC Plan*, which lays out a set of strategies following a balanced approach to advancing fair housing by making substantial housing, infrastructure, and service investments in neighborhoods that are historically disadvantaged by discrimination, disinvestment, and exclusion, while also facilitating the construction and preservation of affordable housing opportunities in amenity rich neighborhoods. New affordable housing in Prospect Heights will support the goals of the *Where We Live NYC Plan* by creating new, high quality affordable housing in an amenity-rich neighborhood.

II. DEFINITIONS

Area Median Income (AMI)

The median income levels, as modified by household size, for the New York Metropolitan Statistical Area as determined from time to time by the federal Department of Housing and Urban Development (HUD). For 2020, 100% of the AMI is \$102,400 for a family of three and \$79,600 for an individual.

CEQR

City Environmental Quality Review

CDC

Community Development Corporation

CHDO

Community Housing Development Organization

City

The City of New York

CLT

Community Land Trust

DCP

The New York City Department of City Planning

DEP

The New York City Department of Environmental Protection

DOHMH

The New York City Department of Health and Mental Hygiene

Developer

The entity or entities selected by the City to commence negotiations regarding the development of the Site(s). The entity or entities will provide equity, secure financing, assemble a Development Team, design, develop, build, market, and manage the Project.

Development Team

The Developer and other entities that bring the necessary expertise and experience to develop and manage the Project, such as experts in affordable housing development and finance, marketing and property management (residential and commercial, if applicable), design and construction, and community development.

NYCEDC

The New York City Economic Development Corporation

Eligible Non-Profit

A corporation formed under the New York Not-for-Profit Corporation Law that is not controlled by or under common control with one or more for-profit entities on the Development Team (or any owner, principal, employee, or affiliate of any such entity).

FAR

Floor Area Ratio

ESA

Environmental Site Assessments

EIS

Environmental Impact Statement

FMR

Fair Market Rent

HCR

The New York State Division of Housing and Community Renewal

HDC

The New York City Housing Development Corporation

HPD

The New York City Department of Housing Preservation and Development

HUD

The United States Department of Housing and Urban Development

LDA

Land Disposition Agreement

MIH

Mandatory Inclusionary Housing

M/WBE

An entity that has been certified as a Minority and/or Women-Owned Business Enterprise by a governmental or quasi-governmental entity acceptable to HPD. Approved certifying entities include SBS, Empire State Development, the State of New Jersey Department of the Treasury, the Port Authority of New York & New Jersey, or any other verifiable governmental or quasi-governmental certifying body.

Negotiation Letter

The written notification sent by HPD to the Developer selected under this Submission regarding the commencement of negotiations.

OER

The Mayor's Office of Environmental Remediation

Principal

An individual, partnership, limited liability company, corporation, or other not-for-profit or for-profit entity that will act as the general partner, officer, or managing member of the Respondent, or any entity, known limited partner, or other member that has at least a 10% ownership interest in the Respondent.

Project

The development proposed for the Site(s), as further described in this Request

Proposal

Used to describe the Project, or elements of the Project, proposed for the Site(s)

Request

Request for Proposals (RFP)

Respondent

An individual, partnership, limited liability company, corporation, joint venture, Community Land Trust, or other entity that offers a Submission in response to this Request

RFP

Request for Proposals

SBS

The New York City Department of Small Business Services

Site(s)

The property to be developed by a Developer selected under this Request

Submission

The proposed Project from the Development Team in response to this Request

Transit Zone

An area where special lower accessory parking requirements apply for various types of affordable housing including income-restricted housing units as defined by the New York City Zoning Resolution. These are generally areas of the city beyond the Manhattan Core within one-half mile of a subway station where auto ownership rates are among the lowest in the city.

Urban Development Action Area Program (UDAAP)

A State statute authorizing the City to convey City-owned property, make loans, and grant tax exemptions. Before the City can take such actions, the City Council must approve or waive designation of an Urban Development Action Area and approve an Urban Development Action Area Project. For a disposition of City-owned property or the grant of a tax exemption, additional approvals are required.

Uniform Land Use Review Procedure (ULURP)

The process, set forth in the City Charter, prescribing the City's land use review process, including public hearings and several levels of government approvals. Actions requiring ULURP include, among others, changes to the City Map, designation or change of zoning districts, Special Permits within the New York City Zoning Resolution requiring approval of the City Planning Commission (CPC), and disposition of City-owned property.

III. SUBMISSION INSTRUCTIONS

RFP Title

M/WBE RFP Round 2
542 Dean Street, Brooklyn
516 Bergen Street, Brooklyn
(Please specify Site in Proposal)

Package

One (1) PDF file containing all components of the Submission, with separate files or folders for each tab as well as the complete submission in one PDF file. All PDFs must be searchable.

The following information must be clearly printed on the front page of each submission:

- Project Title
- Respondent Name
- Project Site
- Submission Date

Note: Respondents submitting proposals for multiple sites must provide one package per site.

Submission

Submissions must be submitted online. Submission instructions will be provided in an addendum that will be issued prior to the submission due date.

Due Date

August 12, 2021

4:00 p.m. (Late submissions will not be accepted)

Pre-Submission Conference

Date: May 14, 2021

Time: 1:00 p.m.

Location: Online

HPD strongly recommends that interested Respondents attend this pre-submission conference, as this will be the only opportunity to ask questions and receive answers in real time. To ensure attendance at the pre-submission conference, RSVP [here](#) by May 7, 2021 at 4:00 p.m., and you will receive a link to the online conference the day of the event.

Responses to all inquiries will be collectively provided at the pre-submission conference and in an addendum, posted on HPD's website and sent to all prospective Respondents. Any updates and/or additional communications regarding this RFP will also be posted [here](#).

Conference Access for People with Disabilities. Please send requests for accommodation to: mwberfp@hpd.nyc.gov

Communications

All communications and inquiries regarding this RFP are to be directed in writing to HPD, and specifically to Katherine Taveras at: mwberfp@hpd.nyc.gov. All written questions must be submitted by July 22, 2021 to be included in the RFP addendum.

Lobbying and Advocacy

In order to preserve and maintain the integrity of the selection process, HPD will not consider or accept any advocacy or letters of support from any person or organization, including elected officials, attempting to influence the selection process.

IV. PROJECT OVERVIEW

The Sites present a unique opportunity to achieve the City’s broader development goals and provide much-needed affordable housing, community amenities and services, and other improvements for the community through high-quality housing developments.

A. SITE A - 542 DEAN STREET

Site A is an underutilized HPD parking lot that the City has committed for the development of at least 80 affordable units for senior residents. This commitment is part of the [Seniors First](#) initiative, a three-pronged strategy to make more homes accessible to seniors and people with disabilities; build new 100 percent affordable senior developments on underused NYCHA land as well as other public and private sites; and preserve existing senior housing developments.

1. PROJECT SNAPSHOT

Site Location	Site A is located on Dean Street between 6 th Avenue and Carlton Avenue in Brooklyn Community District 8. The Site consists of Block 1136, Lots 29, 32-35.
Site Description	Site A is comprised of several City-owned lots in Prospect Heights, Brooklyn. The Site has an underutilized parking lot used by HPD.
Lot Size	Approximately 17,145 square feet.
Land Use / Zoning	The Site is located in a R6B residence district. The Site may be rezoned to allow for greater density and bulk.
Type of Development	High quality residential development of 100% affordable senior housing and a 30% homeless set aside, development must have a minimum of 80 units and publicly accessible open space adjacent to Dean Playground.
Disposition	The City will convey the Site subject to a remainder interest, so that title to the project will revert to the City upon the expiration of the regulatory period unless the parties mutually agree to an additional term of affordability. These terms will be set forth in a Land Disposition Agreement (LDA) and deed.
Acquisition Price	Nominal
Project Funding	Financing proposals should assume capital funding through HPD’s Senior Affordable Rental Apartments (SARA) program.
Governmental Approvals: ULURP and UDAAP	<p>The selected Project will require ULURP and City Council and Mayoral approvals.</p> <p>Anticipated land use actions requiring approval for development of the Site include disposition of City-owned property and may include a zoning amendment(s).</p> <p>In addition, the City Council must approve the project as a UDAAP project and must designate the land in the Project as a UDAAP area pursuant to Article XVI of the General Municipal Law.</p>

2. PROJECT GOALS

Development Team Experience and Capacity

- Procure a Development Team that brings the resources, understanding, and experience to implement the proposed Project.
- Procure a Development Team that incorporates a community development approach.

Financing and Affordability

- Ensure that 100% of the residential units are affordable.
 - The project must comply with HPD SARA Term Sheet and HDC Extremely Low and Low-Income Affordability (ELLA) Term Sheets, if proposing HDC financing.
- Establish a sound capital and operating budget that addresses the various elements of the development program.
- Maximize long-term affordability.

Development Program and Community Development

- Create a development program with affordable housing and open space that may also incorporate other non-residential uses on the ground floor.
- Implement a development program that clearly addresses the Site and neighborhood context.
- Implement a development program that is responsive to the goals and priorities identified in the Dean and Bergen Community Visioning Report (Appendix B).

Design and Performance

- Design and develop a high-quality affordable building that is financially feasible.
- Design and develop a building that considers community goals and priorities outlined in the Dean and Bergen Community Visioning Report (Appendix B).

B. 516 BERGEN STREET

This Site is a former HPD field office and parking lot currently used for storage and parking.

1. PROJECT SNAPSHOT

Site Location	Site B is located on Bergen Street between 6 th Avenue and Carlton Avenue in Brooklyn Community District 8. The Site consists of Block 1143, Lot 25.
Site Description	Site B is comprised of one City-owned lot in Prospect Heights, Brooklyn. The Site has an existing building which is not currently in use and a parking lot used by HPD.
Lot Size	Approximately 17,051 square feet.
Land Use / Zoning	The Site is located in a R6B residence district. The Site may be rezoned to allow for greater density and bulk.
Type of Development	High quality development with 100% affordable housing and parking space for HPD vehicles. The target number of units may range from 80-100 units, these unit ranges are targets and proposals are welcome to propose fewer or more units.
Disposition	The City will convey the Site subject to a remainder interest, so that title to the project will revert to the City upon the expiration of the regulatory period unless the parties mutually agree to an additional term of affordability. These terms will be set forth in a Land Disposition Agreement (LDA) and deed.
Acquisition Price	Nominal
Project Funding	Financial Proposals can assume subsidy dollars available through HPD-HDC Term Sheets.
Governmental Approvals: ULURP and UDAAP	<p>The selected Project will require ULURP and City Council and Mayoral approvals.</p> <p>Anticipated land use actions requiring approval for development of the Site include disposition of City-owned property and may include a zoning amendment(s).</p> <p>In addition, the City Council must approve the project as a UDAAP project and must designate the land in the Project as a UDAAP area pursuant to Article XVI of the General Municipal Law.</p>

2. PROJECT GOALS

Development Team Experience and Capacity

- Procure a Development Team that brings the resources, understanding, and experience to implement the proposed Project.
- Procure a Development Team that incorporates a community development approach.

Financing and Affordability

- Ensure that 100% of the residential units are affordable to a mix of household incomes and comply with HPD-HDC Term Sheets.
- Establish a sound capital and operating budget that addresses the various elements of the development program.
- Maximize long-term affordability

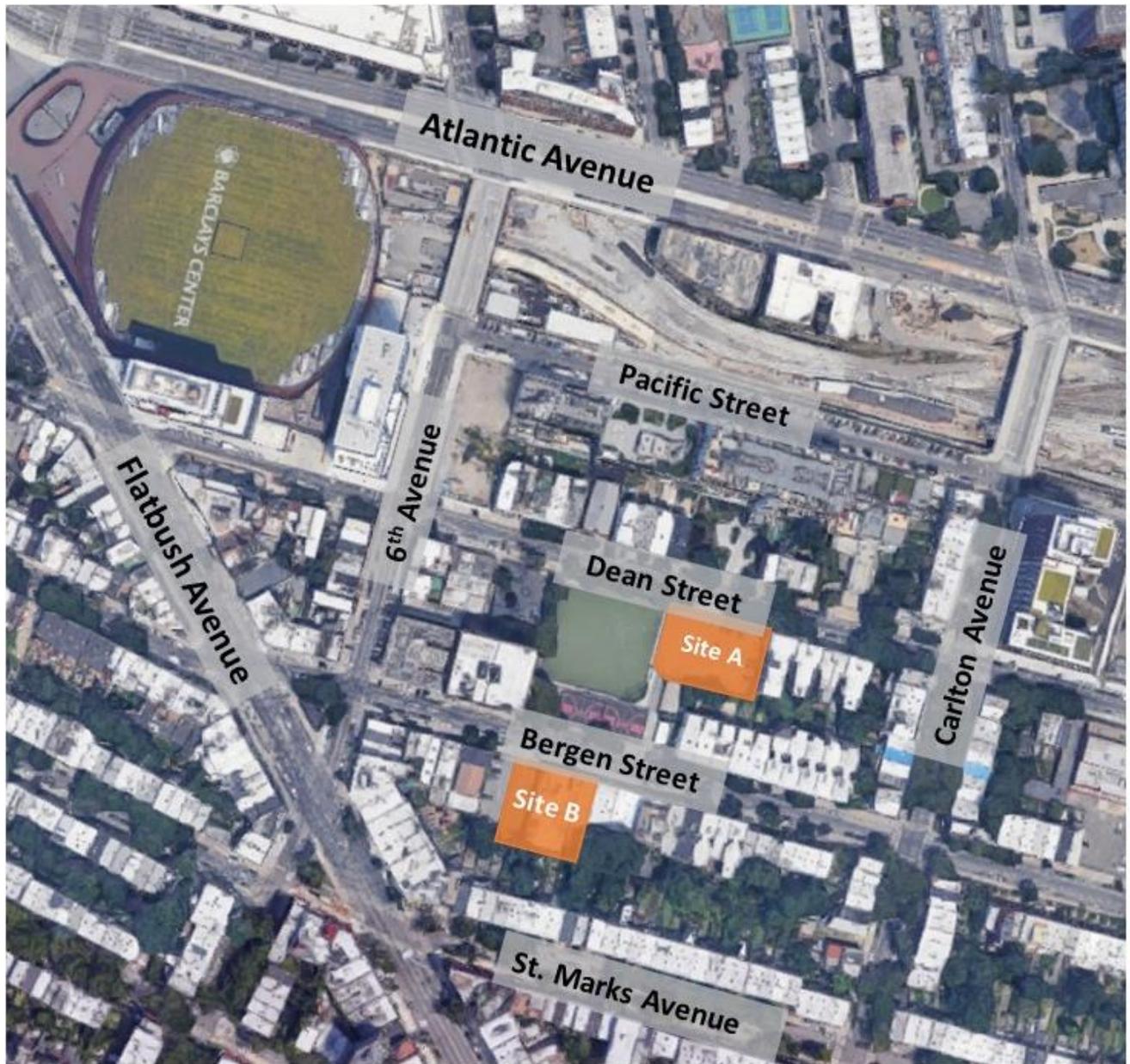
Development Program and Community Development

- Further the goals of the *Where We Live NYC Plan* including providing lower income New Yorkers and particularly lower income families with children opportunities to live in this amenity-rich neighborhood.
- Create a development program with affordable housing that may include community facility on the ground floor.
- Implement a development program that clearly addresses the Site and neighborhood context.
- Implement a development program that is responsive to the goals and priorities identified in the Dean and Bergen Community Visioning Report (Appendix B).

Design and Performance

- Design and develop a high-quality affordable building that is financially feasible.
- Design and develop a building that considers community goals and priorities outlined in the Dean and Bergen Community Visioning Report (Appendix B).

C. SITE CONTEXT



Location and Description

Site A is comprised of Block 1136, Lots 29, 32-35, totaling approximately 17,145 square feet. It is located on the south side of Dean Street between 6th Avenue and Carlton Avenue. The Site is between the Dean Playground and four-story residential buildings and across the street from several four-story and a nine-story residential building.

Site B is comprised of Block 1143 Lot 25, totaling approximately 17,051 square feet. It is located on the south side of Bergen Street between 6th Avenue and Carlton Avenue. The Site is bounded by two-story commercial buildings and a parking lot, and is across the street from the Dean Playground.

Zoning

The Sites are currently mapped as an R6B Residence District. Respondents may assume the Sites will be rezoned in order to provide higher density and bulk to achieve a feasible project. The anticipated rezoning of the

Sites would be done concurrently with UDAAP area designation and project approval. The disposition of City-owned property actions will be done pursuant to ULURP.

D. NEIGHBORHOOD CONTEXT

Neighborhood Land Uses

The Sites are located in the northwestern portion of Prospect Heights, a residential neighborhood with major commercial corridors on Flatbush and Atlantic avenues. The Sites are adjacent to the Dean Playground, a mix of residential buildings ranging from four-story walkups to nine-story elevator buildings, and some two-story commercial buildings on Bergen Street. These Sites are adjacent but are not within the Prospect Heights Historic District, which is located to the east and south of Site A and to the south of Site B.

The surrounding blocks also contain a mix of houses of worship, light industrial businesses, four to nine-story residential buildings, mixed-use buildings with ground floor commercial uses and the multi-block Atlantic Yards development which will consist of 16 buildings for residential and commercial use and publicly accessible open space. Also within close proximity are public facilities such as the NYPD 78th Precinct, FDNY Engine 219 Ladder 105 to the west of the Sites and the Post Office to the east of the Sites.

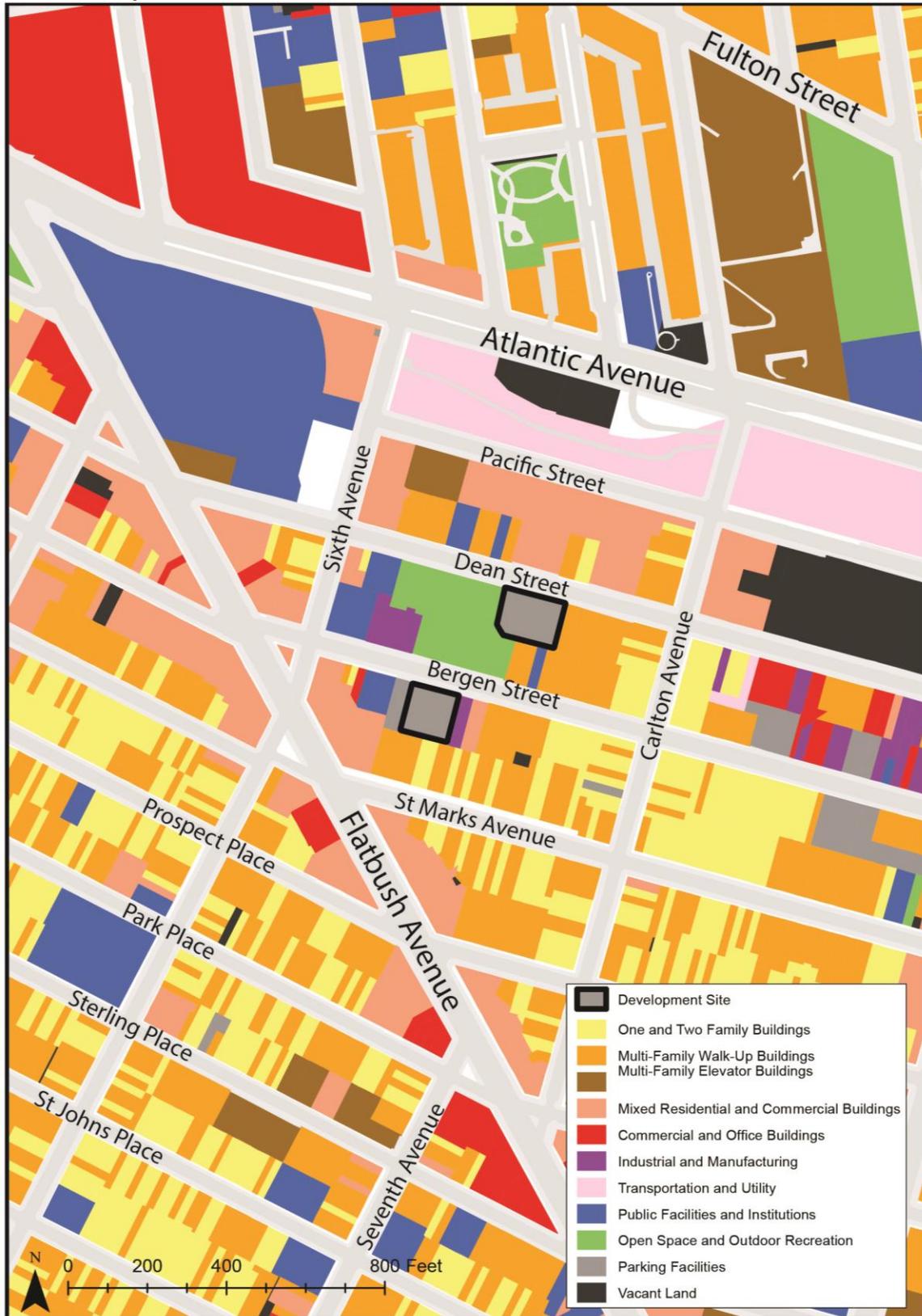
Other notable neighborhood landmarks in proximity to the Sites include the Barclays Center, Atlantic Terminal Mall, Brooklyn Academy of Music, BRIC, and Prospect Park. All cultural, retail and open space amenities are all located within less than a mile of the Sites.

Neighborhood Access

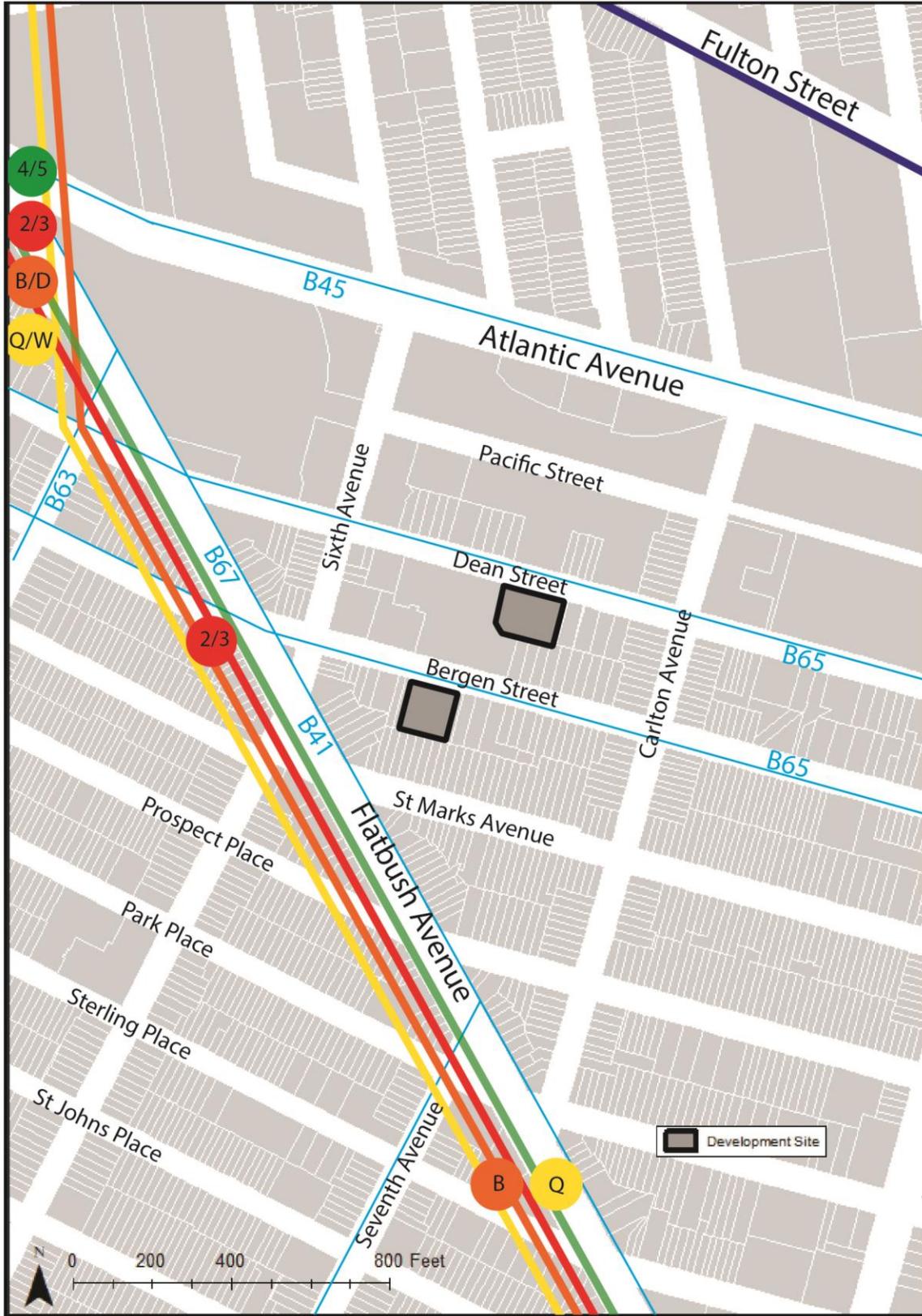
The Sites are well served by public transportation and are located within the Transit Zone. The Bergen Street Subway Station on the 2/3 subway line is located on the same street as Site B, and generally one block west of the Sites. The Atlantic Subway Station, a large transit hub which provides access to the 2/3, 4/5, B/D, N/Q/R subway lines and the LIRR, is located less than half a mile from the Sites. The Lafayette Avenue A/C Subway Station is also located approximately half a mile from the Sites.

Further, the Sites are in proximity to several local bus lines. Crosstown bus service is available via the B45 and B65, which operate along Bergen Street and Atlantic Avenue, respectively. North-south service is available on the B41, B63, and B69, which operate along Flatbush Avenue, 5th Avenue, and Vanderbilt Avenue, respectively.

Land Use Map



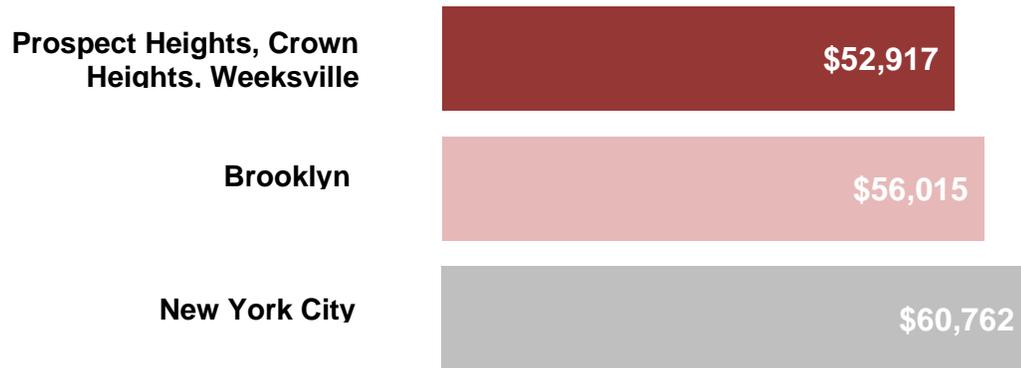
Transit Access Map



E. NEIGHBORHOOD DEMOGRAPHICS

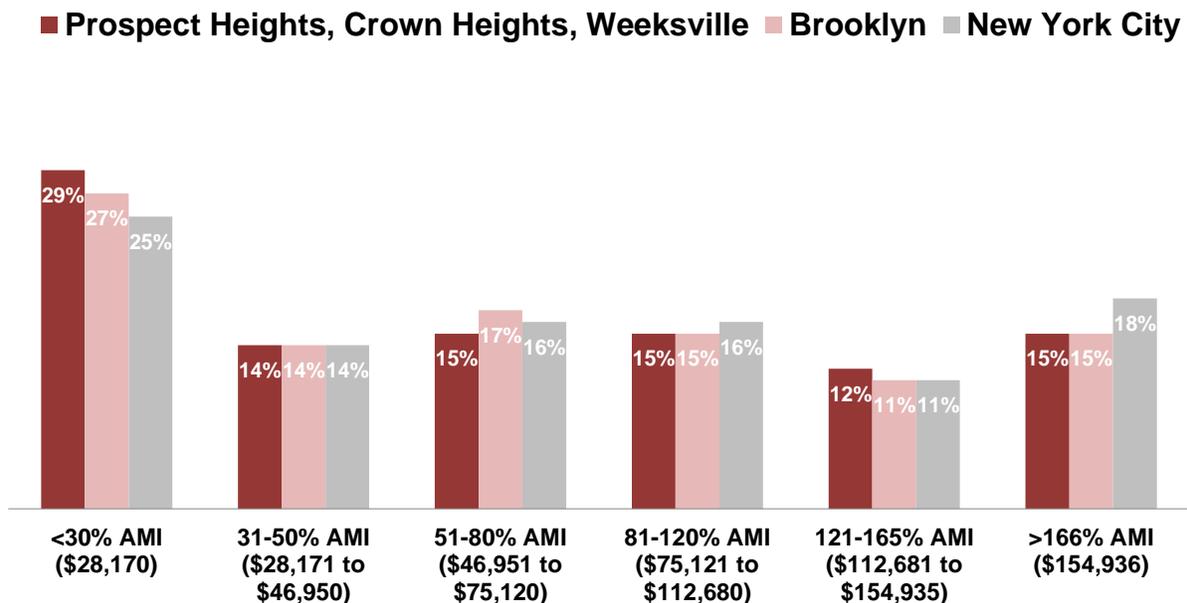
The neighborhood profile information below highlights the demographic, economic, social, and housing characteristics of the neighborhood in which the Sites are located. More detailed data can be found through the [DOHMH](#) and [DCP websites](#).

a. *Median Household Income*



Source: ACS 2014-2018 5-Year Estimates
*Based on PUMA that approximates CD 8

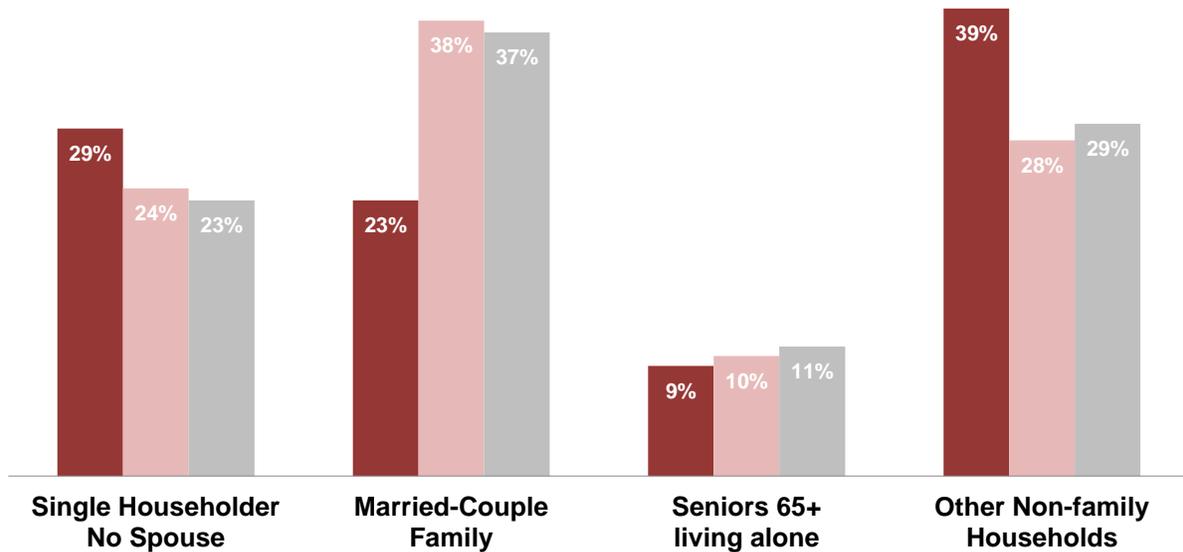
b. *Distribution of Households by Income Group*



Source: ACS 2014-2018 5-Year Estimates
Income limits are for a three-person household (HUD 2018)
*Based on PUMA that approximates CD 8

c. Household Types

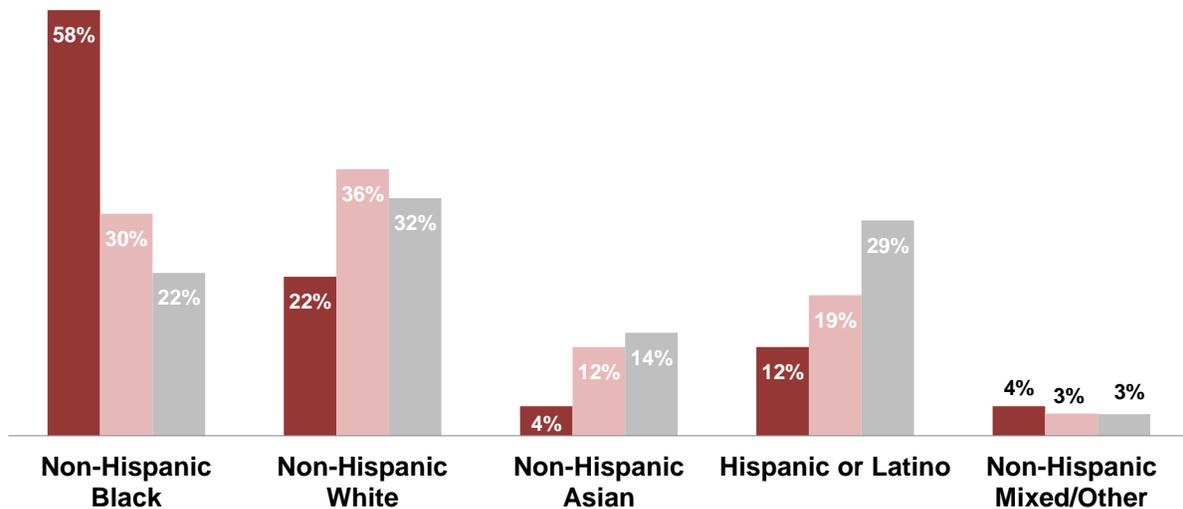
■ Prospect Heights, Crown Heights, Weeksville ■ Brooklyn ■ New York City



Approximate Total Households: 54,171
 Source: ACS 2014-2018 5-Year Estimates
 *Based on PUMA that approximates CD 8

d. Racial/Ethnic Composition

■ Prospect Heights, Crown Heights, Weeksville ■ Brooklyn ■ New York City



Approximate Total Number of Residents: 131,224
 Source: ACS 2014-2018 5-Year Estimates
 *Based on PUMA that approximates CD 8

V. SELECTION PROCESS

A. SUBMISSION

All Submissions must include the following contents to fully describe the Respondent’s proposed Project(s). (See: Section VII. SUBMISSION CONTENT AND COMPLETENESS for more information).

TAB	CONTENTS	FORMS
Development Introduction		
A	Completeness Checklist and Respondent’s Letter	A-1, A-2
B	Project Narrative / Development Summary	B
C	Trade Secrets (optional)	
Development Team Experience and Capacity		
D	Developer Respondent Description	D-1, D-2
E	Development Team Experience and Capacity	E-1, E-2, E-3
F	Development Schedule/ Phasing Plan	
Financing and Affordability		
G	Financing Submission	G
H	Financing Letters of Interest and Historical Financing Letters of Interest/Award Letters for competitive sources	
I	Assets Statements	I
Development Program and Community Development		
J	Development Program	
K	Community and Economic Development	
Design and Performance		
L	Design Narrative	
M	Architectural and Urban Design Plans	

- PDF files must be in the order specified above.
- Forms are available for download from the [HPD website](#).
- Forms E1, E2, E3 and G must also be submitted as individual files; additionally, Forms E1, E2 and G must be in Excel format.
- All forms must comply with the format associated with said form.
- All architectural plans must be formatted no larger than 11” x 17,” and must be legible. Plans and documents must be in formats and paper size that are simple to copy/reproduce.

Submission Modifications

Modifications received after the submission deadline due date will not be considered. If HPD determines, upon review of a Submission, that any items are missing and/or incomplete, HPD, by written notification given to the Respondent, may permit the Respondent to provide or clarify such items. Failure to provide complete information in a timely fashion could result in rejection of the Submission.

Addenda and Extensions

HPD may amend or withdraw this Request at any time. In order to be considered, Submissions must conform to any amendments that may be issued to this Request. Amendments may include, without limitation, any requirements and terms or conditions contained in this Request. HPD will advise each respondent of any clarifications or revisions.

If, in HPD’s judgment, additional time is required for Respondents to prepare their Submissions, HPD may grant an extension of the deadline for submission, and such extension will then be granted to all Respondents.

References and Requests for Further Clarification

A Submission constitutes permission from the Respondent for HPD to make such inquiries concerning the Respondent as HPD deems necessary. HPD may communicate with any of the Respondents but is not obligated to do so. HPD may discuss the Submissions of any Respondent concurrently or sequentially, as HPD may determine. No Respondent has any rights against HPD arising from any such invitation to a discussion, or from any negotiations that may arise pursuant to the discussions.

Respondents must comply with all requests for further clarification and, if requested by HPD, appear for presentations or discussions. If any Respondent fails to do so within the time period given (or within any time extension that HPD may grant), HPD may deem this as a failure and act of non-compliance with the Request, which will permit HPD to select another Respondent or to solicit new Submissions. In furtherance and not in limitation of the foregoing, before a final selection is made, a Respondent may be required to produce more detailed information concerning the professional background of those persons who own and manage such Respondent, a report on the financial background of such Respondent, and information concerning the nature and status of any past or pending threatened charges or actions (including lawsuits, criminal or disciplinary actions, administrative proceedings by any governmental or regulatory agency or bankruptcy action) against such Respondent or any of its partners, directors, officers, employees, shareholders, subsidiaries, or affiliates, as the case may be.

B. REVIEW CRITERIA

The Development Team(s) will be selected through an open, competitive, and transparent juried selection process consisting of two stages: 1) Threshold Review and 2) Competitive Review.

Threshold Review

HPD will review each Submission according to the threshold requirements (“Threshold Requirements”), which are listed below. **The Submission must contain each Tab with all requested Forms and supporting documents.** Submissions that are not complete or do not conform to the requirements of this Request will be eliminated from further consideration, unless HPD permits the Respondent to correct the omission or provide further information through a request for clarification.

Threshold Requirements
Completeness of Submission and Conformance with Requirements
Development Team Experience and Capacity
<ul style="list-style-type: none">• No Adverse Findings• Comparable Development Experience• Comparable Management Experience• Development Team• Development Schedule / Phasing Plan
Financing and Affordability
<ul style="list-style-type: none">• Feasibility of Submission• Ability to Finance
Development Program and Community Development
<ul style="list-style-type: none">• Development Program• Community and Economic Development
Design and Performance
<ul style="list-style-type: none">• Licensure

Competitive Review

Submissions that meet all Threshold Requirements will be comprehensively evaluated and rated according to the competitive selection criteria (“Competitive Criteria”) below. These criteria include both requirements and preferences. For example, a proposal will be scored on how strongly it meets the Submission requirements but will also receive extra points for meeting preferences. Respondents may refer to Section VI. SUBMISSION REQUIREMENTS AND COMPETITIVE PREFERENCES and Section VII. SUBMISSION CONTENT AND COMPLETENESS, for specific guidance.

Site A

Competitive Criteria	Weight	
Development Team Experience and Capacity	25%	50%
Financing and Affordability	25%	
Development Program and Community Development	20%	50%
Design and Performance	30%	

Site B

Competitive Criteria	Weight	
Development Team Experience and Capacity	25%	50%
Financing and Affordability	25%	
Development Program and Community Development	20%	50%
Design and Performance	30%	

HPD may request additional information, interviews, presentations, or site visits. The selected Respondent(s) will be chosen from among the highest rated Submissions. HPD may disapprove the inclusion of any member of a Respondent's Development Team and/or require the selected Respondent to substitute other individuals or firms.

C. SELECTION

Selection of one or more Developers under this Request means only that HPD will commence negotiations with such Respondent(s) regarding the Submission for the Sites.

Negotiation Letter

Upon such selection, HPD will send written notification ("Negotiation Letter" or "Letter") to the Developer regarding the commencement of negotiations. This Negotiation Letter will set forth certain information regarding the Project and procedures that will form the basis for such negotiation. Form A-2 is a Respondent's Letter that describes this process. Each Submission must include this letter signed on behalf of the Respondent by a Principal. HPD may terminate negotiations with or without cause after the issuance of such Negotiation Letter.

Disclosure

Each Developer who receives a Negotiation Letter from HPD must thereafter disclose all previous participation with City-assisted projects. Such Developer(s) and each of its Principals, and officers and related entities will be required to submit completed Disclosure Statements. HPD will provide copies of these forms upon request to any Respondent.

No Obligation

This Request does not represent any obligation or agreement whatsoever on the part of HPD. Any obligation or agreement on the part of HPD may only be incurred after HPD and the Developer enter into a written agreement approved as to form by the Corporation Counsel. HPD may use the Submissions pursuant to this Request as a basis for negotiation with Respondents as it deems appropriate. HPD may reject at any time any or all Submissions, amend or withdraw this Request in whole or in part, negotiate with one or more Respondents, and/or negotiate and dispose of the Site(s) on terms other than those set forth herein (including to parties other than those responding to this Request). HPD may also, at any time, waive compliance with, or change any of the terms and conditions of this Request, entertain modifications or additions to selected Submissions, or withdraw or add property from or to this Request.

VI. SUBMISSION REQUIREMENTS AND COMPETITIVE PREFERENCES

Submissions will be evaluated and scored based on a) responsiveness to all Threshold Requirements, b) the competitive quality, soundness, and strength of project characteristics that address all the requirements, including the Threshold Requirements, and c) whether the submission exceeds requirements by demonstrating a capacity to deliver on stated preferences that achieve broader public policy and community development objectives.

A. DEVELOPMENT TEAM EXPERIENCE AND CAPACITY

Threshold Requirements		TAB
No Adverse Findings	Submission may be rejected at any time during or after the evaluation process if there are any adverse findings in HPD's sole discretion, regarding the Respondent, any entity or individual associated with the Respondent, or any property owned and/or managed by them. (HPD may ask for a request for clarification).	D
Comparable Development Experience	At least one Principal must have, as Principal, successfully completed new construction or substantial rehabilitation of at least one project of at least sixty (60) residential units within the past seven (7) years.	E
Comparable Management Experience	At least one Principal (of Respondent or the Respondent's Property Manager) must have experience managing at least sixty (60) residential units in New York City within the past seven (7) years. The Principal must have been the owner and manager, or the owner acting through a management entity, to fulfill this qualification.	E
Development Team	<p>The Development Team must include an M/WBE that will hold at least 51% of the managing ownership interest in the Project. The M/WBE must receive a commensurate interest in the totality of the economic benefits of the Project (net of LIHTC limited partner interests, if any), including, but not limited to, all available cash flows, paid and deferred developer fees, and sale and refinancing proceeds. A fee-only arrangement for the M/WBE will not satisfy this requirement.</p> <p>The Development Team must submit an Affirmative Capacity Statement attesting to their ability to undertake this Project within the timeframes delineated.</p> <p>At a minimum, the Development Team responding to this Request must include: architect; construction manager; real estate and land-use attorney, environmental planner; and engineer.</p>	D, E
Development Schedule/ Phasing Plan	<p>A detailed schedule with construction commencing at least 24-48 months from the issuance of the Negotiation Letter¹, and other Project specific key benchmarks.</p> <p>A phasing plan, if applicable.</p>	F

¹ In light of the volume of HPD projects awaiting construction closing, as well as the financial impacts of COVID-19, the Developer should expect that construction will likely start after the date specified in its Development schedule, which must be at least 24-48 months from HPD's issuance of a Negotiation Letter to the Developer.

Competitive Criteria		TAB
Developer	<p><i>Successful Experience</i></p> <ul style="list-style-type: none"> Developing multi-family urban projects using public and private financing sources. Developing mixed-use urban projects, if Submission includes non-residential uses <p><i>Strong Capacity</i></p> <ul style="list-style-type: none"> Current capacity to undertake, effectively project manage, and complete all necessary activities and obligations associated with the proposed Project within the proposed schedule. Capacity will be determined by analysis of Respondent's current public and private development workload, other pending development obligations and financial guarantees. Strength of organizational, project management and governance structure for the Project. 	E
Property Manager	<ul style="list-style-type: none"> Experience managing multi-family projects in urban areas. Experience managing mixed-use residential buildings with commercial and/or community facility uses in comparable markets, if Submission includes non-residential uses. 	
Special Needs Housing Operator	<ul style="list-style-type: none"> Experience operating low income senior, formerly homeless, and/or supportive housing, if applicable. Experience providing tenant social services and securing social service funding, if applicable. 	E
Consultant Team	<p><i>Design</i></p> <ul style="list-style-type: none"> Experience designing and providing construction oversight on multi-family and mixed-use, high-performance, residential projects that were successfully completed within budget and on schedule. <p><i>Planning and Zoning</i></p> <ul style="list-style-type: none"> Experience in NYC zoning and environmental review and approval processes on comparable development projects. <p><i>Environmental</i></p> <ul style="list-style-type: none"> Experience in environmental engineering; and experience in sustainable design and development. Experience in environmental review processes in New York City. <p><i>Construction Management</i></p> <ul style="list-style-type: none"> Experience in construction and construction management of multi-family and mixed-use developments that were successfully completed within budget and on schedule. Experience complying with labor and safety requirements for similar projects in New York City. <p><i>Marketing, Leasing/Sales</i></p> <ul style="list-style-type: none"> Experience developing and implementing affirmative fair housing marketing plans. Experience in leasing and/or sales with a comparable development program and market. <p><i>Legal</i></p>	E

	<ul style="list-style-type: none"> • Experience in affordable housing development and public/private development. • Experience in NYC land use and zoning. 	
Preferences		TAB
Community Development	Respondents that have a successful track record of tangible investments in community and economic development.	B, E

B. FINANCING AND AFFORDABILITY

Threshold Requirements		TAB
Affordability	100% of the units must be affordable.	G
Feasibility of Submission	<p>The proposed Project must comply with HPD-HDC Term Sheets, including requirements for units that serve very low and extremely low-income households. Market comparables must be provided for residential unit rents, and any additional income from other sources, as applicable.</p> <p>Site A Only: Compliance with HPD's SARA term sheet.</p>	G
Ability to Finance	Asset statements and letters of credit must demonstrate capacity to secure pre-development, construction and permanent financing, for the proposed Project.	H, I
Competitive Criteria		TAB
Financing Proposal	<p>Submissions shall include Financial Scenarios with sources and uses that support the proposed Project and affordability levels. The Financial Scenarios shall be in accordance with current industry underwriting standards. Proposed total development costs and operating budgets must be within current industry parameters.</p> <p>Financial Scenarios will be evaluated based on the feasibility of the underwriting, including, but not limited to, the reasonableness of estimated development and operating costs, proposed rents and other income, the feasibility and terms of the financing sources, and the ability to support operating expenses, capital costs, and debt service to complete and operate the housing portion of the proposed Project.</p> <p>Nonresidential income and equity assumptions must be described in detail and include information about funding sources and/or rental comparables.</p> <p>Site A Only: If community facility or commercial spaces are included, they must generate enough rental income or the Development Team must provide equity to support all associated development costs, inclusive of hard and soft costs.</p>	G
Rents and Market Comparables	Rents for residential units or other income sources must be deemed realistic and substantiated by market comparables.	G

Financing Capacity	Financing capacity will be evaluated based on the strength of the Respondent's assets, bank, investor, or other lender references, and current and historical commitments that demonstrate the Respondent's ability to secure financing, meet lender's equity and other lending requirements, provide necessary guarantees, absorb cost overruns, and commence and complete construction of the proposed Project according to the proposed Development Schedule.	G
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C. DEVELOPMENT PROGRAM AND COMMUNITY ECONOMIC DEVELOPMENT

Threshold Requirements		TAB
Development Program	<i>Affordability.</i> 100% of the total units must be affordable.	B, J
	<i>Unit Types and Sizes.</i> Submissions must have a distribution of unit types and sizes that complies with an HPD term sheet and guidelines.	B, J
	Submissions must include publicly accessible open space adjacent to Dean Playground and may be up 3,300 square feet.	B, J
Plan for Internet Access	Developers shall ensure that all common areas and individual dwelling units are provided with access to the internet via open access infrastructure that is available to any interested internet service provider (ISP). Additionally, developers shall ensure fiber cable internet technology is installed to provide better internet access to individual units and common areas, regardless of whether the building can access a fiber network at the time of construction.	B, J
Community Economic Development	<i>Job Outreach Plan:</i> Proposals will be evaluated on the Development Team's track record, including local strategic partners identified for this project, on creating and implementing specific community job outreach efforts (job placement, retention and training) or they have identified a local strategic partner(s) and clearly state their specific past community job outreach efforts. Proposals will also be evaluated based on the narrative of the outreach strategies that will be employed and a well-defined timeline. Please reference Appendix D for guidance.	K
Competitive Criteria		TAB
Development Program	The proposed development program will be evaluated within the context of the City's commitment to affirmatively furthering fair housing. Submissions must demonstrate that the proposal improves access to opportunity for residents of the Projects and the surrounding community; contributes to the economic and social health of the neighborhood; and enhances the current inventory of commercial or community uses in the neighborhood. Proposal will be evaluated based on the soundness of residential program and non-residential tenancy, tenant mix, marketing, management, and lease terms.	B, J
Community and Economic Development	<i>Job Outreach Plan:</i> Proposals will be evaluated on the quality of the Job Outreach Plan, including but not limited to Development Team's track record in hiring, strategic partnerships, range of outreach activities and plan for implementation.	K

Community Engagement	Submissions that have a community engagement plan that provides outreach strategies during applicable public approval processes and opportunities for meaningful community engagement in certain elements of the Project, including design and/or programming elements.	K
Preferences		TAB
Community Visioning Report	In addition to Site-specific requirements and criteria, submissions that include or build upon elements outlined in the Dean and Bergen Community Visioning Report (Appendix B).	B, J
Minorities and Women in Development in Development Team	Respondents with certified M/WBEs as part of the Development Team including entities that bring the necessary expertise and experience to develop and manage the Project, such as experts in affordable housing development and finance, marketing and property management (residential and commercial, if applicable), design and construction, and community development.	K
Community Development	Submissions that include a plan for neighborhood investments and/or community programs or services.	J, K
Plan for Internet Access	Submissions that actively lower barriers to internet access for the building's residents. Such proposals should explain how residents of the building will be able to access internet through technologies and/or service contracts offered by the building to residents, and the expected speed and quality of service. Respondents should refer to the NYC Principles for Internet Service and Infrastructure outlined in the City's Internet Master Plan (see figure 4, page 3).	B, J

D. DESIGN AND PERFORMANCE

Threshold Requirements		TAB
Licensure	Architectural and Urban Design Plans prepared and signed by a registered architect or engineer that meet all submission requirements.	M
Competitive Criteria		TAB
Building Design	<p>Designs will be evaluated based on the following factors described further in Zoning, Site Plan, and Building Design Guidelines and Site-Specific Design Guidelines (Appendix A).</p> <ul style="list-style-type: none"> • Site Capacity and Program Evaluation: how well the Submission integrates the development program, building parameters, and how well the proposed plan overcomes the challenges posed by site conditions. • Building Design: <ul style="list-style-type: none"> ○ Building Envelope/Exterior: how well the Submission contributes to the built environment and serves the pedestrian experience. ○ Building Systems: how well the system provides environmental comfort, ease of management and operations, and high level of durability. • Design and Construction: building design is consistent with the Submission's proposed construction budget, schedule, and development program. • Design Value: exemplary design and construction methods that reduce or contain costs, create high-quality site and building designs, and achieve high development performance standards. • Design Excellence: Designs that propose exceptional elements or amenities in public spaces or residential areas, especially responses that include architectural/urban context. • Submissions are advised to consult: <ul style="list-style-type: none"> ○ NYC Department of Design and Construction Resources ○ Designing New York: Quality Affordable Housing ○ Universal Design ○ Active Design: <ul style="list-style-type: none"> ▪ Supplement: Affordable Designs for Affordable Housing ▪ Supplement: Promoting Safety ▪ Supplement: Shaping the Sidewalk Experience ○ Designing for Health ○ Aging in Place 	L, M
Site Planning and Urban Design	Designs, site planning, massings, building configuration, open space configuration, streetscape treatment, and relationship to surroundings will be evaluated based on the Project's contribution to the neighborhood.	L, M
Preferences		TAB
Excellence in Sustainability	Submissions that exceed minimum Development Design and Performance Requirements by reducing climate-related risk while minimizing climate impact. This includes maximizing low-cost passive strategies for heating, cooling, ventilation and stormwater management; achieving energy and water	L

	<p>efficiencies by specifying building systems that reduce consumption and operating costs; utilizing renewable and low carbon sources of energy and materials where viable.</p> <p>In addition, respondents are encouraged to address the health, wellness and social resiliency of residents through best practices in material and system specification, planning and design.</p> <p>Respondents are encouraged to explore ways that the benefits of such measures can be captured in the development underwriting process to reduce subsidy ask and be of benefit to residents by lowering their utility costs.</p> <p>Submissions seeking competitive preferences are advised to consult:</p> <ul style="list-style-type: none"> ○ NYC Department of Design and Construction Resources Sustainable Urban Site Design ○ Green Building: <ul style="list-style-type: none"> ○ Passive House Design ○ LEED ○ Climate Resiliency Design Guidelines ○ Enterprise Green Communities NYC Overlay 	
Dean and Bergen Community Visioning Report	Submissions that thoughtfully consider the goals and priorities of the Dean and Bergen Community Visioning Report (Appendix B).	L, M

VII. SUBMISSION CONTENT AND COMPLETENESS

Each Respondent must submit the forms and supporting documentation described below. Respondents must submit a PDF file with the entire Submission and individual PDF files for each tab as named below. Respondents submitting proposals for both sites should provide two independent and complete Submissions. Submissions that are incomplete or not in conformance with the requirements of this Request will be eliminated from further consideration.

Development Introduction

TAB A – Completeness Checklist and Respondent’s Letter

- Form A-1: Completeness Checklist**
- Form A-2: Respondent’s Letter**, printed on Respondent’s letterhead and signed by an authorized representative.

TAB B – Project Narrative / Development Summary

- The Project Narrative** must introduce and provide an overview of the Submission, including the elements that distinguish the proposed Project, the qualifications of the Respondent and the Development Team.
- Form B: The Project Summary** must provide a synopsis of the Submission’s major elements, including the development program, financing program, and architecture and urban design.

The Project Narrative and Project Summary must be concise and introduce all aspects of the Submission.

Tab C – Trade Secrets (optional)

Submissions and other materials submitted to HPD in response to this Request may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law (FOIL). The entity submitting a Submission may provide in writing, at the time of submission, a detailed description of the specific information contained in its Submission which it has determined is a trade secret and which, if disclosed, would substantially harm such entity’s competitive position. This characterization shall not be determinative but will be considered by HPD when evaluating the applicability of any exemptions in response to a FOIL request.

Development Team Experience and Capacity

TAB D – Developer Respondent Description

- Form D-1: Development Team Information and Respondent Questionnaire**, signed by Principal (if joint venture, principal of each entity must sign).
 - Minority and/or Women-Owned Business Enterprise certificate issued by a governmental or quasi-governmental entity acceptable to HPD as defined in Definitions
- Form D-2: Not-for-Profit Organization Form** (Non-profit corporation team members only).
- Organizational Structure. Chart or diagram of structure of partnership or joint venture, including percentages of ownership and investment, with a brief description of the type of entity or joint-venture and the roles and responsibilities of each party.
 - M/WBE Ownership Interest – Respondents must submit a certificate from a principal or other authorized officer of the M/WBE that is to participate in the ownership of the Project. This certificate must confirm that the M/WBE will hold at least 51% of the managing ownership interest in the Project and will be entitled to receive a commensurate interest in the totality of the economic benefits of the Project (net of LIHTC limited partner interests, if any), including, but not limited to, all available cash flows, paid and deferred developer fees, and sale and

refinancing proceeds. The certificate must also include a detailed explanation of the proposed ownership interest of the participating M/WBE in the Project, including, but not limited to, its commensurate interest in the economic benefits of the Project.

- **Brief narrative** describing the roles of each entity of the Development Team during construction and throughout the life of the Project. Any Submissions from a CLT must provide an organizational model that meets the requirements of the RFP.

Optional:

- **Project Staffing and Governance Plan**, with a brief narrative of any project management methods or tools that will be used to ensure an effective and collaborative public/private partnership.
- **Organizational charts, schedules, and project budgets** demonstrating project management approach and capacity to manage complex development projects within a public/private partnership.

TAB E – Development Team Experience and Capacity

- **Form E-1. Residential Development Experience and Current Workload** (include as individual file)
- **Form E-2. Residential Management Experience and Current Workload** (include as individual file)
- **Form E-3. Management Questionnaire** (include as individual file)
- **Brief narrative describing:**
 - Experience developing and managing high-quality mixed-use projects in urban areas.
 - Experience managing commercial and/or community facility spaces in mixed-use projects in urban areas.
 - Experience with community economic development, such as investments in community programs or services

Notes:

- A separate form must be provided for each Principal with residential management experience. Provide complete and accurate information about references.
- A separate form must be provided for a Principal or managing agent proposed to manage the Development.

- **Other Members of Development Team**

Submit marketing materials, narrative statements, and/or portfolio list in graphic format that clearly describes relevant experience and work on similar projects completed within the last ten (10) years. Also, provide resumes highlighting experience of key principals and staff that will be working on the proposed Project.

- Architect and Engineer, other members of the Design Team, if applicable (e.g. artist, landscape architect, urban designer, etc.)
- Construction Manager
- Real Estate Attorney and Land-Use Attorney
- Environmental Planner and Environmental Engineer, if applicable
- Community Service or Program Provider, if applicable
- Marketing and Leasing/Sales Agent, if known

- **Capacity**

Affirmative Capacity Statement regarding the Development Team's ability to develop, finance, construct, manage, and complete the Project within the proposed Schedule, including, but not limited to, the Developer Obligations, as well as the Terms, Conditions, and Limitations and Conflicts of Interest, included in this Request.

TAB F – Development Schedule / Phasing Plan

- **Development schedule and phasing plan** listing and scheduling industry standard activities, including, at a minimum:
 - Community engagement and outreach

- Concept, Schematic, Design Development, Bidding and Construction documents
- Governmental planning approvals and construction/building permits
- Site due diligence and preparation
- Bidding
- Financing and financial closing/Site disposition
- Construction commencement, completion, and close-out
- Marketing and lease-up
- Occupancy
- Development Phasing Plan, if applicable

Note: Schedules are to assume the following key benchmarks:

- Predevelopment commencement within 30 days of the date of HPD issuance of the Negotiation Letter.
- Schematic Design phase and HPD approval of plans and drawings within 6 months of the Negotiation Letter.
- Construction commencement at least 24-48 months from the date of the Negotiation Letter.²

Financing and Affordability

TAB G – Financing Submission

- **Form G: Financing Scenario.** (Submit in in Excel format). If elements of the Project are separately financed, the Submission must provide separate financial scenarios for each portion. If Project elements are financially inter-related, a comprehensive Financing Scenario showing the financing for the whole Project, with each element delineated, may also be submitted.
 - For projects using the SARA term sheet, if the financing proposal includes tax exempt bonds and 4% LIHTC financing, up to \$75,000 per dwelling unit in subsidy will be available from the HPD SARA term sheet. If Financial Scenarios include 9% tax credit financing, up to \$125,000 per dwelling unit in subsidy will be available from the HPD SARA term sheet.
- **Rents and AMIs.** Submissions must reflect the rent price affordability calculations (based on AMIs), and utility allowances described in the Form. In addition to the affordability requirements described throughout this Submission, any subsidy programs that are utilized will determine any additional affordability requirements, as applicable. For units supported by Project-Based Section 8 Vouchers (PBV), assume rental assistance at 100% of the 2021 FMR.
- **Superintendent's Unit.** Specific information about the superintendent's unit(s) shall be included, as applicable. If the superintendent unit is not located onsite, a letter explaining alternative provisions for onsite janitorial services that satisfy the Housing Maintenance Code must be included.
- **Project Budgets.** Provide Hard Cost calculations (including, but not limited to estimated construction costs, overhead, profit, insurance, contingency) with cost/sf estimates for both gross and net square footage. Please identify the entity that provided hard cost estimations and provide qualifications of this entity, if not already included in other parts of this proposal. Provide Soft Cost calculations, including assumptions for all fees for professional services, financing, and other industry standard and HPD allowable costs. Provide a percentage of Total Development Cost (TDC) for each line item.
- **Maintenance and Operating Expenses.** Submissions should use the latest version of [HDC's Maintenance and Operating Expenses Standards](#). Any deviation from such standards should be briefly noted and explained in the Financing Narrative. Respondents should assume prevailing wages for building service workers in the project budget.

² In light of the volume of HPD projects awaiting construction closing, as well as the financial impacts of COVID-19, the Developer should expect that construction will likely start after the date specified in its Development schedule, which must be at least 24-48 months from HPD's issuance of a Negotiation Letter to the Developer.

- **Tax Exemption Programs.** Submissions must indicate which tax exemption program(s) the Project plans to utilize, if any.
- **Financing Narrative.** The Financial Scenario must clearly explain the financing structure of the Project, and explicitly identify proposed subsidy/financing programs. If the financing scenario proposes competitive financing sources, the financing narrative should explain the feasibility of obtaining the proposed sources and/or describe the respondents' history of successfully applying for the proposed sources.
- **Competitive Funding Sources (if applicable).** Submissions that include competitive sources (including rental assistance for homeless, supportive, and/or senior housing components) may include competitive financing sources in their Primary Financing Scenarios. Any Proposal that includes funding or financing that is awarded on a separate competitive basis should submit historical letters of interest or award letters for similar projects financed within the past 7 years, if applicable.
- **Social Services for Tenants (as applicable).** Projects proposing social services for tenants should identify their proposed funding source, service provider and describe the services that will be offered to tenants. Service funding options include the Senior Affordable Rental Apartment Tenant Services RFP, the Provision of Congregate Supportive Housing RFP (also known as NYC 15/15) administered by the NYC Human Resources Administration and other service funding opportunities for which the project would be eligible. A social services budget should not be included in submissions.
- **Regulatory Term.** Units must remain under a regulatory agreement for the duration of the Project, but in no case less than thirty (30) years.

TAB H – Financing Letters of Interest and Historical Financing Letters of Interest/Award Letters

- **Financing Letters of Interest**
 - **Private Financing**

If private financing is proposed, a letter, or letters of interest, from a private lender or lenders must be included. Letters must be dated no earlier than two (2) months from the date of submission of the Developer's proposal. Applicants may use different private lenders for construction and permanent financing. The letters must be provided on the lender's letterhead, signed by a representative of the lender, and must state the amount and terms of the financing. The letter(s) must indicate a willingness to provide construction and permanent financing in amounts and with terms consistent with the proposal, and must include the following:

 - *Construction Loan*
 - The amount of financing that the lender would consider based on the lender's preliminary determination of feasibility, based on expected development costs, operating income/expenses, and associated residential rent levels; and
 - The interest rate (fixed or variable), the equity requirement, applicable fees, and other terms under which the lender would provide construction financing.
 - *Permanent Loan*
 - The amount of financing that the lender would consider based on the lender's preliminary determination of feasibility, based on expected development costs, operating income/expenses, and associated residential rent levels; and
 - The interest rate (fixed or variable), the equity requirement, applicable fees, and other terms under which the lender would provide permanent financing; and
 - The maximum loan to value ratio and other underwriting criteria, including treatment of rental income, minimum maintenance and operating expenses, and debt service coverage requirements.
 - *LIHTC Syndication*
 - If LIHTC financing is proposed, a syndication letter of interest is required. If LIHTC financing is proposed, the experience of the development team with tax credits must be described in the financing narrative.
 - **Public Financing**

- If HDC bond financing is proposed, a letter of interest from HDC is NOT required.
- **Historical Financing Letters of Interest/Award Letters** (for similar projects financed within the past 7 years, if applicable)
 - **Competitive Sources**
 - Any Proposal that includes funding or financing that is awarded on a separate competitive basis should submit historical letters of interest or award letters for similar projects financed within the past 7 years, if applicable.

TAB I – Assets Statements

- **Assets Statement and References**
 - Each Principal of the Respondent must submit audited or reviewed financial statements detailing the Principal’s financial status in the two most recent years preceding the Submission Due Date for this Request. Publicly owned companies must submit the latest annual report and Form 10K, as well as any Form 10Q submitted after such Form 10K. As an alternative, the Assets Statement in Form K may be used. Provide sufficient information necessary to evaluate the Respondent’s current financial commitments and track record to meet the financial obligations of the proposed Project.
 - Provide references only of banks, investors, or other lenders that have financed previous and similar development projects.

Development Program and Community Development

TAB J – Development Program

- **Development Program.** Narrative describing a comprehensive perspective of the various components of the development program, including residential, commercial/community facility, open space, and other land uses for the Site.
- **Plan for Internet Access**– Brief narrative describing the plan for internet infrastructure and resident connectivity in the new building. The strategy should focus on the NYC Principles for Internet Service and Infrastructure outlined in the [City’s Internet Master Plan](#) (see Figure 4 on page 3). Respondents should outline upfront and/or ongoing costs associated with the proposed strategy.

TAB K– Community and Economic Development

- **Brief narrative** describing community engagement and outreach plan.
 - Outreach strategies during applicable public approval process and construction period
 - Meaningful opportunities for input, feedback, or participation in certain elements (design and programming) of the Project after Developer selection.
- **Form J: Job Outreach Plan** discussing strategy and recruitment approach and providing an outreach timeline to identify candidates for open positions prior to and during construction. If the team includes a workforce development strategic partner, describe the tasks they are expected to perform. The plan should also discuss the team’s previous experience working with community partners on prior projects. Please refer to Appendix D for guidance.

Design and Performance

TAB L – Design Narrative

- **Design narrative** that provides a clear and comprehensive description of the preliminary design and succinctly articulates the design approach to achieving the Project vision and goals. Narrative must cite all elements submitted in Tab M: Architectural and Urban Design Plans, as described below:
 - **Area Plan and Photos.** How the design concept was informed by neighborhood physical, cultural, historical and/or socio-economic characteristics, as well as the Site conditions.

- **Zoning Strategy, if applicable.** Development Teams proposing a new zoning district or other zoning amendments must explain and justify why such a rezoning is necessary to achieve the goals of the project.
- **Zoning Analysis and Building Code.** How the proposed Project complies with or requires a variance from the current or proposed zoning district, if applicable, and other legal requirements.
- **Environmental Planning.** Describe any known environmental concerns and how the Respondent intends to address them.
- **Site Capacity and Program Evaluation.** How the planning and design approach address the existing buildings and any significant Site features, and the capacity (opportunities and challenges) of the Site to incorporate the various components of the development program.
- **Site Plan and Urban Design.** How the Site plan and urban design approach creates safe and active urban residential environments, connects the Site to the surrounding neighborhood, enhances the public and pedestrian realm, and fosters sustainable development.
- **Building Design and Performance.** Highlight major and/or unique design approaches to the building envelope and façade, floor plans and unit layouts, building systems, construction type, and sustainable development. Sustainability strategies should take into account the capital and operating cost of implementing such measures versus their relative benefit both qualitatively and financially.
- **Design and Construction.** Identify proposed construction type and any cost containment concepts to achieve quality design within proposed budget and schedule parameters, and consistent with the development program.
- **Design Excellence.** Narrative describes other design features proposed for the Project, such as Active Design, Universal Design, and/or arts to be incorporated in the Project.

TAB M – Architectural and Urban Design Plans

□ **Area Plan and Photos**

- **Photos:** Images of the Development Site and its relation to surrounding buildings, streets, sidewalks, and open spaces, at least 3” x 5” in size. Photos must be keyed on the area plan outlined below. The photos must be clear enough to be reproducible. Submissions must include photos of other neighborhood and community characteristics and conditions that informed the designs.
- **Neighborhood Area Plan:** A neighborhood context plan(s) indicating circulation patterns, significant land uses, transportation networks, landmarks, and other neighborhood infrastructure and community amenities.

□ **Zoning Analysis and Building Code**

- **Zoning Analysis** that includes a zoning map for the Development Site(s), and a detailed zoning computation with an analysis that demonstrates compliance with the existing or proposed applicable zoning regulations. The analysis must cite pertinent sections of the zoning resolution and must be prepared and signed by a licensed architect or engineer. The analysis must include, at a minimum, the assumed zoning and uses; and the proposed and allowable/required (1) unit density; (2) FAR and ZFA (total and by use); (3) lot coverage; (4) height and setbacks; (5) street wall requirements; (6) yard requirements; and (7) vehicle and bicycle parking, etc. Any zoning modifications must be indicated, and a zoning compliant alternative must be provided.
- **Building Code Summary** indicating occupancy group and capacity, construction classification, fire resistance ratings, fire division diagrams, egress/access requirements, and occupant load. The summary must cite pertinent sections of the New York City Building Code, the Housing Maintenance Code, and the New York State Multiple Dwelling Law.
- **Square Footage Analysis Chart(s)** with detailed breakdown of residential, community facility, parking, open space, and other components of the development program. The chart must include gross square footage, deductions and zoning square footage (floor area) by building and floor.

□ **Site Plan and Urban Design**

- **Site Plan(s)** indicating the: context of the development within nearest street intersection(s); tax lots and zoning lot boundaries and restrictions; buildings with setbacks and height elevations; site access points; adjacent structures and any encroachments; street widths as well as roads and sidewalks; exterior parking; driveways; elevation grades; basic landscaping; easements and encroachments as well as other relevant zoning and site conditions and features.
- **Circulation and Open Space Plan** with walkways, sidewalks, garage and parking areas, curb cuts, fencing and gates, building entrance/egress points, streetscape improvements, site landscaping including planting locations and hard/soft surfaces, and lighting.

□ **Building Design**

- **Floor Plans** representing all floors of the proposed development (cellar/basement, ground floor, typical floor, upper floors, as applicable, and roof plan, etc.) with clear labeling of all community and common spaces, including dimensions and area.
- **Typical Dwelling Unit Plans:** Typical unit floor plans that provide residential unit uses and separation of spaces, circulation and entrance/exit, key dimensions and square footage, access to light and air, and any unique features and amenities.
- **Elevation Drawings:** Elevations clearly indicating proposed fenestration and materials, ceiling heights, floor elevations, and total building height.
- **Building Section Drawings:** Building section indicating building to grade relationship and floor-to-floor and floor-to-ceiling height; and, key wall, floor, and roof section indicating envelope materials, fenestration, and approach to sustainable development.
- **Illustrative Drawings:** Conceptual diagram and/or sketch illustrating the intent and approach to the design and development of the Development Site. Simple visualization to communicate design aesthetic, scale and relationship of the Project components, and a general sense of space from the pedestrian perspective/experience. (Physical models will not be accepted. Photo-realistic renderings or other expensive drawings are not required or encouraged.)

Submission completeness requirements:

- Plans and drawings are to be at a concept design level typically included as part of the preliminary Schematic Design phase for architectural services.
- Preliminary plans and drawings must provide a clear understanding and comprehensive illustration of the design approach.
- All plans must be prepared by a Registered Architect or Professional Engineer.
- All plans must be dimensioned and with a north arrow.
- Elevation Drawings, Section Drawings, and Floor Plans must be dimensioned at the same scale.
- All plans and drawings must include the name of the Project, Respondent, Architect and/or Engineer, and date.
- All materials must be on paper size of 11" by 17", or smaller, and must be easily reproducible.

VIII. DEVELOPER OBLIGATIONS

A. Development Team and Project Management

The Developer will be responsible for assembling a Development Team with the necessary expertise, experience, and capacity to develop and manage the proposed Project, such as expertise in affordable housing development and finance, marketing and property management (residential and commercial, if applicable), design and construction, social service provision, and community development.

At or prior to closing, HPD will require satisfactory evidence that the appropriate organizational documents of the owners of the Project evidence the ownership interest of the M/WBE consistent with the requirements of this RFP and the Respondent's proposal. Such evidence will include, but not be limited to, representations by the Project's owners and an opinion of counsel or other knowledgeable professional. The HPD regulatory agreement for the Project will require the owner to maintain the required ownership interest of the M/WBE during the term of Project financing provided by HPD, except as may be approved in writing by HPD in the case of foreclosure, misconduct, certain voluntary sales, or other circumstances.

The Developer is responsible for a professional and disciplined project management approach to the public/private partnership in connection with this Submission with the objective of ensuring transparent information, project governance, smooth negotiations and communications, as well as risk management and quality control.

Interim use(s) proposed by the selected Respondent may be permitted prior to commencing construction. Such uses would be further discussed and considered by HPD after selection. Interim use(s) will not be evaluated or considered in the selection of a Project as described under this RFP (see Section V Selection Process). HPD anticipates that a Developer will be the signatory on any legal agreements for any such proposed interim use(s).

The Developer is responsible for arranging timely commencement and completion of the Project and will be held accountable for the schedules outlined in the Submission and agreed upon with HPD. The Developer will be required to submit ongoing status reports regarding Project development, financing, budget, schedule, marketing, leasing, and management. In addition, the Developer will be responsible for working with the City to coordinate planning and construction schedule.

The Development Team is responsible for activities typically associated with development, including, but not limited to, the design, finance, construction, marketing and leasing (and/or selling), and management of the completed residential units and commercial spaces, if applicable.

B. Community Outreach

The Developer will lead all community outreach activities and participate in required public forums, hearings, and briefings with the Community Board, elected officials, City agencies, and other organizations, as determined necessary by HPD, and will provide the necessary documentation and presentations for said meetings and forums.

C. Design and Construction

The Developer is responsible for obtaining all necessary governmental permits for the construction of the Project. The Developer must submit to HPD a full set of Schematic Design documents that include any modifications to the original concept/preliminary drawings and plans included in this Submission, as agreed upon by HPD and the selected Respondent, for HPD review and approval, within six (6) months of selection. Prior to disposition, the Developer must submit a complete set of Design Development documents and specifications to HPD for review and approval. The Developer is responsible for submitting final Construction Documents to HPD, which must conform to previous review comments and approvals made by HPD. In light of the volume of HPD projects awaiting construction closing, as well as the financial impacts of COVID-19, the Developer should expect that construction will likely start after the date specified in its Development schedule, which must be at least 24-48 months from HPD's issuance of a Negotiation Letter to the Developer.

At a minimum, the Developer is responsible for meeting the most current applicable design and construction regulations and guidelines listed below:

- [HPD Design Guidelines for Multifamily New Construction](#)
- [HPD Building and Site Performance Guidelines](#): Enterprise Green Communities Criteria Certification Overlay for NYC HPD Projects.

Submissions must comply with all current regulations, codes, and ordinances, including, but not limited to:

- [Zoning Resolution](#), including requirements for Affordable Independent Residences for Seniors (AIRS)
- [New York City Construction Codes](#)
- [Multiple Dwelling Law](#)
- [Fair Housing Act](#)
- [Section 504 of the Rehabilitation Act of 1973 and Accessibility Requirements](#) (applies even if Project does not receive federal funds, and includes architectural, as well as marketing standards)
- [Americans with Disabilities Act](#) (as applicable)

D. Environmental Review

The Developer will be responsible for preparing and submitting an Environmental Assessment Statement (EAS) in accordance with the guidelines contained in the latest edition of City Environmental Quality Review (CEQR) Technical Manual, including an EAS form, graphics and technical assessments and appendices, as necessary. It is anticipated that HPD will serve as the lead agency for the CEQR review and will oversee the preparation of all CEQR documentation; however, the Developer will be responsible for retaining a reputable environmental consultant, preparing and submitting all CEQR documents, and funding the cost of the studies and analysis required for completion of CEQR. The CEQR assessment will consider the discretionary approvals described below. The Developer will be solely responsible for any mitigation measures identified as a result of the CEQR review.

In addition, the Developer will be responsible for preparing an EIS, if necessary, and associated environmental studies which could include, but are not limited to Phase I and Phase II Environmental Site Assessment (ESA), Phase IA archaeological assessments and noise/acoustical studies. The Developer will be responsible for implementing any remedial measures identified in connection with the redevelopment of the Site as determined by HPD. HPD does not make any representation or warranty whatsoever regarding the condition of the property or the suitability of the property for the uses contemplated by this Request. The Developer will be solely responsible for providing engineering and institutional controls to allow for the reuse of the Site.

The Developer will be responsible for procuring a Phase I ESA for the property to be reviewed by HPD's Environmental Planning Unit. If applicable, the Developer will be responsible for preparing and implementing a Phase II Subsurface Investigation work plan and, in the event contamination is present, a remediation plan. The Phase II work plan, Phase II results, and any required remediation plan would be subject to review and approval by HPD's Environmental Planning Unit as well as either DEP or OER. No such investigation or remediation plan development may proceed without the oversight of these City agencies.

E. Public Land Use, Zoning and Approvals

HPD will be the applicant for the ULURP applications for the Sites, with assistance from the Developer in preparing the supporting documentation for the application, if needed. The Project will also require City Council and Mayoral approvals. Anticipated actions requiring approval under ULURP or UDAAP for development of the Site include approval of the disposition and a zoning amendment(s), as applicable. The Developer may be required to alter the designs or program before and during the ULURP process to comply with any request for modifications.

F. Financing and Tax Exemptions

The Developer is responsible for applying to, and meeting the requirements of, any applicable tax benefit program. HPD makes no representations or warranties as to the continued availability of these benefits or

as to the Project's eligibility to receive these benefits. The Development Site will be subject to New York City real property taxes and charges. However, the tax exemptions described below may be available for eligible projects. Specific benefits may vary depending on characteristics of the Project. For details of each program, the Developer is responsible for researching the relevant statute and rules.

- The [Article XI tax exemption](#) provides a complete or partial tax exemption from New York City real property taxes on non-commercial space for up to 40 years for the new construction or rehabilitation of affordable housing carried out by a Housing Development Fund Company (HDFC). An HDFC is a corporation formed under Article XI of the Private Housing Finance Law to develop and operate low-income housing. The formation of each HDFC which is a sponsor of an HPD project is individually approved by HPD and this tax exemption is subject to City Council approval.
- The [420-c tax exemption](#) provides an exemption from New York City real property taxes on non-commercial space for up to sixty (60) years for housing financed or previously financed in part with Federal Low Income Housing Tax Credits. In order to be eligible for this tax exemption, at least 70% of the units must be subject to the income and occupancy requirements of Internal Revenue Code Section 42. Projects must be owned or leased for at least thirty (30) years by a corporation, partnership, or limited liability company, of which at least fifty percent (50%) of the controlling interest is held by a charitable organization with 501(c)(3) or (4) tax exempt status whose purposes include the provision of low income housing, or a wholly-owned and wholly-controlled subsidiary of such a charitable organization. HPD must approve the regulatory agreement that imposes tax credit restrictions on the project's dwelling units and may also require a payment in lieu of taxes (PILOT).
- The [Urban Development Action Area Project \("UDAAP"\)](#) tax exemption is subject to approval by the City Council. The City Council may grant an exemption from the New York City real property taxes on the buildings/improvements for up to twenty (20) years. If the Council grants the full 20-year exemption, the improvements on the Site(s) would be fully exempt from the New York City real property taxes on the buildings/improvements for the first ten (10) years with a gradual phase-in of full taxes over the remaining ten (10) years (10% per year). The full amount of the New York City real property taxes on the land must be paid each year. Other governmental approvals are required before the City is able to use the UDAAP.

Transfer Taxes and Disposition Price

The Developer is responsible for paying all transfer taxes associated with the conveyance of the Site(s) to the Developer, including any transfer taxes associated with the conveyance of the condominium units and all transfer and recording taxes associated with financing of the construction and the Project, generally.

The Developer will pay, upon conveyance, a nominal disposition price, anticipated to be \$1.00 per lot at HPD's sole discretion, and will deliver an enforcement note and mortgage for the difference between the purchase price and the appraised value of the Site, which may accrue interest at the AFR and may be payable at maturity.

HPD – HDC Term Sheets

Developer Submissions must comply with all terms of the selected HPD term sheet.

Developer Submissions that assume HDC bond financing (and subsidy financing, if applicable) must comply with all terms of the selected HDC Term Sheet.

Project-Based Rental Assistance

Development teams that propose the use of project-based rental assistance in accordance with HPD-HDC term sheets will be expected to apply to [HPD's Project-Based Voucher \(PBV\) Request for Proposals](#), the [NYC 15/15 Rental Assistance Program](#), or other project-based rental assistance competitions. HPD will accept applications to its PBV RFP on a rolling basis and awards will be made four times per year at intervals that will be announced at a later date.

Subordinated Debt

Developer Submissions should calculate subordinated debt at the amount equal to the sum of:

1. The difference between the cash portion of the purchase price paid at closing and the appraised value of the Site, based on an independent appraisal acceptable to HPD; plus
2. The aggregate amount of any City, State, or Federal construction subsidies for the construction of the units less the amount required to be repaid from proceeds from the sale of the units, if applicable; plus
3. Any additional value as reflected by the difference between the homeownership sales prices and the as-built market value of the Site and improvements, if applicable.

Resale, Refinancing, and Recapture Restrictions

- The HPD enforcement mortgage is subject to repayment from refinancing and resale profits and may be non- evaporating.

Incentive Programs

The Developer is responsible for pursuing and securing other subsidies related to the Development Program that may be available:

Sustainability

- [NYSERDA's New Construction programs for Residential and Multifamily:](#)
- [NYSERDA's NY-Sun program](#)
- [Solar tax credits](#)

Brownfield Redevelopment

- [New York City Office of Environmental Remediation](#) provides subsidy and technical assistance for City-supported affordable and supportive housing developments.

Commercial and Retail Incentives

- New York City Economic Development Corporation (NYCEDC)'s [guide to financing and incentives](#)
- [Food Retail Expansion to Support Health \(FRESH\) Program](#): promotes the establishment and retention of neighborhood grocery stores in underserved communities by providing zoning and financial incentives to eligible grocery store operators and developers.
- [NYCEDC Capital Access Loan Guaranty Program](#): Provides up to a 40 percent guarantee on loans for qualified NYC micro (fewer than 20 employees) and small (21-100) businesses experiencing difficulty in accessing loans.

G. Disposition and Disposition Price

The Developer will be responsible for executing and complying with all Site Disposition requirements. Disposition of the Site to the Developer will be subject to the following:

- Receipt of all public approvals required for disposition of the Site and development of the proposed Project on such Site, including without limitation, approval by the Mayor.
- Execution and delivery of the documents necessary to complete the disposition process within a time period specified by HPD. These documents include, but are not limited to, an LDA and regulatory agreement, as required.
- The Site will be conveyed in accordance with the terms of the LDA to be entered into between the Developer and HPD and will be conveyed in "as-is" condition, including without limitation, all environmental conditions and hazards. The LDA will contain covenants running with the land that require the Developer to develop the Site in accordance with plans and specifications determined and approved by HPD.
- The City will convey the Sites subject to a remainder interest, so that title to the Sites will revert to the City upon expiration of the regulatory period unless the parties mutually agree to an additional term of affordability.
- The simultaneous closing of a bona fide construction loan required to finance the full development of the Site(s).

H. Construction

The Developer is responsible for overseeing the design, bidding, and construction process generally described below:

Bidding and Contracting. The Developer is responsible for managing all phases of the design process to ensure the implementation of integrated design strategies to achieve high performing buildings and sites. The Developer is responsible for ensuring competitive construction pricing and delivery to make certain that the building is deliverable according to the Project budget and schedule, which must be consistent with HPD-HDC Term Sheets.

The Developer is responsible for procuring and managing the construction of the Project and ensuring smooth negotiations and contracting with any sub-contractors for the construction and operations of the completed Project.

Completion and Close-out. The Developer is responsible for implementing all professional industry standard practices in construction monitoring, construction completion, compiling all warranties and guarantees, any applicable commissioning, and transferring the completed building to property management and maintenance personnel, and coordination with HPD marketing departments as units are completed and ready for leasing or sales.

I. Marketing and Leasing

The Developer is solely responsible for marketing and leasing of the residential units. In carrying out these functions, the Developer must comply with HPD and HDC's marketing requirements, which are designed to ensure that the availability of the units is disseminated as widely and fairly as possible. The Developer must ensure compliance with tenant/household preferences included in HPD and HDC's marketing requirements. The rents of the units projected in the Submissions are to be determined by the Developer in accordance with HPD, as stated in applicable term sheets or otherwise. The marketing of the units will be monitored by HPD staff to ensure compliance with these requirements. The [HPD-HDC Marketing Handbook](#) will be incorporated by reference into the regulatory agreement that the Developer will execute.

The Developer is responsible for ensuring that all respondents, regardless of preference, must meet the income, employment, and other eligibility criteria set for each property for which it is applying.

J. Operating Rents – Rent Stabilization

The Developer is responsible for ensuring that initial rents will be established in accordance with the regulatory agreement consistent with any income requirements outlined in this Request and/or the subsequent Submission or other financing conditions and terms. Prior to initial occupancy, all residential apartment units must be registered with HCR under rent stabilization at rents specified in the regulatory agreement. Residential apartments must remain in the system in perpetuity.

K. Property Management and Maintenance

The Developer is responsible for providing professional property management services and having all standard asset management systems in-place to qualify income levels pursuant to funding requirements, as well as to submit property management data and operating budgets to HPD. The Developer is responsible for professional maintenance services, as well as supporting or facilitating resident programming and community rules that promote health, safety, and quality of life at the Project.

L. HireNYC

The Developer, General Contractor, and certain Subcontractors will be required to participate in *HireNYC*, a workforce development program which connects the City's real estate development projects to the City's workforce development services. Development partners will be required to enroll with Workforce1 through an on-line system hosted by the Department of Small Business Services, to share job openings in entry-and mid-level construction positions with Workforce 1, and to interview the qualified candidates that Workforce 1

refers for those openings. Respondents will be required to regularly report on their outreach activities per HireNYC Program requirements. For more information about *HireNYC*, see [HPD](#) and [SBS](#) websites.

M. High Road Retail

The Developer is responsible for ensuring compliance with the NYC High Road Retail (Executive Order No. 19) for mixed-use projects receiving more than \$1M in “Financial Assistance” from the City that: (1) are larger than 100K square feet or, in the case of a residential project, contain more than 100 residential units and (2) contain a retail or food service establishment occupying over 15K square feet. (See Executive Order 19 for the requirements that will apply to recipients of “Financial Assistance” and “Covered Employers” as defined therein.) The requirements shall apply for the longer of the term of the “Financial Assistance” or ten years from the later of the date of the commencement of the project or the date the Project commences operations.

N. Minority and Women-Owned Business Enterprise (M/WBE) Build-Up Program

The Developer is responsible for complying with the [M/WBE Build Up Program](#), which is a component of HPD’s Building Opportunity Initiative. Currently, the program requires developers/borrowers to spend at least [a quarter of HPD-supported](#) costs on certified M/WBEs over the course of design and construction of an HPD-subsidized project. A minimum of 25% will be required for each project subject to the program. Developers may adopt a goal higher than the minimum.

O. Job Outreach Plan

The Developer will be required to submit a Job Outreach Plan. Prior to HPD’s construction loan closing, a developer and or borrower requesting city subsidies must use HPD’s approved form to submit information on their job outreach plans related to employment opportunities generated on the proposed project. The Job Outreach Plan should at a minimum engage and inform communities, within a three-mile radius of the project, about job opportunities on or related to the project. A quarterly report must be submitted identifying the number and types of positions filled, and outreach strategies employed.

P. Fair Housing Requirements

The Developer must comply with all applicable Federal, State, and local laws, orders, and regulations prohibiting housing discrimination.

Q. Warranty Coverage

If the residential apartments in the Project are sold by Developer as cooperative apartments or individual residential condominium units, Developer will be responsible for ensuring that these residential apartments are sold with a warranty that is the same as the housing merchant implied warranty described in Section 777(a) of the New York State General Business Law. The warranty must be applied to all residential apartments, regardless of the number of stories of the building in which they are located, and may not be limited, modified, or excluded by the methods provided for in Section 777(b).

R. Section 3 Clause

The Developer is responsible for complying with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and the implementing regulations at 24 CFR part 135, if applicable, which includes, but not limited to, providing: (i) to the greatest extent feasible, opportunities for training and employment arising in connection with the planning and carrying out of the project must be given to "Section 3 Residents" as such term is defined in 24 CFR 135.5; and (ii) to the greatest extent feasible, contracts for work to be performed in connection with any such project must be awarded to "Section 3 Business Concerns" as such term is defined in 24 CFR part 135.5.

S. Davis-Bacon

The Developer must comply with Davis-Bacon and the Contract Work Hours and Safety Standards Acts, if applicable, which, currently includes Projects that contain twelve (12) or more units assisted with Federal HOME funds or Projects that contain nine (9) or more units funded with Project Based Vouchers.

T. Equal Opportunity

The Developer will be required, along with partners, or authorized representatives of the Developer, to attend a class administered by HPD outlining the requirements of Executive Order No. 50, and to submit Equal Opportunity forms provided by HPD verifying their compliance with the provisions of the Executive Order.

IX. CONDITIONS, TERMS, AND LIMITATIONS

This Request is subject to the specific conditions, terms, and limitations stated below:

All determinations of HPD regarding this Request are at the sole discretion of HPD.

The Site(s) is to be disposed of in its “as is” condition. The City, its officials, agents and employees make no representation whatsoever as to the physical condition of the Site(s) or its suitability for any specific use.

The Site(s) shall be subject to New York City real property taxes and charges. Tax benefits may be available under 421-a, Article XI, 420-c, UDAAP, or other tax exemption programs.

The proposed Project(s) must conform to, and be subject to, the provisions of the Zoning Resolution, Building Code, and all other applicable laws, regulations, and ordinances of all Federal, State, and City authorities having jurisdiction, as the same may be amended from time to time.

Valid permits and approvals, as required by City, State, and Federal agencies, must be obtained by the Developer prior to commencing work.

The commencement of negotiations with a Developer will depend on satisfaction of the additional documentation and review requirements described in this Request and will be subject to the subsequent approval of the Mayor.

The City will convey the Site(s) pursuant and subject to the provisions of the LDA, including the remainder interest described in this Request. HPD will recommend to the Mayor the disposition price as stated. Where required, all documentation, including but not limited to the deed and LDA, must be in form and substance satisfactory to the Mayor and Corporation Counsel. The conveyance will be subject to satisfaction of the applicable provisions of the City Charter and Article 16 of the General Municipal Law.

No transaction will be consummated if any Principal of any selected Developer is in arrears, or in default upon any debt, lease, contract, or obligation to the City, including without limitation, real estate taxes and any other municipal liens or charges. The City may refuse to review any Submission by any such Respondent.

The Developer and any contractor it retains must pass a City background check before closing.

No commission for brokerage or any other fee or compensation will be due or payable by the City, and the Submission to this Request will constitute the Respondent’s undertaking to indemnify and hold the City harmless from and against any such claim for any such fee or compensation based upon, arising out of, or in connection with any action taken by the Respondent, the selection of the Respondent’s submission and invitation to the Respondent to respond to this Request, the conditional designation of a Developer pursuant to this Request, or the sale of the Site(s).

The City is not obligated to pay, nor shall in fact pay, any costs or losses incurred by any Respondent at any time, including the cost of responding to the Request.

This Request and subsequent Submission do not represent any obligation or agreement whatsoever on the part of the City. Any obligation or agreement on the part of the City may only be incurred after the City executes a written agreement approved as to form by the Corporation Counsel. The City is under no legal obligation to convey the Site(s) through a competitive process. The City may use the Submissions pursuant to this Request as a basis for negotiation with Respondents as the City deems appropriate. HPD may reject at any time any or all Submissions, amend or withdraw this Request in whole or in part, negotiate with one or more Respondents, and/or negotiate and dispose of the Site(s) on terms other than those set forth herein (including to parties other than those responding to this Request). HPD may also, at any time, waive compliance with or change any of the terms and conditions of this Request, entertain modifications or additions to selected Submissions, or withdraw the Site(s) or portions of the Site(s) from or add individual parcels to this Request.

Selection of a Respondent’s Submission will not create any rights on the Respondent’s part, including, without limitation, rights of enforcement, equity or reimbursement, until after the approvals of the City Council, Mayor, and Corporation Counsel, and until the deed, LDA, and all related documents are fully executed and approved. After

execution, the terms of the deed and LDA shall govern the relationship between the City and the Developer. In the event of any variance between the terms of this Request and the deed or the LDA, the terms of the deed and/or the LDA will govern.

All determinations as to the completeness or compliance of any Submissions, or as to the eligibility or qualification of any Respondent, will be within the sole discretion of the City.

This Request and any agreement resulting there from are subject to all applicable laws, rules, and regulations promulgated by any Federal, State, or municipal authority having jurisdiction over the subject matter thereof, as the same may be amended from time to time.

X. CONFLICTS OF INTEREST

Current and former employees of the City of New York may respond to this Request only in accordance with Chapter 68 of the New York City Charter governing ethics and conflicts of interest affecting City personnel. Section 2604(c)(7) of the City Charter contains specific prohibitions that exclude enumerated groups of employees from participating in the sales process. In addition, current HPD employees may not respond to this Request.

Persons in the employ of the City considering a Submission are advised that opinions regarding the propriety of their purchase of City-owned property may be requested from the New York City Conflicts of Interest Board. This body is empowered, under Section 2602 of the City Charter, to issue advisory opinions on conflict of interest questions and other matters of ethical considerations. It is not necessary, however, that such an opinion be obtained prior to responding to this Request.

Former employees of the City of New York are also advised that the City Charter imposes certain restrictions on post-employment and business relationships with the City. Such individuals are advised to consult the specific provisions on this issue contained in the City Charter.

XI. APPENDIX

- A. Zoning, Site Plan, and Building Design Guidelines
- B. Dean and Bergen Community Visioning Report
- C. HPD Parking Specifications
- D. Job Outreach Plan
- E. Submission Forms - Forms are available for download on the website in Word and Excel formats as part of this Submission. The lettering of Forms corresponds to the Submission Tabs. Please note that not all Tabs require a form.

- Form A-1: Completeness Checklist
- Form A-2: Respondent's Letter
- Form B: Proposal Summary
- Form D-1: Development Team Information and Respondent Questionnaire
- Form D-2: Not-for-Profit Organization Form
- Form E-1: Residential Development Experience and Current Workload
- Form E-2: Residential Management Experience and Current Workload
- Form E-3: Management Questionnaire
- Form G: Financing Scenario Template
- Form I: Asset Statements

Appendix A: Zoning, Site Plan, and Building Design Guidelines

Appendix A: Zoning, Site Plan, and Building Design Guidelines

General Design Guidelines

SITE PLAN and URBAN DESIGN

Respondents must develop a thoughtful site plan that connects the Site with the surrounding neighborhood. Designs will be evaluated on the approach to creating contextual architecture and urban design that enhances neighborhood commercial corridors and/or residential areas, and safe, high-quality, residential environments.

Dean Street Open Space:

- The proposed site plan and design must create a physical and visual connection with Dean Playground.
- The at grade open space must be publicly accessible from Dean Street and have a positive interface between the building and the Dean Playground. The open space should have a maximum square footage of 3,300 square feet and be at most 30 feet in depth.
- The outdoor amenities proposed in the open space must strengthen the overall site plan and will be evaluated on its quality and integration.
- Proposals should relate to the goals and priorities identified in the Community Visioning Report found in Appendix B.
 - Proposals should clearly articulate: attractiveness to multi-generations, ability to accommodate diverse, passive and suitable activities, and ability to foster a sense of safety.
- Open Space design should adhere to the Department of Parks and Recreation's [High Performance Landscape Guidelines](#).

BUILDING DESIGN

Envelope/ Exterior:

- Architectural designs will be evaluated on façade, fenestration, setbacks, heights, massing, materials, projections and articulations (e.g. entrance and egress), scale and other architectural elements that build upon, mend, or strengthen existing neighborhood quality and character.
- Conceptual Building Elevations.
 - Building materials will be evaluated on the aesthetic quality, as well as durability.
 - Roof lines, floor lines, and top of parapets will be evaluated on their contextual relationship with adjacent buildings and surrounding neighborhood.
- New construction must be integrated with the neighborhood context. The design of the buildings must provide for variety and visual interest while maintaining a coherent quality with the buildings on the block.
 - Building heights should utilize lower base heights adjacent to existing buildings and open space to transition and fit within the context.
 - Within the setbacks there should be open space accessible for all residents of the building.
- The massing and articulation must be varied throughout the building to break down the scale of buildings and to better relate to adjacent buildings. Special care must be given to the articulation of corners and blank walls.
 - Special care should be given to the building frontage facing Dean Playground
- Bulkheads must be located and designed to reduce their impact on the surrounding context.
- Reduced visibility of parking from the pedestrian experience.

Street/Ground Level Façades:

- The lower portions of the façade must enhance the pedestrian experience. The first one to two floors, and “lower base,” of the building must address the pedestrian scale by activating the ground floor facing Dean Street and Bergen Street and adjacent open space at the Dean Street site.
 - The base of the building must address the pedestrian scale by providing an active street wall with a welcoming residential entrance, transparency measures, and facade and material articulation to activate the abutting sidewalks.
 - Large areas of blank wall are to be avoided.
 - The ground floor with nonresidential uses must have ceiling heights of at least thirteen feet but fifteen feet is preferable.

Plans/ Interior:

- Typical Unit Floor Plans
 - Efficiency and quality of typical unit floor plan.
 - Quality of resident experience – views, circulation, storage, efficiencies, convenience.
- Common Space
 - Location and quality of the proposed community facility and/or commercial space and how it interacts with the adjacent open space at the Dean Street site.
 - Connection to, as well as quality and environmental comfort of, shared amenities, including lobby, community space, mailroom, outdoor areas, etc.
 - Circulation effectiveness for controlled access (private and public), including security, visibility, etc.
 - Circulation quality of experience, and efficiency and accessibility of circulation patterns.
 - Quality of resident and visitor of experience – accessibility, clear egress/ingress and circulation.
- Systems:
 - Structural system. Structural systems are appropriate for Site and building design, durable, easy to maintain, and efficient.
 - Mechanical, Electrical, and Plumbing (MEP) systems. MEP systems are durable, easy to maintain, and efficient.
 - Sustainability. Building systems maximize the use of durable passive systems to achieve energy and water efficiencies that reduce consumption and operating costs.
- Design and Construction
 - Building design maximizes construction efficiencies (type, cost, time) while achieving high-quality design.

Appendix B: Dean and Bergen Community Visioning Report

M/WBE RFP Round 2 Dean and Bergen Community Visioning Report

NYC Department of Housing Preservation & Development
Office of Neighborhood Strategies



01 INTRODUCTION

Why: Development, Informed by the Community

The NYC Department of Housing Preservation and Development (HPD), with the help of the Office of City Councilmember and Majority Leader Laurie Cumbo, Brooklyn Community Board 8, and the NYC Department of City Planning (DCP) facilitated a series of community workshops and meetings throughout October 2020 and January 2021. These meetings were held virtually to maintain safety during the pandemic, and to gather public input for the future development of new affordable housing and neighborhood amenities at City-owned sites located at 542 Dean Street and 516 Bergen Street.

The purpose of the virtual meetings and workshops was to engage the Prospect Heights and neighboring communities to better understand community priorities for future development from those who live and work in the vicinity and have an intimate understanding of neighborhood conditions and needs.

This report summarizes the results of the engagement series including the public workshops and additional feedback received through online and paper questionnaires. This report is available on HPD’s website at nyc.gov/mwberfp2 and will be attached to the Request for Proposals (RFP) issued for these sites. Development Teams responding to the RFP are encouraged to consult the report and thoughtfully respond to the community visions heard as part of their proposals. HPD will evaluate how well Development Teams incorporated the feedback from this report in their submission.

Neighborhood Planning M/WBE RFP Round 2

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516 Bergen Street and 542 Dean Street



- [Get Involved](#)
- [Site Overview](#)
- [RFP Process & FAQs](#)
- [Housing Resources](#)

Interactive webpage

What: 542 Dean Street and 516 Bergen Street



View of sites from North

542 Dean Street and 516 Bergen Street are two underutilized City-owned sites located within a block of each other in the Prospect Heights neighborhood within Brooklyn's Community District 8. The sites are located near major commercial corridors on Flatbush Avenue and Atlantic Avenue and are well served by neighborhood amenities and services including Brooklyn Academy of Music (BAM) a half mile from the sites and the Central Public Library less than a mile from the sites. Other notable landmarks in the area include the Dean Playground, Fire Engine 219, Police Precinct 78, Barclays Center, Atlantic Yards, South Oxford Park and Prospect Park. The sites are also served by many high performing schools, healthy food options and are located within a transit-rich area.

542 Dean Street is an approximately 17,145 square feet site located on the south side of Dean Street between 6th Avenue and Carlton Avenue. It is next to the Dean Playground to the west, and four-story residential buildings to the east. The Site is also located across the street from several four-story buildings and one nine-story residential building. The City had committed to developing at least 80 affordable units for senior residents on this site as part of the Seniors First Initiative.

516 Bergen Street is an approximately 17,051 square feet site located on the south side of Bergen Street between 6th Avenue and Carlton Avenue. It is adjacent to two-story commercial buildings and three-story walk-up residential buildings to the west, two-story commercial buildings to the east, and across the street from the Dean Playground.

These sites will be developed under an M/WBE RFP, as part of HPD's initiative to build opportunity among minority- and women-owned developers, and address demonstrated disparities in M/WBE participation in affordable housing development.

How: Remote Community Engagement Series

The coronavirus pandemic presented and continues to present new challenges for the agency, causing us to think differently about how we engage with the community and address this neighborhood's needs in the moment and for future operation. The need for us to conduct this engagement process remotely helped us deepen our understanding of the barriers to engagement, redefine and re-evaluate our understanding of the difference between amenities and needs, and further advocate for uses that will not only benefit the future residents of this site, but also New Yorkers in general.

Community engagement for these sites was hosted through a series of online public meetings, an interactive website and a questionnaire designed to gather community members' vision for the site. HPD hosted two Zoom meetings in order to present pertinent information about the site's conditions and facilitate activities to understand the participants' priorities. With Community Board 8, HPD also hosted two meetings to report back on the feedback gathered throughout the process. HPD also attended an additional four meetings hosted by partner organizations to present the projects and collect feedback.

10/21/20 Community Engagement Kick-off Meeting

11/10/20 Community Board 8 Land Use + Housing Committees Meeting

11/17/20 Urban Design Workshop

12/14/20 North Prospect Heights Association Meeting

12/17/20 Report back Meeting #1

01/19/21 Report back Meeting #2

02/23/21 North Prospect Heights Association Meeting

02/25/21 Prospect Heights Neighborhood Development Council Meeting

8 public meetings
60+ design workshop participants
90+ map comments
149 questionnaire responses

The interactive website served as a central platform for information about the site conditions, the RFP process, and the development goals. It also included responses to frequently asked questions regarding community input, design, affordability and impacts and served as a portal for housing resources. In an effort to make public meetings accessible to any who could not join in real time the recordings and presentation slides were also uploaded to the website.

HPD also wanted to provide multiple ways for the public to offer their feedback, this included an online map where visitors could submit comments about things they liked, disliked, and improvements they would like to see in their neighborhood. An online and paper-based questionnaire was provided to collect feedback on priorities related to affordability, non-residential uses, design features and general neighborhood needs.

To adhere to safe social distancing in outreach, HPD hung banners at the sites that provided details on the engagement series and a QR code to link the public to the interactive website content. Additionally, a phone number and email address were provided for the public to ask questions and/or leave feedback. HPD also worked with local organizations to distribute the meeting flyers and questionnaires to their membership base.

516 Bergen Street and 542 Dean Street Story Map

Submitted Comments | New Comment | Events | About

We want to hear from you!
Tell us about the neighborhood by adding a comment on the map. Comment on the map to tell us about places that can connect to...

- Community garden/farm with produce giveaways, composting, educational programs, and a 3 year waitlist for plots
- Small but very lush community garden
- Mixed-use building on a prime corner. Has been vacant and in a state of disrepair/construction for years. What a waste!
- Parking lot / junkyard. It's an eyesore and a waste of valuable space.
- The fire-damaged building on this corner is a travesty, but the construction fence around it has been turned into Underhill Walls, a wonderful public art project that brings new, colorful murals to the neighborhood every month. Thanks to local resident Jeff Beler for organizing it!
- This corner building was ravaged by fire years ago, and while the owner has kept the site relatively clean, he doesn't seem to have enough money to repair it. I would love to see it turned into a community space of some sort -- perhaps artist studios, a playground, and/or a community garden? Housing would be welcome here, too.
- Extremely popular playground for young children, with a water play area in the summertime.

Interactive map

02 SUMMARY OF FINDINGS

Though there were many different visions for the site, the following points were common threads that workshop and questionnaire participants identified as goals and priorities. These findings were presented to the Community Board 8 Housing Committee and Land Use Committee meeting on December 17, 2020 and again on January 19, 2021.

RFP submissions will be evaluated based on the quality and feasibility of the proposals, as well as how well they respond to the priorities articulated by the community.

Neighborhood Conditions

Assets

- Neighborhood's commercial and cultural amenities
- Access to transportation
- Sense of community
- Neighborhood pride

Challenges

- Double parking and cars parked on sidewalks causing safety issues and traffic
- Garbage is not picked up and piles up
- Noise and impacts of construction

Programming

Residential Program at 516 Bergen Street

- Very low- and extremely low-income renter households
- First time homebuyers

Non-residential Program

- Amenities should primarily serve residents
- Gathering places for the community and spaces for arts and cultural programming
- Prioritizing housing and services for residents

Urban Design

Open Space at 542 Dean Street

- Interactive spaces with a flexibility for a variety of passive program for all age groups
- Flowerbeds, trees, green spaces

Public amenities

- Street trees and other greenery
- Additional lighting

Arts and culture

- Programming such as readings and screenings
- Street art

Building Design

There were three different groups of priorities for building shapes and design:

- If designed as a typical HPD building with 8-9 stories, break up the face of the building to look like the surrounding buildings
- Design smaller buildings that reflect existing neighborhood context
- Design bigger buildings to accommodate more housing

03 METHODOLOGY

Interactive Map

An interactive map was linked to the website for the public to comment on what they did and did not like about their community, and ideas on what could be improved in their community. Comments were submitted according to specific locations in the neighborhood. Participants could also like, dislike and reply to other's comments. Participants engaged in the digital mapping exercise submitted over 90 comments from October 2020 to January 2021.

Questionnaire

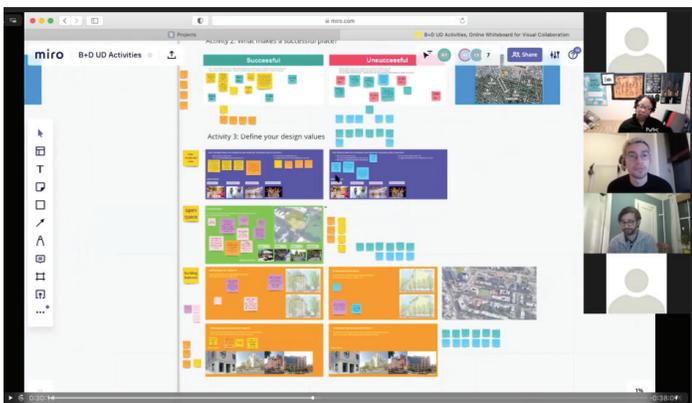
An online questionnaire was provided to get public feedback on several topics including the residential program at the Bergen Street site; open space programming at the Dean Street site; non-residential uses, building design, arts and culture, and public space amenities at both sites; general needs and demographic information.

Design Workshop

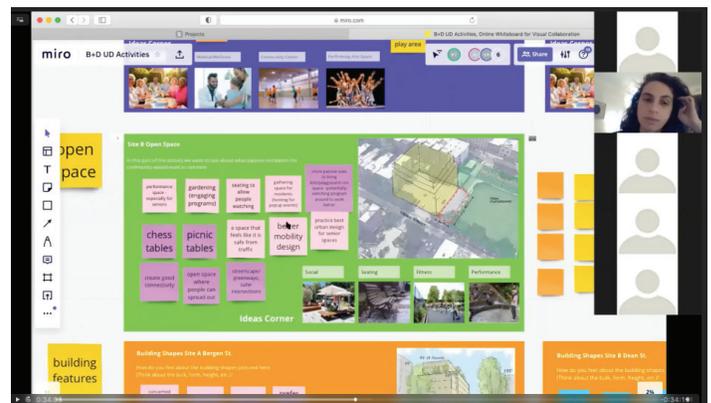
HPD hosted an online urban design workshop on November 17, 2020 to gather feedback on the community's design values and understand the goals and priorities participants would want to see incorporated into the projects. Participants were broken out into eight groups with 5-8 community members. Each group was led through the activities by three City staffers: a facilitator who guided the participants through the activity with discussion questions; a screen navigator who recorded feedback on a group idea board on screen for participants to see, and a note taker who documented themes and any key points expressed throughout the conversation. There were approximately 60 participants in the workshop.

Report Back Meetings

In partnership with Brooklyn Community Board 8, HPD reported back initial findings on December 17, 2020 and final findings on January 19, 2021. The presentations were followed by questions and answers and participants had the opportunity to opine on the findings. HPD also reviewed the chat for comments about the information presented.



Design workshop held on December 17, 2020



04 NEIGHBORHOOD CONDITIONS

As part of HPD’s engagement for the community’s priorities for the sites it was important to first understand the conditions of the neighborhood at large. Below are the most common themes that emerged categorized as assets, challenges, general concerns and needs created or exacerbated by COVID-19. Neighborhood conditions were informed by participants feedback from the interactive map, design workshop, questionnaire, public meeting discussions and emails and voicemails submitted.

Neighborhood Assets

Neighborhood amenities

- “Main Street” with diverse retail
- Lots of food and dining options
- Subway access, biking infrastructure

Community bonding

- Places to gather
- Neighbors helping neighbors

Community history and pride

- Community led initiatives
- Neighborhood featured on shows

Cultural amenities

- Public art
- Cultural Row Block Association

Neighborhood Challenges

- Double parked cars and cars parked on sidewalks create unsafe conditions
- Lack of infrastructure for pedestrians and bicyclists
- Gridlock, long wait times at intersections
- Dirty streets and garbage not being picked up
- Influx of Atlantic Yards residents and students from new school add to open space users
- Ongoing construction

Participants’ Concerns

- Impact of the rezoning on tenants of surrounding buildings
- Incoming residents creating a strain on neighborhood open spaces
- Influx of high rises and new developments different from neighborhood context, especially the multi-block mixed-use Atlantic Yards development
- More clarity about development process and increased coordination across government agencies
- Environmental impacts of new construction on the residents

Needs Exacerbated by COVID-19

- Need for open space and green space
- Lack of affordable homes/rents, increasing homelessness
- Lack of food security/affordable food options
- Lack of sanitation services
- Loss of jobs/employment
- Lack of access to health services

“Garbage on the sidewalks and streets have gotten worse.”

“I love this historic neighborhood, it’s history, the light that falls on the streets from the lack of high rises and the sense of joy and history it creates.”

05 PROGRAMMING

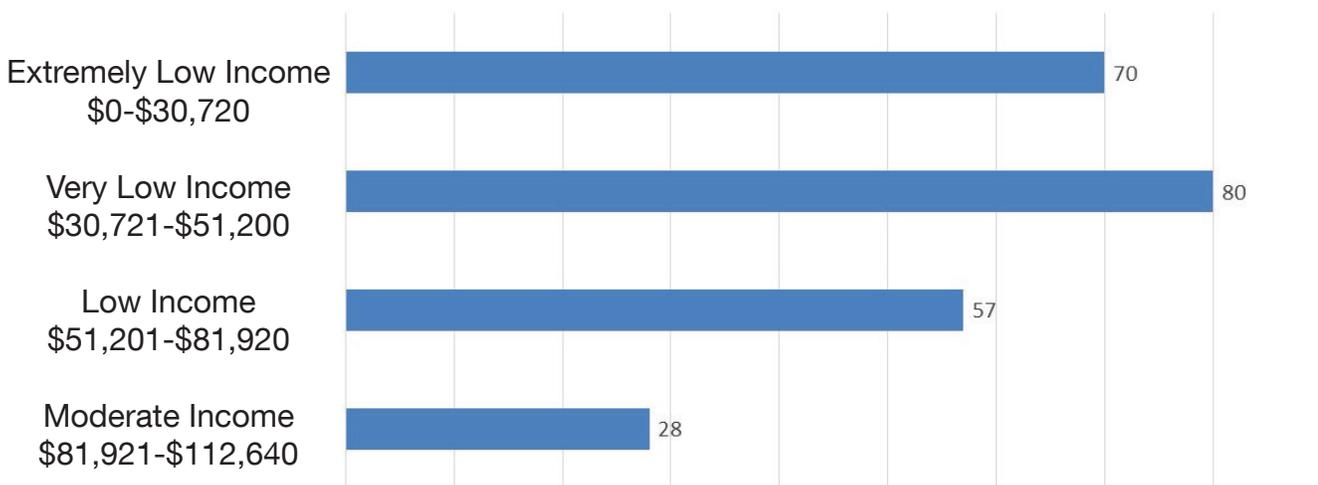
Residential Program at 516 Bergen Street

The two sites represent opportunities to meet two project goals:

- 1) Meet the Seniors First commitment for the development of 80 affordable senior homes at the 542 Dean Street site,
- 2) Further the City’s fair housing goal of providing working New Yorkers an opportunity to live in this amenity-rich district with exceptional access to transit, high performing schools and commercial and cultural amenities at the 516 Bergen Street site.

HPD wanted to hear from the community about the housing priorities at the 516 Bergen Street site. The following feedback was collected through the questionnaire and confirmed at the report back meetings. As the bar chart demonstrates, respondents most often reported wanting to see affordability opportunities for very low- and extremely low-income households. However, as the pie chart demonstrates respondents were divided when asked their preference between serving lower income households through rental housing and allowing households to build equity and wealth through homeownership.

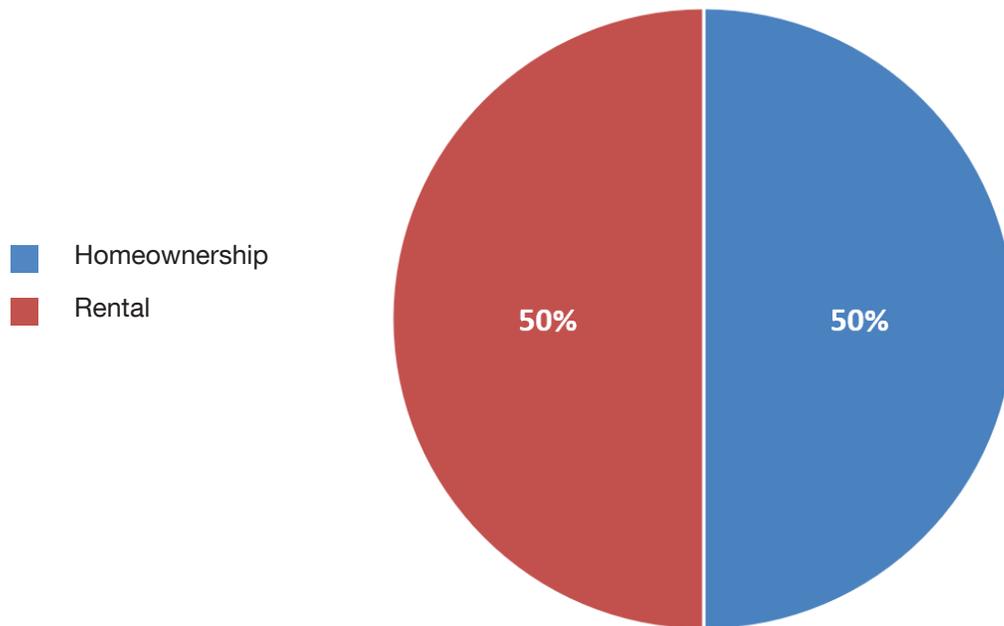
Which household incomes should be prioritized on 516 Bergen Street? (Select your top 2 priorities)



Household incomes for household of 3
97% of respondents answered this question

“We have a homelessness crisis, so helping homeless families is very important to me. Support services are crucial to helping formerly homeless people and families. The area has great access to parks, transit, and schools, so it makes sense as a location for families.”

Rental affordable housing can serve households with much lower incomes and formerly homeless households, while homeownership affordable housing allows households to build equity and wealth. Given this trade-off, would you prefer rental or homeownership affordable housing for this site?



97% of respondents answered this question

Respondents would also like to prioritize the following populations:

- Homeless households
- Survivors of domestic abuse and violence
- Working family households

Additionally, respondents would like to prioritize the following services and amenities:

- Gathering spaces for residents
- Supportive services for homeless and senior households
- Open space

“Old folks need exactly this kind of development.”

“Provide housing for the homeless as well as support services to find long term employment and social services.”

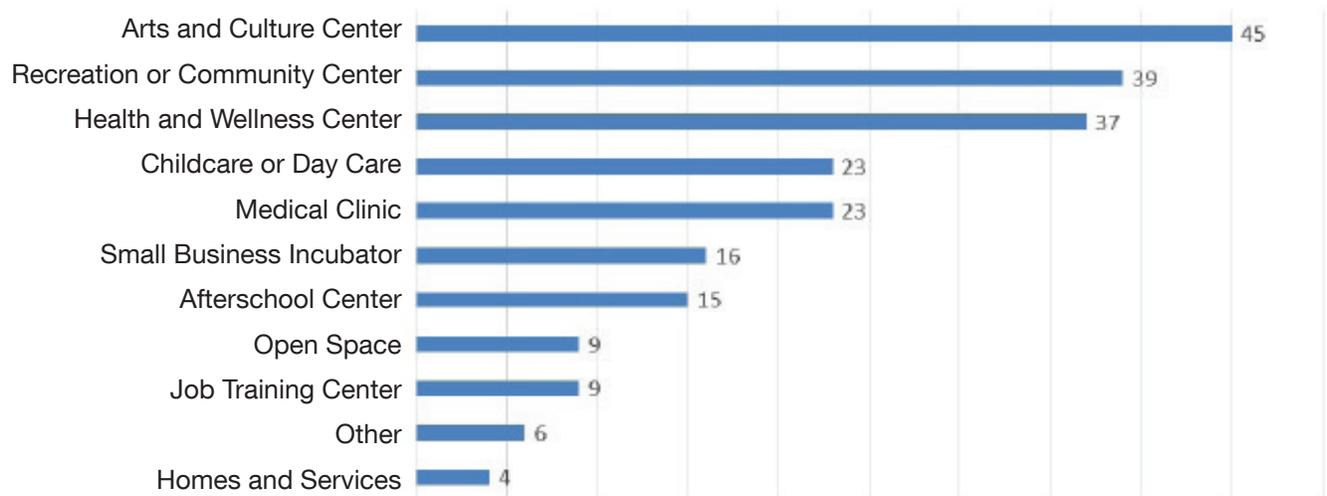
“Families and individuals who are homeless, from any shelter, and may have suffered domestic violence; Supportive services for them would be excellent to help them stabilize in their new home. It does not need to be traditional supportive services, but rather a nonprofit who can assist with case management, referrals to financial coaching, benefits access, etc.”

Non-Residential Program at 542 Dean Street

Another project goal that can be met at both sites is to provide space to address community needs. The following feedback about community services and amenities needed was collected through the design workshop and the questionnaire.

When asked in the questionnaire “What type of community spaces and services are needed in the neighborhood that you would like to see on 542 Dean Street?” respondents most commonly voted for an arts and culture center and recreation or community center. However, at the report back meetings, participants expressed prioritizing housing before non-residential uses and if community spaces and amenities are included in the proposal that they serve building residents.

What type of community spaces and services are needed in the neighborhood that you would like to see on 542 Dean Street? (Select your top 3 priorities)



93% of respondents answered this question

The design workshop included an activity where participants were asked to share what non-residential uses were needed and what nearby uses and designs could be replicated at each site. Participants were shown inspirational pictures of a non-profit cafe, medical services, community center and performing arts center as the facilitators guided the conversation. In addition, the Dean Street site discussion included questions considering the seniors who would reside at the site.

When asked “what services or goods does the surrounding neighborhood need access to?” and “what uses and services complement senior living?” participants most often expressed the need for general and flexible spaces for groups/organizations to gather, amenities and services for senior, and intergenerational programs that could connect with the adjacent Dean Playground. Alternatively, participants also noted they would rather see more affordable senior units or services specifically for senior residents of the building. Another notable sentiment was that there was enough retail in the neighborhood and it is not a need at the site.

What non-residential uses would this community like to see at 542 Dean St?

What services or good does the surrounding neighborhood need?

Are there nearby public uses or design elements that can be replicated here?

What other uses or services compliment senior living

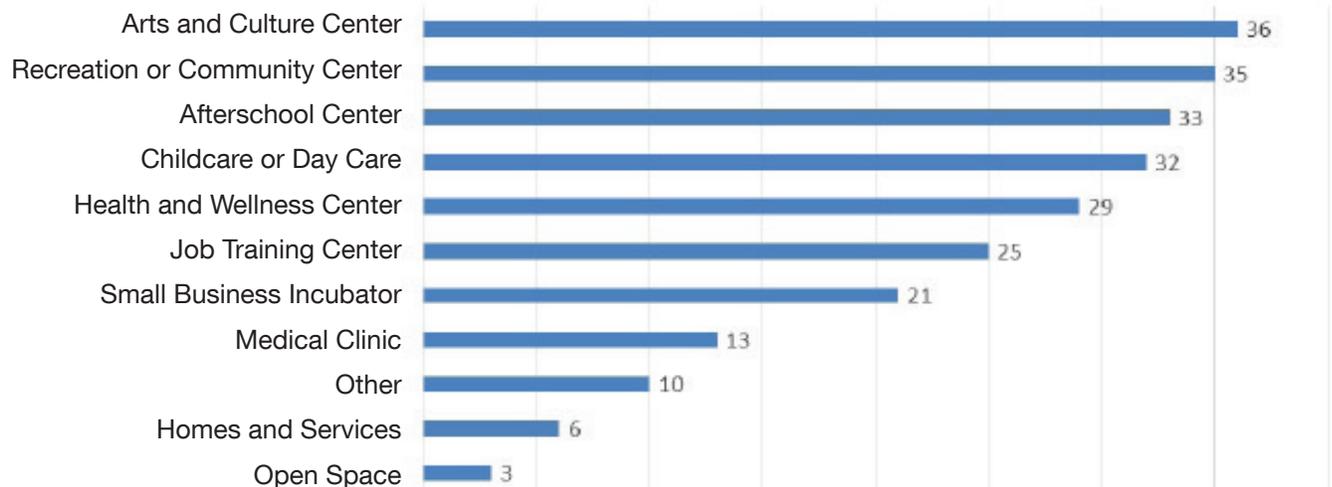
intergenerational opportunity between youth and seniors, particularly with new middle school being constructed at Pacific Park and other nearby schools				neighborhood is not really lacking in services - provide as much affordable housing as possible.	Same comments for Site A + B	services that can accommodate a mix of incomes
library	open space w/ GRASS	Need holistic open space plan	rehearsal studio			
intergenerational uses	senior center	+ spaces should serve residents	as many senior units as possible!	seating around/outside of site - sidewalk benches	Dean Street Basketball facilities were removed in the past	Dean street bathrooms reused for open space
Use to be handball court	keep current zoning	non-profit cat or dog cafe	No "park" in Pacific Park			
recreation center	health clinic targeted to seniors	parking	no additional retail	aesthetically pleasing like those in Grand Army	Maximize housing and needs of residents	opportunity to provide local services (even an inexpensive restaurant)
Keep Soccer and playground	Draw on use of Dean Street Playground	draw on soccer field near the site	universal pre-K			
communal space to host events and give seniors access to the arts programs	Street near Playground gets dark - liven street		Pre-school/early childhood center/ HeadStart	intergenerational program space to facilitate interaction between youth and seniors	outdoor spaces like stoops that allow for interaction, expansion of park	
physical proximity of populations is valuable, shared services or nonprofit b/t youth pop and senior residents	parkland to give space for seniors and children to interact an ornamental fountain		technology or learning programs to bring populations together	intergenerational programs would depend on the type of senior housing and services	ground floor uses need to be focused on the seniors who live in the building. designed to allow people to interact with the people inside the building (where appropriate)	
seniors need companionship - space for seniors to connect with companion animals	no commercial, especially if the use/service already exists - just housing		general use community center - summer camp programs for students, designated cooling center (also an indoor pool?)	senior center to assist with senior needs (documents, HRA, etc)	doctors offices, though more important to dedicate services for building residents	

miro

Non-Residential Program at 516 Bergen Street

When asked in the questionnaire “What type of community spaces and services are needed in the neighborhood that you would like to see on 516 Bergen Street?” respondents again most commonly voted for an arts and culture center and recreation or community center. At the report back meetings, the public expressed prioritizing community spaces and amenities serving building residents.

What type of community spaces and services are needed in the neighborhood that you would like to see on 516 Bergen Street (Select your top 3 priorities)



93% of respondents answered this question

When asked “what services or goods does the surrounding neighborhood need access to?” participants expressed the need for spaces for groups/organizations to gather, places for arts and culture programming, amenities and services youth. Some participants also noted they would rather see more affordable units. Another notable sentiment was that there was enough retail and community facilities in the neighborhood and it is not a need at the site.

HPD also asked specifically about commercial needs in the questionnaire. When asked “What kind of commercial or retail uses do you want to see here?” respondents voted for grocery stores and bakeries, cafes and restaurants. However, many participants at the report back meeting noted that there is enough retail in the neighborhood and that additional commercial spaces are not needed. This sentiment was supported by many at the report back meetings who expressed commercial uses should not be a priority for these projects.

“No commercial or retail on the ground floor of these new developments. There is an overabundance of empty retail in the neighborhood. We do not need more empty storefronts!”

What non-residential uses would this community like to see at 516 Bergen St?

What services or good does the surrounding neighborhood need?

Are there nearby public uses or design elements that can be replicated here?

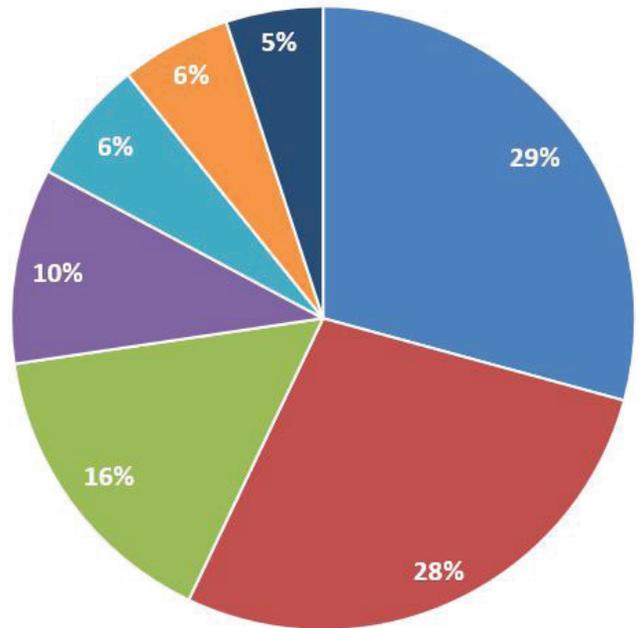
non-residential use should be a community space managed by local nonprofit		Community Facility where people can receive social services (especially seniors)		onsite services for formerly homeless household (possibly supportive housing)		bike coop (currently operating in church basement in wburg)		is there demand for retail or commercial (535 Carlton example of challenge of finding commercial tenants)	
parking	+community room								
Non-profit cafe, community center	ramp that kids play on	no additional retail	Performing Arts/Dance /Recreation Center	attractive and welcoming to youth of color	Prioritize residential use (mid-block site)	Pandemic is shifting demand for commercial space (eg ghost kitchens that need less space)		somewhere were small music groups can go and thrive at	
community center to hold public meetings	CB & organization meeting areas	performing arts area for not for profits	music venue/ theatre/dance w/ education component	spaces that bring people together	spaces that are accessible (ADA, to elderly)				
Community center - use to be a Boys Club on Dean Street	community driven	Renovate children's play area	Why does NYPD not utilize parking at 535 Carlton Ave building?	for the neighborhood - not big box stores (Chickfila)	community room, open to non-residents	increased access to neighborhood amenities - meet the rising demand		flexible space that different businesses can use (e.g. art making studio, yoga studio, cafe, gymnastics)	
Many different types of NYPD vehicles that park in the area	Mental health clinic	something like Miccio Center in Red Hook	library	+ spaces should serve residents	low income homeownership instead of rental				
space for youth to learn, skills building	place to come together outdoors	no retail	** as much residential space as possible	BRIC arts center community space	community garden	Flexible community space (block assoc + community gathering, not service provider)		Off-street parking that can address issues on 6th Ave and nearby streets (police and fire station vehicles), compounded by construction	
no community facility	Anything for more kid spaces	art gallery or some kind of art/cultural space (film, performance, etc.)	youth-oriented	social services for formerly homeless	indoor sports facility				
multipurpose space (arts, community center)	non-profit program for mothers and families	how much of it is a behavioral shift of vehicle usage?	small businesses	would help with making nabe more affordable	no community facility if it reduces bulk of building	drop zone: library books, prescriptions (thinking about mobility & access for seniors)		non-residential uses are satisfied by proximity to Flatbush Ave max out residential needs at this site and shift the residential for the Dean St site here so that the Dean site can satisfy open/green space needs	
early childhood or PreK center	Space for youth	Churches nearby currently meet these needs	opportunities or intergenerational mingling (seniors and youth)	daycare center	healthcare facility				
Lots of commercial in neighborhood, but good to have open facilities where different community groups can use for meetings, etc. at affordable prices	neighborhood is not really lacking in services - provide as much affordable housing as possible.		community garden (st marks ave between carlton and vanderbilt good example) - welcoming space open to everyone		community spaces for seniors and children (particularly since there is a new school coming online in the neighborhood)		lots of vacant storefronts on Flatbush, concerned that a non-res space would sit empty. support services on site for low income/supportive housing residents. spaces for kids to do homework, something that can be used by the residents of the building		

06 OPEN SPACE

Another project goal that could be met on 542 Dean Street is the expansion of public open space connected to Dean Playground. The following feedback about open space programming was collected from the design workshop and the questionnaire.

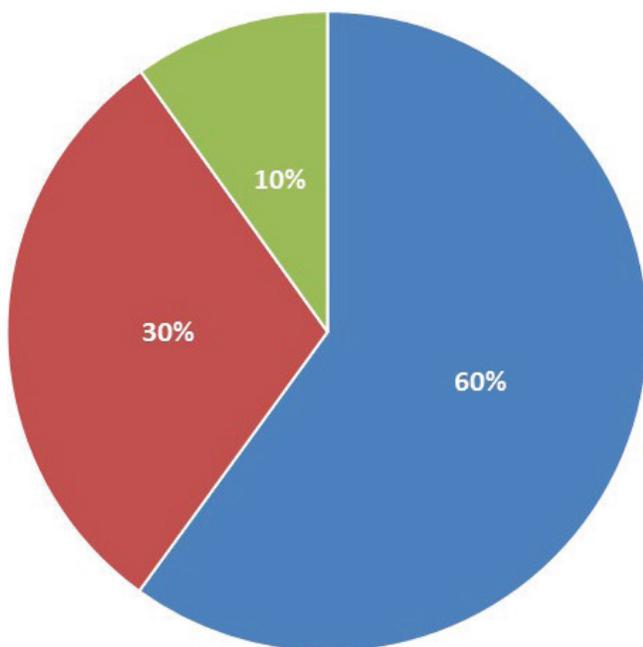
When asked in the questionnaire about the programming most respondents voted for interactive spaces followed by flowerbeds, trees and gardens. Participants were also asked “How can the wall facing Dean Playground contribute to park users, community members and residents?” Most respondents voted for art and murals.

If some of the site is dedicated to open space how should this space be passively programmed?



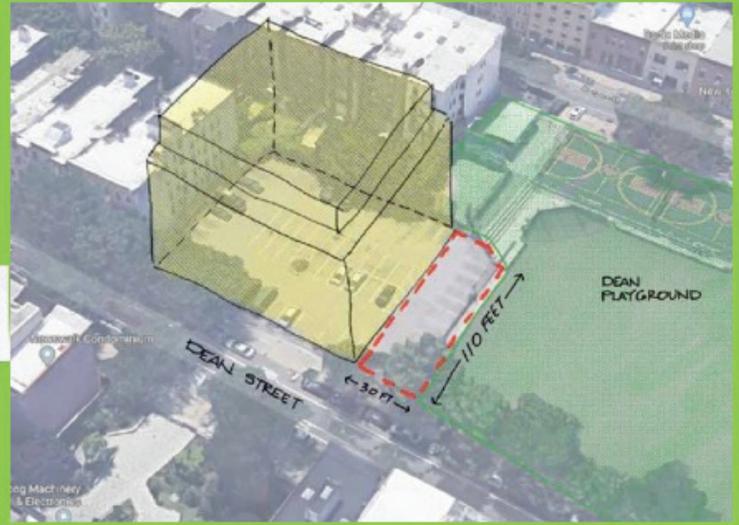
94% of respondents answered this question

How can the wall facing Dean Playground contribute to park users/residents/ community members?



94% of respondents answered this question

What passive uses would this community like to see at 542 Dean St?



seating area	holistic	ground swell	more greenery	gathering space for residents (hosting for popup events)	seating that is more welcoming (materials), greenery	public restroom (new one in Dean St Playground)	garden for seniors and children to work on together	practice best urban design for senior spaces	outdoor yoga
Workout area	architect to determine	multi purpose	outdoor workout fitness area						community garden
chess tables									
picnic tables	Plantings, seating, green wall	too shady for gardening?	Square off playground rather than bldg, remove notch	green space on entire lot	a space that feels like it is safe from traffic	also concern around more benches so people don't hang out drinking, smoking, etc.	dog run or park (active space for dogs but passive for humans?)	noise mitigation, close park at certain hours?	open space where people can spread out
Dog run, seating									
involve DPR	Outdoor community for socializing	make it clearly open to the public	Reimagined Flatbush triangle parks	gardening (engaging programs)	Integrate children's play area, tot lot				
dog run									
social / seating area	seating to allow people watching	open and inviting design	Optimize amount of land for Dean St Playground	flower beds, trees, greening, etc. (passive greenery)	streetscape/ greenways, safer intersections	combination of middle school down the block and seniors could be bad	better mobility design	street vending: DIY events	balanced usage of sports areas and passive greenspace, trees and planting can help blend new development with existing
senior gardening									
More Seating	performance art	places to sit and eat (falafels)	fitness equipment	performance space - especially for seniors	concerns about light to park	opportunities for both seniors and neighbors, porous space that allows connectivity b/t playground, sidewalk and buildings	living green wall (for the wall in playground)		wall: conscious of construction costs associated with windows, so if it's more affordable to have a mural, that would be preferable
prefer step-down									
mural on wall	create good connectivity	who will help maintain new area?	9 floors too high	performance space	less fencing: remain open space; malleable open space				
seating									
tai chi	Green wall with windows along playground edge	Consider going higher to reduce bldg footprint	wall: windows preferred, but mural would be 2nd choice						
social space									
BBQ area									
mural	garden with flowers, place to sit, flow and complement Dean St playground	community garden needs to be open to the public and is not exclusionary	more passive uses to bring kids/playground into space - potentially switching program around to work better	community gardens, dean playground is missing flowers since it's turf, real plants would be nice	seating, fitness, social areas needs a good balance of multiple elements to allow users to decide what they want to do				
green market									
									handball court is in an isolated space, would like if the open space is larger than 30 ft to square that handball space off. concerned about safety if the new building creates a hidden space

07 PUBLIC SPACE AMENITIES + ARTS AND CULTURE

In the questionnaire participants were asked to provide their feedback about public space amenities and arts and culture in and near the site. While HPD asked these questions separately by site, the preferences were the same for both sites. This might suggest that these amenities are needed in the general area and do not need to be specific to one site. Below are the amenities and programming in order of preference for both sites.

Public amenities

- Street trees and more greenery in general (grass, parks, green paths)
- Additional lighting
- Benches
- Bike racks and protected bike lanes

Another theme that emerged from write-in comments was the need for infrastructure to improve pedestrian and bicyclist safety and prevent cars parking on the sidewalk.

Arts and Culture In/Near Sites

- Programming such as literature readings and/or screenings
- Street art
- Studio space and/or multipurpose rooms
- Art or installation in lobby

Other notable write-in comments included meeting areas, fountains and sculpture gardens.

7. How can we incorporate art and culture in and around this site? Please note the examples are for illustrative purposes only. (Select your top 2 priorities)



Art/Installation in lobby



Street art

8. What public space amenities around the site would you like to see? Please note the examples are for illustrative purposes only.



Additional lighting



Benches



Studio and/or multipurpose room



Programming such as literature readings and/or screenings



Bike racks



Street trees

Other:

Other:

08 BUILDING DESIGN

HPD also wanted to gather feedback on the design of the buildings. Feedback regarding these priorities was collected from the questionnaire and last activity of the design workshop which focused on building shapes and styles.

During the design workshop participants were shown two images of typical 8-9 story HPD buildings which could achieve financially feasible buildings with HPD programs serving senior and low-income households, and achieve the project goals of including spaces to serve community needs, expanding open space and accommodating HPD parking.

The first option was designed with a lower height on the street to blend in with the heights of the surrounding buildings and presented potential for a large terrace/communal space. The tradeoff was in having a lower height on the street the building facade may not look like the narrow facades of surrounding buildings.

The second option was designed to break up the building facade to look like the facades of surrounding buildings and create the potential for multiple and separate terraces/communal spaces. The tradeoff was to fit in as many homes as the other design the building height needs to be kept taller on the street.

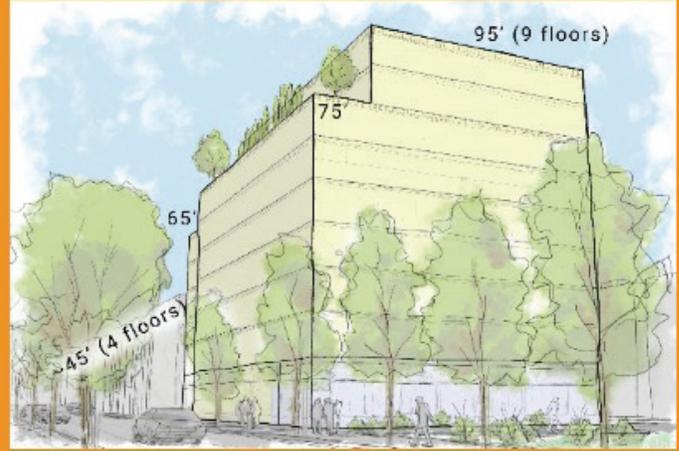
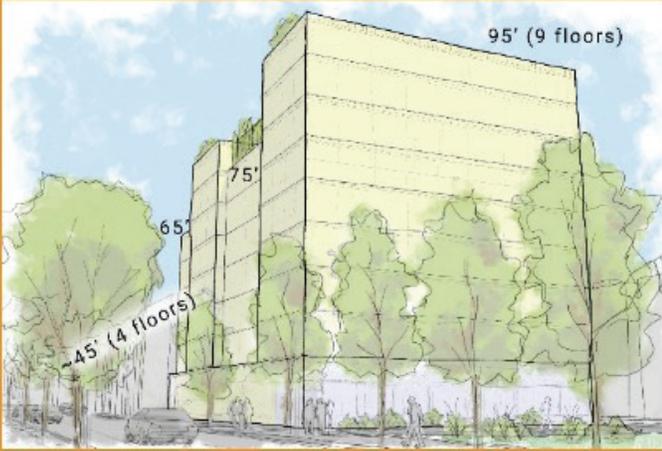
For both sites participants expressed different opinions about the building shapes, at times in direct opposition to each other. The three trends that emerged can be summarized as:

- If designed as an 8-9 story building, preference for the option that breaks up the building facade to fit into its context over the option that preserves lower heights along the streetscape
- Preference for buildings to be designed smaller to match neighborhood context and historic district
- Preference for buildings to be designed bigger to accommodate more affordable homes

In the questionnaire participants were presented with the same two massings. The results from the questionnaire were similar to the feedback heard in the design workshop. While many respondents chose an option between the two images in the questionnaire, a sizable number of respondents noted that they wanted to see smaller buildings or buildings closer to the size of existing building in the area. Some respondents also noted they wanted to see larger projects to accommodate more affordable housing.

The main takeaway was to maximize the number of affordable units while keeping the height of the buildings contextual with the rest of the neighborhood and adjacent brownstone rowhomes.

How do you feel about the buildings pictured at 542 Dean St?



Glad it's only 10' higher than neighbor

Dan - in support of larger building

would need to be staggered - not aggressive

center terrace will be in shadow

Step up from shorter adjacent bldgs and step back from street

can there be a setback facing the playground?

would prefer overall smaller buildings than presented

envelope from other side

against the building height

Not too abrupt from abutting bldgs

Lower at street level

neither feel like they would fit but would prefer bottom photo

bulk needs to reflect that seniors like to sit outside

may not be a good garden site

(same opinions on overall height)

concerns about shear wall along playground, sound issues

first picture

prefers full setback along street

+1

public art along playground facade (channeling CM Cumbo)

Keep it at current zoning - want to keep it at 6-7 stories max

Dean St: concerned about light for the planting, would make more sense to move the bulk of the building away from the park so that it minimizes shadows

height can be visually/sensually overwhelming - crowds smaller buildings

lower height to ensure playground gets enough light, and that context of other neighboring use (4-story, historic district building)

How do you feel about the buildings pictured at 516 Bergen St?



good for large communal terrace

like the first picture

less of the building to feel giant

Doesn't feel like these sketches represent what it's actually like

concerned about wall that may happen if there is no setback

setbacks at lower heights; more broken up massing

in support of taller buildings to maximize affordable housing

too bulky for the block; not in context

Make it feel less like a solid block

has variety in envelope

Carlton Street historic district limits height

Newswalk condos have huge setback

prefer no blank walls

need to ensure things aren't thrown from one roof/terrace to another (e.g. cigarette butts)

garden on terrace space

Blend in and reduce shadows

warehouse buildings are tall

feels like building would intrude on neighborhood

impede on light and air

no building over 4 stories

Setbacks are classic NYC feature, open to all designs

spread the bulk out

goes up to 9 floors

doesn't need to be 9 stories

bulk seems heavy on front of the building

doesn't cut it for my backyard

importance of outdoor spaces or 'micro-balconies' that don't require residents to leave their building to access open space

is removing street parking a way handle this issue?

how big and tall should the buildings be? existing zoning makes sense to support

nine-story buildings do match the context and are appropriate

height is ok - could be even taller

Setbacks important

add more units

contextual

Preference for left rendering, but not much distinction between the two renderings

building based on existing zoning (can permit up to 62 units based on NPHA analysis)

traffic issues are really important; setback, separate access, curb cut or other loading space for emergency vehicles

how does the design support the use and function of the building? break up continuity and visual mass of the street wall, how can design fit within the context and speak to the history of the neighborhood (not just brownstones, but also industrial -- not just steel and glass -- like the former Daily News building), visual character with masonry and other materials that break up the massing

When asked about the architectural style participants expressed a preference for thoughtful designs as the buildings related to the street, the playground, the adjacent historic district, other neighboring buildings and overall neighborhood.

For the Dean Street site notable themes included

- Accommodating off-street drop offs
- Maximizing light and air
- Designing building/choosing facade materials that are contextual
- Matching window heights with adjacent buildings
- Designing creatively
- Avoiding glass curtain wall look

For the Bergen Street site notable themes included

- Respecting the adjacent historic district
- Designing an older looking building
- Maximizing transparency and space given to windows
- Avoiding glass curtain wall look

Architectural Styles



+2



+3



Least popular

What about the architectural style at 542 Dean St? What would fit in well?

Open ground floor

big windows

last two photos look good in terms of design

more gf social space vs. top terraces that may only be open to residents

Transparent

brick

No more red! (Pacific Park)

Architectural credibility

facade articulation (no shear wall)

natural tones

design can be tricky - blocky bldg by Barclay's doesn't work, but Vanderbilt is too monolithic/bulky

Be aware of historic district in terms of massing

prefer wider windows, looks lighter

+older looking facades

brownstone brown

match current architectural style

transitional phase b/t low-rise and high density parts of the neighborhood, consider blending mix of historic residential and industrial

Not all glass curtain wall that will reflect on playground

mix of older looking facade w/ new materials

more light, more openness, keep it contextual

Not abrupt change from abutting bldgs

prefer visual interest and variety in form

What about the architectural style at 516 Bergen St? What would fit in well?

would like some detail

not pre-fab look

Window height match 2nd story of neighbors

As many homes as possible

Sense of light and air

Strong community fabric

Both Sites

Trust a good architect

Creative response to surrounding textures

Street trees, sense of horticulture, inviting lobbies

Vehicular drop off for seniors

Eco-friendly, considers trash disposal

Grey style is contextual (light colored block of bldgs)

Emulation is not always successful

Transparency (but not mirrored glass)

stay away from white cement

seniors love to sit in front of building

www

Acknowledgments

We would like to thank members of the Prospect Heights and surrounding communities for taking the time to share their concerns and ideas with us regarding the future developments at 542 Dean Street and 516 Bergen Street. We would also like to thank City Councilmember Laurie Cumbo, and Brooklyn Community Board 8 for helping to conduct outreach, providing a forum for meetings and being active participants throughout the engagement series. We send a special thank you to IMPACCT, Fifth Avenue Committee (FAC), and North Prospect Heights Association (NPHA) for their part in making this effort possible. Finally, we thank the many staff from the Department of Housing Preservation and Development (HPD), the Department of City Planning (DCP) and the Department of Parks and Recreation (DPR) who worked in the evenings and helped to make the workshops possible.

Appendix C: HPD Parking Specifications

Appendix C: HPD Parking Specifications

<u>VEHICLE TYPE</u>	<u># OF VEHICLES</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>HEIGHT</u>	<u>WEIGHT</u>	<u>WEIGHT FULLY LOADED</u>	<u>TURN RADIUS</u>
City Vehicles	13	14.9' to 16.75'	5.77' to 6.33'	4.89' to 6'	3,000 lb to 3,946 lb	3,000 lb to 4,264 lb	17.5' to 19.75'
Towed Vehicles	3	14.9' to 16.75'	5.77' to 6.33'	4.89' to 6'	3,000 lb to 3,946 lb	3,000 lb to 4,264 lb	17.5' to 19.75'
Vans	4	22'	6.66'	9'	5,644 lb	6,085 lb	23'
Sprinter Vans	3	24'	7.75'	11.5'	3,704 lb	5,000 lb	25.1'
Consolidated Grand Total	23						

Appendix D: Job Outreach Plan

Job Outreach Plan

Overview

The Job Outreach Plan (“Plan”) is intended to provide communities in which an affordable housing project is located with information and opportunities to apply for open positions that may be available on the project.

Any project that the New York City Department of Housing Preservation and Development (HPD) contributes \$2 million dollars or more towards the creation or preservation of affordable housing will be required to submit a Job Outreach Plan.

Prior to HPD’s construction loan closing, a developer and or borrower requesting city subsidies must use HPD’s approved form to submit information on their job outreach plans related to employment opportunities generated on the proposed project. The Job Outreach Plan should at a minimum engage and inform communities, within a three-mile radius of the project, about job opportunities on or related to the project. The Job Outreach plan is to be implemented during the construction phase of the project.

A quarterly report must be submitted identifying the number and types of positions filled, and outreach strategies employed.

If a project is also subject to HIRENYC requirements, continued participation in such program is also required.

Instructions

Project

Please provide details of the project. The HPD Development Project Manager can provide the project name and ID, if necessary.

Developer/Borrower

Please provide the name of the borrower legal entity that will receive financing and/or land. Along with the borrower legal entity (i.e. single purpose entity created for the project), please provide details about one entity (e.g. developer) that will act as the primary contact during the construction phase of the project. This entity and its primary contact person will be responsible for ensuring the submission of quarterly reports.

Plan

Please indicate the date of submission. If you have submitted a plan previously and are amending a previous plan, please check the amended form box.

(1) Identify the number and types of positions

Enter the number and type of positions to be filled (Construction and/or Non-Construction jobs). Identify or describe the strategies that will be employed to fill the positions and list or describe your anticipated hiring timeframe.

(2) Check the box if there is no anticipated hiring during the life of the project, skip the remaining questions then complete the Affirmation section.

(3) Outreach strategy, recruitment approach with timeline

List or describe your outreach strategy, recruitment approach and your outreach timeline to identify and recruit candidates for open positions: Describe all your anticipated outreach efforts prior to and during construction on the project.

(4) Workforce Development Strategic Partner

If you will be working with a workforce development strategic partner provide its name and address, and describe the task(s) that they are expected to perform. Also, list the anticipated start and end date its involvement.

The development team may choose to utilize a workforce development strategic partner(s) for this particular project to assist in recruiting candidates, providing employee support, and job training and placement support. Possible strategic partners could include but are not limited to non-profits, government entities, schools, churches, block associations.

(5) Affirmation and Submission

The person authorized to submit this plan should submit a signed job outreach plan prior to closing to the HPD Project Manager. Developers/Borrowers may: 1) sign using an electronic signature and email this document; 2) print, sign, scan, and email this document; or 3) print, sign, and mail this document.

Appendix E: Submission Forms

Form A: Completeness Checklist and Applicant's Letter

A1 – Completeness Checklist (Tab A)

Before completing the following forms, please see instructions in **Section IX (Submission Requirements)**.

Tab	Form	✓
A	Completeness Checklist and Applicant's Letter	
	1. Completeness Checklist (Form A-1)	
	2. Respondent's Letter (Form A-2)	
B	Project Narrative/Development Summary	
	1. Project Narrative (<i>provided by Applicant</i>)	
	2. Proposal Summary (Form B)	
C	Trade Secrets (<i>optional</i>)	
D	Developer Respondent Description	
	1. Development Team Information and Applicant Questionnaire (Form D-1)	
	2. Not-For-Profit Organization Form (Form D-2)	
	3. Additional information on Project Staffing and Project Management (<i>optional</i>)	
E	Development Team Experience and Capacity	
	1. Residential Development Experience and Current Workload (Form E-1)	
	2. Residential Management Experience and Current Workload (Form E-2)	
	3. Management Questionnaire (Form E-3)	
	4. Additional Evidence of Experience and Qualifications (<i>provided by Applicant</i>)	
	5. Affirmative Capacity Statement (<i>provided by Applicant</i>)	
F	Development Schedule/Phasing Plan (<i>provided by Applicant</i>)	
G	Financing Proposal	
	1. Financing Proposal (Form G)	
	2. Financing Narrative (<i>provided by Applicant</i>)	
H	Financing Letters of Interest and Historical Financing Letters of Interest/Award Letters (<i>provided by Applicant</i>)	
I	Assets Statements (Form I)	
J	Development Program (<i>provided by Applicant</i>)	
K	Community and Economic Development (<i>provided by Applicant</i>)	
L	Design Narrative (<i>provided by Applicant</i>)	
M	Architectural and Urban Design Drawings (<i>provided by Applicant</i>)	

**M/WBE RFP Round 2
Form A2 – Applicant’s Letter**

NYC Department of Housing Preservation and Development
Office of Neighborhood Strategies
Division of Planning and Predevelopment, Predevelopment Unit
100 Gold Street, Room 9X
New York, NY 10038
Attention: Katherine Taveras

Re: Proposal in Response to M/WBE RFP Round 2

Dear Ms. Taveras:

This letter is being submitted in connection with my proposal (“Proposal”) submitted in response to the Request for Proposals (“RFP”) issued by the Department of Housing Preservation and Development (“HPD”) of the City of New York (“City”) for the M/WBE RFP Round 2.

I have received, read, and understand the provisions of the RFP. I understand that selection of an Applicant (“Applicant”) under the RFP for disposition of the Development Site(s) and the development of the Project described in the RFP (“Project”) will mean only that HPD will commence negotiations with such Developer regarding the development of the Development Site(s).

I recognize that any negotiations with HPD will be subject to the following terms and conditions:

1. The commencement of negotiations will not represent any obligation or agreement on the part of the City, which may only be incurred or entered into by a written agreement which has been (i) approved as to form by the City’s Law Department, (ii) approved by the Mayor after a hearing on due notice; and (iii) duly executed by the Applicant and the City. The Negotiation Letter will only indicate HPD’s intention to commence negotiations, which may ultimately lead to the execution of such an agreement.
2. The Applicant will not have permission to enter upon the Development Site(s), which permission will only be granted, if at all, in the form of a license agreement duly executed by the Applicant and the City. The execution of any such license agreement, if it occurs, will only indicate that the City has granted permission for the Applicant to enter onto the Development Site(s) for the limited purposes stated in the scope of work set forth therein, and will not indicate that the City reached any other agreement with the Applicant regarding the Development Site(s) or the Project.
3. The following requirements will have to be satisfied prior to the disposition of the Development Site(s):

The disposition of the Development Site(s) and tax exemptions to be granted, if any, must be reviewed and approved in accordance with all applicable HPD and City policies, which include, but are not limited to, the following:

- a. The Applicant, any other potential grantee of the Development Site(s), and their respective Principals must successfully undergo a background check concerning their suitability to do business with the City.

- b. The Development Site(s) will not be sold to any person or entity which, or to any entity with a Principal who: (i) has not fulfilled development responsibilities undertaken in connection with the City or other governmental entities, (ii) is in default on any obligations to the City, (iii) is a former owner of the Development Site, or (iv) has lost real property to the City in tax or lien enforcement proceedings.
 - c. The price and other terms for the disposition of the Development Site(s) and the tax exemption(s) to be provided, if any, will be consistent with applicable City policies.
 - d. The grantee must execute legal documents in form and substance acceptable to HPD and in form approved by the City's Law Department.
- 4. During negotiations, the Applicant must diligently, competently, and expeditiously comply with all requirements communicated to the Applicant by HPD.
 - 5. The design of the Project must comply with any applicable HPD development requirements and guidelines.
 - 6. Either HPD or the Applicant may terminate negotiations at any time with or without cause. Negotiations may be terminated if Applicant does not commence construction within eighteen (18) months from the date of the Negotiation Letter.
 - 7. If negotiations are terminated by either HPD or the Applicant, whether with or without cause, or if negotiations terminate automatically, then neither the City nor the Applicant will have any rights against or liabilities to the other.
 - 8. The City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the Applicant at any time, including, but not limited to, the cost of: (i) any prior actions by the Applicant in order to respond to any selection process, or (ii) any future actions by the Applicant in connection with the negotiations, including, but not limited to, actions to comply with requirements of HPD, the City, or any applicable laws.

Very truly yours,

Signature

Title

Applicant

Form D: Development Team Information and Applicant Questionnaire

D1 – Development Team Information (Tab D)

All applicants shall complete pages 1 - 3 of this form. Applicants that include a not-for-profit entity as principal of the developer or part of the Development Team shall also complete pages 4 -6.

Name of Applicant: _____

Name of Contact Person: _____ E-mail: _____

Mailing Address: _____

Telephone No: _____ Alternate Phone: _____

COMPOSITION OF APPLICANT ENTITY:

1. Type of organization (i.e. partnership, corporation, limited liability company, joint venture): _____

2. Provide the following information about all principals of the applicant. For corporations, provide the names of the officers and any shareholders owning 10% or more; for partnerships, provide the names of all general partners. For joint ventures, provide the information separately for each entity that comprises the joint venture. Also, state the role(s) that each principal would play in the development of the sites, using the categories specified below.

NAME OF ENTITY # 1: _____ **Percent Interest in Proposed Project:** _____

- M/WBE (attach certification)
- Non-Profit

PRINCIPALS: Name/Position/Title	Home Address	Role*	% Interest in Entity

NAME OF ENTITY # 2: _____ **Percent Interest in Proposed Project:** _____

- M/WBE (attach certification)
- Non-Profit

PRINCIPALS: Name/Position/Title	Home Address	Role*	% Interest in Entity

* Role Categories: GP = General/Managing Partner; GC = General Contractor; F = Provides financing, inactive; A = Architect; L = Legal Services; MA = Managing Agent; O = Other (specify)

Use additional sheets as necessary.

3. Provide the names, addresses, e-mail addresses, and telephone of members of the development team to the extent that these have been decided; if unknown, enter "N/A".

DEVELOPMENT TEAM:

<u>Architect:</u>	<u>Marketing Agent:</u>
<u>General Contractor:</u>	<u>Managing Agent:</u>
<u>Legal Counsel:</u>	<u>Social Service Provider:</u>
<u>Other:</u>	<u>Other:</u>

Is there an identity of interest between any principals of the developer and any other entities that make up the development team? Yes [] No []

If yes, please explain.

4. Has any principal identified above, or any organization in which the principal is or was a general partner, corporate officer, or owned more than 10% of the shares of the corporation, been the subject of any of the following:

- (1) Conviction of, or charges currently pending for, arson, fraud, bribery, or grand larceny any felony or crime of dishonesty?
Yes [] No []
- (2) Noncompliance with fair housing or anti-discrimination laws, any applicable codes or ordinances, labor laws, or construction laws?
Yes [] No []
- (3) Had an ownership or management interest in real property that was the subject of a tax lien sale, was or is the subject of tax, mortgage, or lien foreclosure or enforcement proceedings, or is currently in tax or mortgage arrears?
Yes [] No []
- (4) Had an ownership or management interest in a property with respect to which HPD commenced an action in the Housing Part of the Civil Court, or with respect to which an administrator was appointed pursuant to Article 7-A of the Real Property Actions and Proceedings Law?
Yes [] No []
- (5) Denial of a certification of no harassment or any administrative or judicial finding of harassment?
Yes [] No []
- (6) Default or poor performance rating under any agreement with, or suspension or debarment by, any governmental entity?
Yes [] No []
- (7) In the last seven years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?
Yes [] No []
- (8) In the last five years, failed to file any required tax returns, or failed to pay any applicable Federal, State of New York, or City taxes or other charges?
Yes [] No []
- (9) Had any negative findings from the City's Department of Investigation?
Yes [] No []

If the answer to any question is yes, provide the following information about each instance: name of principal(s); name(s) of organization(s) or corporation(s); principal's status in the organization or corporation (e.g. officer), the date of the action, and current status and disposition.

CERTIFICATION

[This certification must be signed by one of the principals listed above; if the applicant is a joint venture, it must be signed by a principal of each entity that comprises the joint venture.]

I certify that the information set forth in this application and all attachments and supporting documentation is true and correct. I understand that the City of New York will rely on the information in or attached to this document and that this document is submitted to induce the City of New York to select this proposal for development of a site.

I understand that this statement is part of a continuing application and that until such time that the subject project is finally and unconditionally approved by the City of New York, I will report any changes in or additions to the information herein, and will furnish such further documentation or information as may be requested by the City of New York or any agency thereof.

I understand that if I receive preliminary designation to develop this site, I must submit all additional disclosure forms required.

Name of Organization

Signature

Date

Print or Type Name and Title

Name of Organization

Signature

Date

Print or Type Name and Title

D2 – Not-For-Profit Organization: Applicant Description

Name of Organization: _____

Office Address: _____

City: _____ State: _____ ZIP Code _____

Executive Director: _____

Contact Person: _____ Title: _____

Phone No. _____ FAX No. _____

ROLE OF ORGANIZATION IN THE PROJECT: Describe the role that the not-for-profit organization will play, such as developer, marketing agent, etc.

Date Established: _____ Date Incorporated: _____

CERTIFICATION: I CERTIFY THAT THE INFORMATION SET FORTH IN THIS DISCLOSURE STATEMENT AND ITS ATTACHMENTS IS TRUE AND CORRECT.

Signature of Officer

Print Name and Title

Date

D2 – Not-For-Profit Organization: Directors, Officers, and Key Staff

Name of Organization: _____

Name and Home Address	Position and/or Office in Organization	Date of Initial Appointment	Current Occupation and Name of Employer

Use additional sheets as necessary

D2 – Not-For-Profit Organization: Major Sources of Funding

Name of Organization: _____

Provide the following information regarding your major sources of funding during the two years preceding the deadline for submission of proposals under this RFP.

Funding Source (Agency, Department, etc.)	Name of Program	Contact Person Name and Phone Number	Purposes of Funding	Dates of Funding	Funding Amount

Use additional sheets as necessary

E3 – Management Questionnaire

1. Across your portfolio, what is the typical ratio of property managers to number of units? Describe if staffing plans differ based on the funding source (e.g. LIHTC or HOME).
2. Describe the management and maintenance staffing plan envisioned for this project. If you have one, please submit a sample or project-specific Management Plan.
3. What property management certifications and licenses are held by your staff? (For example: RAM or IREM certification, tax credit certification, commercial real estate broker's license, etc.)
4. Please describe any LIHTC and/or HOME compliance coursework management staff has completed.
5. Has any property managed by the manager or owned by the owner ever had a recapture of LIHTC? If so, please explain in detail. Please include instances where you may have purchased or taken over management of a property with open compliance issues.
6. Have IRS Forms 8823s been issued for your properties, reporting noncompliance that was uncorrected at the time of issuance? If so, how many have been issued? Please include instances where you may have purchased or taken over management of a property with open compliance issues.
7. Do any properties managed by the manager or owned by an affiliate of the owner have open HOME compliance issues? If so, please explain in detail. Please include instances where you may have purchased or taken over management of a property with open compliance issues.
8. Do any properties managed by the manager or owned by an affiliate of the owner have open Class C NYC Housing Maintenance Code violations or open NYC DOB violations? If so, please explain in detail. Please include instances where you may have purchased or taken over management of a property with open violations.
9. Has the management company or any of its principals been disbarred by HUD or any other government agencies?
10. What is the vacancy rate across your portfolio as of the date of this submission? Please explain.
11. What are delinquent rents as a percentage of total rent roll across your portfolio of owned/managed properties? Please submit data showing arrears at 30, 60, and 90+ days arrearages.
12. Please submit a sample Monthly Management Report from the last year for an affordable housing property of your choosing.

M/WBE RFP Round 2
Form G: Financing Submission Template

Instructions

Please complete this pro forma for the rental component of your project. Fill in the cells shaded blue. Keep cells linked and maintain calculations. If you modify given assumptions, please clearly note the changes.

Applicants should provide separate pro formas for each component of a project that will be separately financed.

Applicants must provide these forms in Excel file format on a thumb drive in addition to the hard copies submitted in the binder.

Project Name:

Site:

Units: -

SOURCES AND USES

Construction Sources			per DU	% of total
First Mortgage (Lender:))	#DIV/0!	#DIV/0!	#DIV/0!
Second Mortgage (Lender:))	\$0	#DIV/0!	#DIV/0!
Third Mortgage (Lender:))	\$0	#DIV/0!	#DIV/0!
Fourth Mortgage (Lender:))	\$0	#DIV/0!	#DIV/0!
	LIHTC Equity	\$0	#DIV/0!	#DIV/0!
	Deferred Developer's Fee	\$0	#DIV/0!	#DIV/0!
	Developer Equity	#DIV/0!	#DIV/0!	#DIV/0!
Other source (Specify:))	\$0	#DIV/0!	#DIV/0!
	Gap/(Surplus)	\$0	#DIV/0!	#DIV/0!
TOTAL SOURCES		#DIV/0!	#DIV/0!	#DIV/0!

Permanent Sources				
First Mortgage (Lender:))	#DIV/0!	#DIV/0!	#DIV/0!
Second Mortgage (Lender:))	\$0	#DIV/0!	#DIV/0!
Third Mortgage (Lender:))	\$0	#DIV/0!	#DIV/0!
Fourth Mortgage (Lender:))	\$0	#DIV/0!	#DIV/0!
Other source (Specify:))	\$0	#DIV/0!	#DIV/0!
	LIHTC Equity	\$0	#DIV/0!	#DIV/0!
	Deferred Developer's Fee	#DIV/0!	#DIV/0!	#DIV/0!
	Developer Equity	\$0	#DIV/0!	#DIV/0!
Other source (Specify:))	\$0	#DIV/0!	#DIV/0!
	Gap/(Surplus)	\$0	#DIV/0!	#DIV/0!
TOTAL SOURCES		#DIV/0!	#DIV/0!	#DIV/0!

Uses				
Acquisition Cost		\$0	#DIV/0!	#DIV/0!
Construction Cost		\$0	#DIV/0!	#DIV/0!
Soft Cost		#DIV/0!	#DIV/0!	#DIV/0!
Developer's Fee		\$0	#DIV/0!	#DIV/0!
TOTAL USES		#DIV/0!	#DIV/0!	#DIV/0!

Project Name:

Site:

Units: 0

DEVELOPMENT BUDGET

		Developer Costs	
Acquisition Cost			
Construction Cost			
Contractor Price			
Residential	#DIV/0! /du		#DIV/0! psf
Accessory Tenant Common Areas			#DIV/0! psf
Commercial Space			#DIV/0! psf
Community Space			#DIV/0! psf
Parking			#DIV/0! psf
Contingency			
Total Hard Cost	#DIV/0! /du		#DIV/0! average per sf
Soft Cost			
Borrower's Legal			
Borrower's Engineer/Architect Fees			
Accounting & Cost Certification			
Housing/Development Consultant			
Bank's Engineer			
Bank Legal			
Permits and expediting			
Environmental Phase I & II			
CEQR			
Borings			
Survey			
Geotechnical			
Title Insurance			
Appraisal			
Other (Specify: _____)			
Subtotal			\$0
Financing Fees (Please maintain links to original calculations and note any changes)			
Upfront L/C Fee	of LOC amt	#DIV/0!	
Annual L/C Fee	of LOC amt	#DIV/0!	
HDC Fee (if applicable)	of HDC cons 1st	#DIV/0!	
NY State Bond Issuance Charge	of HDC cons 1st	#DIV/0!	
Costs of Issuance	of HDC cons 1st	#DIV/0!	
HPD Fee (if applicable)			
Interest Rate Cap (estimate)			
Tax Exemption/Abatement Fees & Consultant			
LIHTC Application Fee			
Non Profit Sponsor			
Other (Specify: _____)			
Subtotal		#DIV/0!	
Carrying Costs			
Construction Interest		#DIV/0!	(change link if assuming variable rate)
Negative Arbitrage		#DIV/0!	
Mortgage Recoring Tax			
Water/Sewer & Real Estate Taxes			
Utilities			
Insurance			
Construction Monitor			
Marketing			
Security			
Other (Specify: _____)			
Subtotal		#DIV/0!	
Reserves and Contingency			
Social Service Reserve			
Capitalized Operating Reserve	/unit		
Additional Operating Reserve (if applicable)			
Soft Cost Contingency			#DIV/0! of soft costs
Subtotal			
Total Soft Costs		#DIV/0!	
Developer's Fee			#DIV/0! of TDC less Dev Fee
Total Development Cost:		#DIV/0!	

Construction Sources

First Mortgage (Lender: _____)	#DIV/0!	#DIV/0!
Second Mortgage (Lender: _____)	-	#DIV/0!
Third Mortgage (Lender: _____)	-	#DIV/0!
Fourth Mortgage (Lender: _____)	-	#DIV/0!
LIHTC Equity		#DIV/0!
Deferred Developer's Fee		#DIV/0!
Developer Equity		#DIV/0!
Other source (Specify: _____)		#DIV/0!
Gap/(Surplus)	#DIV/0!	#DIV/0!
Total	#DIV/0!	#DIV/0!

Permanent Sources

First Mortgage (Lender: _____)	#DIV/0!	#DIV/0!
Second Mortgage (Lender: _____)	-	#DIV/0!
Third Mortgage (Lender: _____)	-	#DIV/0!
Fourth Mortgage (Lender: _____)	-	#DIV/0!
LIHTC Equity		#DIV/0!
Deferred Developer's Fee		#DIV/0!
Developer Equity		#DIV/0!
Other source (Specify: _____)		#DIV/0!
Gap/(Surplus)	#DIV/0!	#DIV/0!
Total	#DIV/0!	#DIV/0!

Project Name:
Site:

Units: 0

CONSTRUCTION INTEREST

Bond Amount			% of bond
Long Term Amount	#DIV/0!		#DIV/0!
Short Term Amount	#DIV/0!		#DIV/0!
Total Bond Amount	#DIV/0!		

Term		Months	Years
Construction term			0.00
Rent-up & conversion term			0.00
Total term		0	0.00

Fixed Rates	
Long Term	
Short Term	
2nd Construction	
3rd Construction	
4th Construction	

Variable Rate	
SIFMA	0.00%
+ ___ bps cushion	0.00%
Variable Rate	0.00%

Interest Calculations

Fixed Rate	Amount	% Outstanding	Term (years)	Interest Rate	Interest
1st - Short Term	#DIV/0!	50%	0.0	0.00%	#DIV/0!
	#DIV/0!	100%	0.0	0.00%	#DIV/0!
1st - Long Term	#DIV/0!	50%	0.0	0.00%	#DIV/0!
	#DIV/0!	100%	0.0	0.00%	#DIV/0!
2nd Construction	\$0	100%	0.0	0.00%	\$0.00
3rd Construction	\$0	100%	0.0	0.00%	\$0.00
4th Construction	\$0	100%	0.0	0.00%	\$0.00
Total Fixed Rate Cons. Interest					#DIV/0!

Variable Rate	Amount	% Outstanding	Term (years)	Interest Rate	Interest
HDC 1st	#DIV/0!	50%	0.0	0.00%	#DIV/0!
	#DIV/0!	100%	0.0	0.00%	#DIV/0!
HDC 2nd	\$0	100%	0.0	0.00%	\$0.00
	\$0	100%	0.0	0.00%	\$0.00
Total Variable Rate Cons. Interest					#DIV/0!

NEGATIVE ARBITRAGE

(for fixed-rate deals only)

Investment Rate

	Short Term	Long Term
Rate	0.00%	0.00%
Short Term Amount	#DIV/0!	#DIV/0!
% Outstanding	50%	50%
Investment Spread	0.00%	0.00%
Construction Term (years)	0.00	0.00
	#DIV/0!	#DIV/0!

Negative Arbitrage #DIV/0!

LETTER OF CREDIT AMOUNT

Bond Amount		#DIV/0!
Days Interest	<input type="text"/>	#DIV/0!
LC Amount		#DIV/0!

Project Name:

Site:

Units: 0

MAINTENANCE & OPERATING EXPENSES

0	Units
0	Rooms

Expenses		per rm/du	
Supplies/Cleaning/Exterminating	\$ -		per room
Heating	\$ -		per room
Electricity	\$ -		per room
Cooking Gas	\$ -		unit
Repairs/Replacement	\$ -		per unit
Legal	\$ -		per unit
Accounting	\$ -		per project
Painting	\$ -		per room
Superintendent & Maintenance Staff Salaries	\$0	#DIV/0!	per unit
Number of:			
F/T super(s)	<input type="text"/>	\$0	annual + fringe
porters	<input type="text"/>	\$0	annual + fringe
Elevator Maintenance & Repairs	<input type="text"/> \$	-	per elevator
Management Fee	\$	-	of ERI
Water & Sewer	\$	-	per room
Fire and Liability Insurance	\$	-	per unit
Other Expenses(Specify:_____)	\$	-	per unit
Other Expenses(Specify:_____)	\$	-	per unit
Replacement Reserve	\$	-	per unit
Social Service Reserve	\$	-	per unit
M & O Before Taxes and Debt Service	\$ -		Total
		#DIV/0!	per room
		#DIV/0!	per unit
Real estate taxes	<input type="text"/>		
TOTAL ANNUAL PROJECT EXPENSES	\$0		
	#DIV/0!		per unit
	#DIV/0!		per room

Project Name:
Site:

Units: 0

MORTGAGE SIZING

Income			
Residential Income			\$0
Less Residential Vacancies			\$0
<i>Net Residential Income</i>			\$0
Parking Income			\$0
Commercial Income			\$0
Community Space Income			\$0
Ancillary/Laundry			\$0
Less Parking Vacancies			\$0
Less Commercial Vac			\$0
Less Community Space Income			\$0
Less Ancillary/Laundry Vac			\$0
<i>Net Comm & Ancillary Income</i>			\$0
Net Income			\$0
Expenses			
Maintenance/Operating	#DIV/0!	per unit	\$0
Real estate taxes	#DIV/0!	per unit	\$0
Replacement Reserve	#DIV/0!	per unit	\$0
Total Expenses	#DIV/0!	per unit	\$0
NET OPERATING INCOME			
			\$0
Net Available @1.05 Income to Expense			\$0
<u>Combined DSCR</u>			
Net Available for Debt Service @			#DIV/0!
Income to Expense			#DIV/0!
<u>1st Mort DSCR</u>			
Net Available for Debt Service @			#DIV/0!
Income to Expense			#DIV/0!

Determination of Maximum Insurable Mortgage
based on net available for debt service and land taxes

Variable Interest Rates		Fixed Interest Rates	
Base Rate		Base Underwriting Rate	TAX EXEMPT
Underwriting Cushion		Servicing Fee	
LC Fees		MIP	
Trustee		Sum of above rates	0.00%
Remarketing			
Servicing	0.00%		

Total Supportable First Mortgage		Enter 1st Mortgage Amount from Cell H30 here
Second Mortgage	\$	-
Third Mortgage	\$	-
Fourth Mortgage	\$	-
Total Combined Debt	\$	-

	1st Loan Reduction	2nd Loan Constant	3rd Loan Constant	4th Loan Constant	Total
1st Loan					
Rate	#DIV/0!	\$	-	\$0	\$0
Term	0.00%				
Yrs 1 - 30 Amt Amortized	#DIV/0!	\$0	\$0	\$0	\$0
Balance	\$0	\$0	\$0	\$0	\$0
Balloon %	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Debt Service	#DIV/0!	-	-	-	#DIV/0!
Debt Coverage	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Assumed Subsidies

2nd Loan Source: /du

3rd Loan Source: /du

4th Loan Source:

Project Name:
Site:

	increases	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
EFFECTIVE INCOMES																
Residential Income	2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking Income	2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income	2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Space Income	2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ancillary Income	2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income		0														
EXPENSES																
M&O Expenses	3%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Management Fee	2%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Building Reserve	3%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses		0														
NOI		0														
Debt Service		#DIV/0!														
Net Cash Flow		#DIV/0!														
Net Cash Flow in 15 years																

Project Name:
Site:

Units: -

TAX CREDIT ANALYSIS*

**This is an estimate; for actual raise and calculation, defer to LIHTC Investor*

	Eligible Cost (Y/N)	Total Cost	Eligible Amount
Acquisition Cost	N	-	
Construction Cost			
Contractor Price			
Residential	Y	-	
Commercial Space	N	-	
Community Space	Y	-	
Parking	N	-	
Contingency	Y	-	
Total Hard Cost		-	-
Soft Cost			
Borrower's Legal	Y	-	
Borrower's Engineer/Architect Fees	Y	-	
Accounting & Cost Certification	Y	-	
Housing/Development Consultant	Y	-	
Bank's Engineer	Y	-	
Bank Legal	Y	-	
Permits and expediting	Y	-	
Environmental Phase I & II	Y	-	
CEQR	Y	-	
Borings	Y	-	
Survey	Y	-	
Geotechnical	Y	-	
Title Insurance	Y	-	
Appraisal	N	-	
Subtotal		-	-
Financing Fees (Please maintain links to original calculations and note any changes)			
Upfront L/C Fee	Y	#DIV/0!	
Annual L/C Fee	Y	#DIV/0!	
HDC Fee (if applicable)	N	#DIV/0!	
Costs of Issuance	N	#DIV/0!	
HPD Fee (if applicable)	N	-	
Interest Rate Cap (estimate)	N	-	
Tax Exemption/Abatement Fees & Consultant	Y	-	
LIHTC Application Fee	N	-	
Non Profit Sponsor	Y	-	
Subtotal		#DIV/0!	-
Carrying Costs			
Construction Interest	Y	#DIV/0!	
Negative Arbitrage	N	#DIV/0!	
Mortgage Recoring Tax	N	-	
Water/Sewer & Real Estate Taxes	Y	-	
Utilities	Y	-	
Insurance	Y	-	
Construction Monitor	Y	-	
Marketing	N	-	
Security	Y	-	
Subtotal		#DIV/0!	-
Reserves and Contingency			
Social Service Reserve	N	-	
Capitalized Operating Reserve	N	-	
Additional Operating Reserve (if applicable)	N	-	
Soft Cost Contingency	Y	-	
Subtotal		-	-
Total Soft Costs		#DIV/0!	-
Developer's Fee	Y	-	
Total Development Cost:		#DIV/0!	-

Number of TC Units	
% TC Units	#DIV/0!
% Non Residential Costs	#DIV/0!
Applicable Fraction	#DIV/0!
Construction Bonds	#DIV/0!

Eligible Basis		-
Eligible Basis per TC Unit		#DIV/0!
Eligible Basis with Boost		-
Annual Credit @		-
Amount Raised per Credit @		-
Amount Raised Total		-

Project Name:

Units:

0

Site:

TRADE ITEM

\$ AMOUNT

1 Demolition	_____
2 Environmental Remediation	_____
3 Railroad trench deck (Site B only)	_____
4 Landscaping / Site Work	_____
5 Concrete	_____
6a Masonry, pointing, waterproofing, steam cleaning	_____
6b Carpentry, rough	_____
7 Carpentry, finished	_____
8 Metals, structural steel	_____
9 Roofing	_____
10 Insulation	_____
11 Doors, frames, hardware	_____
12 Windows and glazing	_____
13 Entrance doors	_____
14 Drywall and plastering	_____
15 Ceramic tile	_____
16 Finish flooring	_____
17a Painting	_____
17b Kitchen cabinets	_____
18 Appliances, medicine cabinet	_____
19 Heating and ventilation	_____
20 Plumbing	_____
21 Electrical	_____
22 Other: _____	_____
23 Other: _____	_____
24 Other: _____	_____
25 SUBTOTAL	\$0
26 General Conditions	_____
27 Overhead	_____
28 Profit	_____
29 GRAND TOTAL	\$0

Project Name:

Units:

0

Site:

These calculations must match the architectural plans included in the proposal.

TOTAL BUILT FLOOR AREA (Gross Square Feet):

Total building stories	_____
Total Parking Spaces	_____
Parking Type (i.e.- surface, covered, garage)	_____
1. Residential Space	_____ 0
2. Unfinished Basement	_____
3. Cellar	_____
4. Attics	_____
5. Mechanical / Utility Areas	_____
6. Garages	_____
7. Commercial Space	_____ 0
8. Community Space	_____ 0
9. Parking	_____
10. Other _____	_____
11. Subtotal Gross Square Feet	_____ 0

Form I: Assets Statement

I- Assets Statement (Tab I)

[Assets Statement must describe financial status within the last twelve months and must be dated and signed.]

Principal or Individual whose assets are described below:

1. Personal Information

Name:

Business Name:

Business Phone:

Residence Address:

City:

State:

Zip Code:

Business Address:

City:

State:

Zip Code:

Position (Title):

Years of Service:

Salary:

Bonus/Commission:

Other Income:

Source of Other Income:

Are you a defendant in any lawsuits or legal action that may impact your financial standing?

If so, please describe:

Do you have any contingent liabilities?

If so, please describe:

2. Statement of Financial Condition

Assets	Dollars (omit cents)	Liabilities	Dollars (omit cents)
Cash On Hand and in Banks		Notes Payable to Banks <i>Secured</i>	
Notes Receivable		Notes Payable to Banks <i>Unsecured</i>	
Mortgages Owned		Notes Payable to Others <i>Secured</i>	
		Notes Payable to Others <i>Unsecured</i>	
Marketable Securities Owned See Schedule A		Debt Balances in Margin Accounts with Brokers	
Real Estate Owned		Mortgages on Real Estate	
Cash Value of Life Insurance		Loans Against Life Insurance	
Other Assets* (Itemize)		Other Liabilities (Itemize)	
Total Assets		Total Liabilities	
		Net Worth	

* Any interest in a closely held business must be documented by providing a current balance sheet for that business and stating the percent of interest held by the applicant.

Schedule A: Marketable Securities Owned

List separately and check (X) next to those pledged as collateral.

Marketable Securities Owned	Dollars (Omit Cents)	Collateral?

3. Signature Page

You, the undersigned hereby represent the above to be a true and accurate Statement signed as of the date herein.

Name of Principal: _____

Signature of Individual: _____

Print Name and Title of Individual: _____

Date: _____