

NYCHA 2.0

# SENIORS FIRST

Kingsborough and Morris Houses

## Request for Proposals

Issue Date: March 6, 2020

Pre-Submission Conference: March 27, 2020

Proposal Due Date: June 2, 2020

**Bill de Blasio**

**Mayor**

**Vicki Been**

Deputy Mayor for Housing and Economic Development



**Department of  
Housing Preservation  
& Development**

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Department of Housing Preservation and Development  
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# I. INTRODUCTION

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Building on the foundation laid through *Housing New York: A Five-Borough, Ten-Year Plan*, Mayor Bill de Blasio released *Housing New York 2.0*, an extended plan to accelerate the creation and preservation of 200,000 affordable homes two years ahead of schedule, by 2022, and reach a new goal of 300,000 homes by 2026. The updated plan includes programs that will aid homeowners, tenants in existing affordable housing, and seniors. As part of the commitment to ensure safe and affordable housing for the City's increasing senior population, Mayor de Blasio launched *Seniors First*, a three-pronged strategy including Aging in Place, an initiative to make more homes accessible to seniors and people with disabilities; developing new senior housing on NYCHA and other land; and preserving more of the senior housing originally developed through federal housing plans.

In furtherance of the vision set forth in *Housing New York*, the New York City Housing Authority ("NYCHA"), in collaboration with the New York City Department of Housing Preservation and Development ("HPD"), is pleased to release this Request for Proposals (the "RFP" or the "Request") to develop high-quality, sustainable, and mixed-use housing developments in the Morrisania neighborhood of the Bronx and Crown Heights neighborhood in Brooklyn.

NYCHA and HPD invite all qualified developers ("Respondents") to submit a proposal(s) for the design, financing, construction and operation of two (2) affordable housing developments for seniors (each, a "Project", collectively, the "Projects") at two (2) development sites on NYCHA-owned land (each, a "Development Site", collectively, the "Development Sites") in response to this RFP (each, a "Proposal", collectively, the "Proposals").

## II. DEFINITIONS

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Terms not defined elsewhere in this RFP are as follows:

**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 2019, 100% of the AMI is \$106,700 for a family of four and \$74,700 for an individual.

**Authorized NYCHA Resident**

A resident who is on the lease of a unit within a NYCHA public housing development. NYCHA's Office of Resident Economic Empowerment and Sustainability ("REES") will confirm if a candidate is an Authorized NYCHA Resident for the purposes of Section 3 Requirements (defined below) or other NYCHA resident hiring initiatives.

**CEQR**

City Environmental Quality Review

**City**

The City of New York

**Competitive Financing Sources**

Financing sources that are not available to the project as of right but are awarded based upon a competitive selection.

**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

**DPR**

The New York City Department of Parks and Recreation

**Developer**

The entity or entities selected by NYCHA and HPD to commence negotiations regarding the development of the Development Site(s). The entity or entities will provide equity, secure financing, assemble a Development Team, design, develop, build, market, and manage the Project(s). NYCHA and HPD reserve the right to designate one Developer for all Development Sites named in this RFP, or any other combination deemed beneficial for the Projects.

**Development Team**

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

**FAR**

Floor Area Ratio

**ESA**

Environmental Site Assessment

**EIS**

Environmental Impact Statement

**FMR**

Fair Market Rent

**Lease**

A lease between NYCHA and the selected Developer for each Development Site and the improvements, either existing or to be built, with a minimum term of 99 years.

**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

**Negotiation Letter**

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

**OER**

The Mayor's Office of Environmental Remediation

**PILOT**

Payment In Lieu of Taxes

**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.

**Section 3 Requirements**

Section 3 of the Housing and Urban Development Act of 1968, as amended [12 U.S.C. 1701u and 24 CFR Part 135], represents HUD's policy to ensure that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. Employment preferences under Section 3 are targeted first to residents of public housing and, secondarily, to other low- and very-low income residents in the metropolitan area.

**Section 18 Disposition Approval**

Conveyance of a property interest in a Development Site requires HUD approval under [Section 18 of the United States Housing Act of 1937, as amended](#). HUD has promulgated regulations at 24 C.F.R. Part 970, detailing the administrative steps required for its approval of any demolition/disposition activity affecting covered public housing property.

### III. SUBMISSION INSTRUCTIONS

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#### A. RFP Title

Seniors First RFP

(Please specify Kingsborough or Morris)

#### B. Package

Each Development Site will require a separate Proposal. Each Proposal must be tabbed as indicated. All Forms associated with the Proposal must follow the format included in this RFP. Form B (Proposal Summary) and Form J (Financing Submission) must be submitted as Excel files and in original formatting on the flash drive.

Respondents must submit:

- One (1) bound original, signed by an authorized representative of the Respondent
- Two (2) bound copies
- Four (4) flash drives 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.

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

Original and copy must be bound with the following information clearly printed on the front view cover:

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

#### C. Due Date

Proposals must be delivered by **June 2, 2020 by 4:00pm** by hand to:

**Department of Housing Preservation and Development**

Office of Neighborhood Strategies, Predevelopment Planning Unit

100 Gold Street, 9-X Area

New York, NY 10038

#### D. Pre-Submission Conference

Date: March 27, 2020

Time: 2:30 p.m. and 4 p.m.

Location: 100 Gold Street Room 1R, New York, NY 10038

HPD and NYCHA strongly recommend that interested Respondents attend one of the pre-submission conferences, as this will be the only opportunity to ask questions and receive answers in person. Responses to all inquiries will be collectively provided at the pre-submission conferences 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](#).

The two pre-submission conference sessions will be identical in content and will be limited to 50 attendees. To ensure attendance for a pre-submission conference, RSVP at the link above by March 19, 2020 at 5:00 p.m.

*Conference Access for People with Disabilities.* Please send requests for accommodation to: [KingsboroughMorrisRFP@hpd.nyc.gov](mailto:KingsboroughMorrisRFP@hpd.nyc.gov).

## **E. Communications**

All communications and inquiries regarding this RFP are to be directed in writing to [KingsboroughMorrisRFP@hpd.nyc.gov](mailto:KingsboroughMorrisRFP@hpd.nyc.gov). All written questions must be submitted by **May 8, 2020** to be included in an Addendum that will be sent to all registered prospective Respondents after the Pre-Submission Conference. ("the RFP Addendum"). Responses to all inquiries, including inquiries made at the Pre-Submission Conference, will be collectively provided in the RFP Addendum.

## **F. Lobbying and Advocacy**

In order to preserve and maintain the integrity of the selection process, NYCHA and 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

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The following section contains both general requirements of this RFP, as well as brief descriptions and requirements unique to each Development Site.

### A. General Requirements

Program	Proposals for each Development Site should be for an affordable senior building. Respondents should have experience operating affordable senior housing projects and providing senior services.
Project Funding	Proposals must comply with <a href="#">HPD SARA</a> and <a href="#">HDC ELLA</a> Term Sheets. Proposals may assume tax-exempt bond financing will be available.
Proposed Tax Lot	New building(s) are restricted to the areas within the boundaries of the Proposed Tax Lots as set forth in <i>Exhibit A</i> . If Respondents propose any variation from the Proposed Tax Lots within their Proposals, Respondents should describe and illustrate any variation as well as justify why such variation is needed or preferred.
Street Trees	New street trees and plantings are only required along the frontages of the Proposed Tax Lot.
Zoning	Proposals are required to comply with applicable zoning requirements; however, respondents may propose height and setback modifications if Proposals demonstrate how any proposed height and setback modifications would benefit the affordable housing development.

### B. Development Site 1 – Morris Houses

Location	Development Site 1 ("Site 1") is a parcel at the corner of St. Paul's Place and Park Avenue in the Morrisania neighborhood in the Bronx as shown in Exhibit A-1. Site 1 is a portion of Bronx Block 2902, Lot 36 and is coterminous with the Proposed Tax Lot. Site 1 is located within Bronx Community District 3 within the public housing development known as Morris II.
Lot Size	Site 1 is approximately 24,000 square feet.
Land Use / Zoning	Site 1 is located in an R7-1 Residence District. No re-zoning is anticipated.
Approximate Units	Proposal should include approximately 150-200 senior residential units.

### C. Development Site 2 – Kingsborough

Location	Development Site 2 ("Site 2") is a parcel at Bergen Street between Buffalo and Ralph Avenues in the Crown Heights neighborhood in Brooklyn as shown in Exhibit A-2. Site 2 is a portion of Brooklyn Block 1344, Lot 175 and is coterminous with the Proposed Tax Lot. Site 2 is located within Brooklyn Community District 8 within the public housing development known as Kingsborough Extension.
Lot Size	Site 2 is approximately 25,000 square feet.
Land Use / Zoning	Site 2 is located in an R6 Residence District. No re-zoning is anticipated. This zoning designation allows for medium-density residential and community facility uses.
Approximate Units	Proposal should include approximately 150-200 senior residential units.

## V. SELECTION PROCESS

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### A. Submission

A separate Proposal must be submitted for each Development Site the Respondent wishes to develop. Proposals that are not complete or are not in conformance with the requirements of this RFP will be eliminated from further consideration (See: Section VII. SUBMISSION CONTENT AND COMPLETENESS for more information).

TAB	CONTENTS	FORMS
Development Introduction		
A	Completeness and Respondent Information	A-1, A-2,
B	Project Summary	B
C	Development Schedule	
Design and Performance		
D	Design Narrative	
E	Architectural and Urban Design Plans	
F	Sustainability Narrative	
Community Development		
G	Community Facility Plan (if applicable)	
H	Community Engagement Plan	
I	Community Economic Development	I-1, I-2, I-3
Financing and Affordability		
J	Financing Submission	J
K	Letters of Interest / Award Letters	
L	Assets Statements	L
Development Team Experience and Capacity		
M	Developer Respondent Description	M-1, M-2
N	Development Team Experience and Capacity	N-1, N-2, N-3

- Tabs must be in the order specified above, and run down the right-hand side of the bound original and copies.
- Forms are available for download from the [HPD website](#).
- The bound original and copies must contain the following information on the front cover: project title, respondent name, Development Site, and submission date.
- All Proposal Forms can be found in *Appendix F* and are available for download from the [HPD website](#).
- Forms N1-3, B, and J must be submitted on the flash drive; N1-2, B, and J must also be submitted as Excel files.
- All forms must comply with the format associated with said form.
- All architectural plans must be on paper 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.

### B. Submission Modifications

An Applicant may submit a complete modified Proposal to replace all or any sections of a previously submitted Proposal up until the submission deadline. Neither NYCHA nor HPD personnel will insert

pages or otherwise modify the Applicant's Proposal. The Applicant has the full responsibility for ensuring that its final Proposal has been submitted in the desired form by the submission deadline. The front cover of a modified Proposal must identify the submission as a modified proposal and include the date on which the modified Proposal is submitted.

Modifications received after the submission deadline due date will not be considered. If NYCHA and HPD determine, upon review of a Proposal, that any items are missing and/or incomplete, NYCHA and 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 Proposal.

### **C. Addenda and Extensions**

NYCHA and HPD may amend or withdraw this Request at any time. In order to be considered, Proposals 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. NYCHA and HPD will advise each Respondent of any clarifications or revisions.

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

### **D. References and Requests for Further Clarification**

A submission of a Proposal for a Project constitutes permission from the Respondent for NYCHA and HPD to make such inquiries concerning the Respondent as NYCHA and HPD deem necessary. NYCHA and HPD may communicate with any of the Respondents but are not obligated to do so. NYCHA and HPD may discuss the Proposals of any Respondent concurrently or sequentially, as NYCHA and HPD may determine. No Respondent has any rights against NYCHA and 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 NYCHA and HPD, appear for presentations or discussions. If any Respondent fails to do so within the time period given (or within any time extension that NYCHA and HPD may grant), NYCHA and HPD may deem this as a failure and act of non-compliance with the Request, which will permit NYCHA and HPD to select another Respondent or to solicit new Proposals. 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.

### **E. 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**

NYCHA and HPD will review each Proposal according to the threshold requirements ("Threshold Requirements"). **The Proposal must contain each Tab with all requested Forms and supporting documents.** Submissions of Proposals that are not complete or do not conform to the requirements of this

Request will be eliminated from further consideration, unless NYCHA and HPD permits the Respondent to correct the omission or provide further information. Respondents may refer to Section V. THRESHOLD REQUIREMENTS AND COMPETITIVE CRITERIA, for specific guidance.

### **Competitive Review**

Proposals 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 may 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.

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

NYCHA and HPD may request additional information, interviews, presentations, or site visits. The selected Respondent(s) will be chosen from among the highest rated Proposals. NYCHA and 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.

## **F. Selection**

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

## **G. Negotiation Letter**

Upon such selection described above in Section V(I), NYCHA and HPD will send a Negotiation 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.

The Negotiation Letter will include a development schedule setting out the major actions and timeframes necessary to start construction within eighteen (18) to thirty-six (36) months from the date of the Negotiation Letter, depending on the Development Site. Failure of the Developer to follow the development schedule may result in the termination of negotiations and the selection of another Developer, at NYCHA's and HPD's sole discretion. The selected Respondent(s) must begin pre-development work within thirty (30) days of the date of the Negotiation Letter.

NYCHA and the Developer shall complete and execute a comprehensive Development Agreement for the Project. Failure to complete and execute such Development Agreement will provide NYCHA and HPD the unilateral right to terminate all further negotiations with the Developer related to the Project, which if exercised will release NYCHA and HPD from any further obligations or liability to the Developer.

## **H. Disclosure**

Each Developer who receives a Negotiation Letter from NYCHA and 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. NYCHA and HPD will provide copies of these forms upon request to any Respondent.

## **I. No Obligation**

This Request does not represent any obligation or agreement whatsoever on the part of NYCHA and HPD. NYCHA and HPD may use the Proposals submitted pursuant to this Request as a basis for negotiation with Respondents as it deems appropriate. NYCHA and HPD may reject at any time any or all Proposals, amend or withdraw this Request in whole or in part, negotiate with one or more Respondents, and/or negotiate and dispose of the Development Site(s) on terms other than those set forth herein (including to parties other than those responding to this Request). NYCHA and 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 Proposals, or withdraw or add Development Sites from or to this Request.

Selection of a Respondent's Proposal will not create any rights on the Respondent's part, including, without limitation, rights of enforcement, equity or reimbursement, until after the Lease and all other NYCHA and HPD documents are fully executed and approved by HUD, NYCHA Board and the Corporation Counsel. All determinations as to the completeness or compliance of any Proposals, or as to the eligibility or qualification of any Respondent, will be within the sole discretion of NYCHA and HPD.

## VI. THRESHOLD REQUIREMENTS AND COMPETITIVE CRITERIA

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 Capacity and Experience

Threshold Requirements		TAB
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 (80) residential units within the past seven (7) years.	N
Comparable Management Experience	<i>Residential:</i> At least one Principal (of Respondent, or the Respondent's Property Manager) must have experience managing at least sixty (80) 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.	N
Development Team	<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 and engineer; construction manager; real estate (with condominium experience) and land-use attorney, environmental planner and engineer.</p>	N, M
No Adverse Findings	<p>Proposals may be rejected at any time during or after the evaluation process, at the sole discretion of NYCHA and HPD, if there are any adverse findings regarding the Respondent, any entity or individual associated with the Respondent, or any property owned and/or managed by them. Such adverse findings may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Negative findings by the NYCHA Inspector General's Office or the New York City Department of Investigation;</li> <li>Conviction, administrative violation, judicial or administrative finding, pending judicial or administrative case, or pending litigation including without limitation for harassment, arson, fraud, bribery, grand larceny, any felony or crime of dishonesty, or noncompliance with fair housing or anti-discrimination laws, any applicable codes or ordinances, labor laws, or construction laws.</li> </ul>	M

	<ul style="list-style-type: none"> <li>• Defaults or poor performance under any government-assisted program;</li> <li>• Suspension or debarment by any governmental entity;</li> <li>• Mortgage arrears, default, or foreclosure proceedings;</li> <li>• Tax arrears, tax foreclosure or enforcement proceedings, or sale of tax liens; or</li> <li>• Voluntary or involuntary bankruptcy proceeding.</li> </ul>	
Competitive Criteria		TAB
Developer	<p>Successful Experience</p> <ul style="list-style-type: none"> <li>• Developing senior housing projects.</li> <li>• Developing multi-family urban projects using public and private financing sources.</li> <li>• Demonstrated commitment to long-term and/or deep affordability.</li> <li>• Designing and implementing a Section 3, NYCHA resident or similar local training and hiring plan.</li> <li>• Having a successful track record of tangible investments in community and economic development.</li> <li>• Having a successful track record of Section 3, NYCHA resident or similar local training and hiring.</li> </ul> <p>Capacity</p> <ul style="list-style-type: none"> <li>• Current capacity to undertake, effectively project manage, and complete all necessary activities and obligations associated with the proposed Project within the proposed schedule.</li> <li>• Capacity will be determined by analysis of Respondent's current public and private development workload, other pending development obligations and financial guarantees.</li> </ul> <p>Plan</p> <ul style="list-style-type: none"> <li>• Strength of organizational, project management and governance structure for the Project.</li> <li>• Strength of Community Engagement Plan to create benefits for both public housing residents and the community at large.</li> <li>• Strength of Hiring and Procurement Plan.</li> </ul>	A, B, H, I
Property Manager/ Social Services Operator	<ul style="list-style-type: none"> <li>• Experience managing senior residential buildings with community facility uses in comparable markets, if applicable.</li> <li>• Experience operating low income senior housing.</li> <li>• Experience with Section 8 Project-based vouchers.</li> <li>• Experience providing senior social services and securing social service funding.</li> <li>• Experience working with formerly homeless populations and homeless referrals.</li> </ul>	B, G
Consultant Team	<p>Design</p> <ul style="list-style-type: none"> <li>• Experience designing and providing construction oversight on multi-family and mixed-use, high-performance, residential</li> </ul>	B, D

	<p>projects that were successfully completed within budget and on schedule.</p> <p>Planning and Zoning</p> <ul style="list-style-type: none"> <li>• Experience in New York City zoning and environmental review and approval processes on comparable development Projects.</li> </ul> <p>Environmental</p> <ul style="list-style-type: none"> <li>• Experience in environmental engineering; and experience in sustainable design and development.</li> <li>• Experience in environmental review processes in New York City.</li> </ul> <p>Construction Management</p> <ul style="list-style-type: none"> <li>• Experience in construction and construction management of multi-family and mixed-use with a community facility, high-performance residential projects that were successfully completed within budget and on schedule.</li> <li>• Experience complying with labor and safety requirements for similar projects in New York City.</li> <li>• Experience complying with Davis Bacon and Section 3 requirements.</li> <li>• Experience implementing NYCHA resident or similar local training and hiring plan</li> </ul> <p>Marketing, Leasing/Sales</p> <ul style="list-style-type: none"> <li>• Experience developing and implementing affirmative fair housing marketing plans.</li> <li>• Experience in leasing and/or sales with a comparable development program and market.</li> </ul> <p>Legal</p> <ul style="list-style-type: none"> <li>• Experience in affordable housing development and public/private development.</li> <li>• Experience in New York City land use and zoning.</li> </ul>	
Preferences		TAB
Community Development	Respondents that have a successful track record of tangible investments in community and economic development.	B, G, H, I

## B. Financing and Affordability

Threshold Requirements		TAB
Affordability	100% of the units must be affordable to seniors as specified in the SARA Term Sheet.	J
Feasibility of Submission	The proposed Project must be in compliance with HPD-HDC Term Sheets. If community facility spaces are proposed, market	J

	comparables must be provided for income from non-residential sources.	
Ability to Finance	Respondents must demonstrate adequate financial resources to develop a project of the scope proposed in their submission. NYCHA and HPD will evaluate the Respondent's assets, bank, or other lender references, and current commitments in order to assess the Respondent's capacity to secure construction and permanent financing, meet construction lender's equity requirements, absorb any cost overruns, and commence and complete construction of Respondent's entire Project in a timely manner.	K
Competitive Criteria		TAB
Financing Proposal	<p>Submissions shall include Financial Scenarios that support the Project included in this Submission, with the sources and uses that achieve housing affordability at the proposed 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>If Financial Scenarios include 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.</p> <p>Developer Submissions that assume HDC bond financing (and subsidy financing, if applicable) must comply with all terms of the <a href="#">HDC Extremely Low and Low-income Affordability Program (ELLA) Term Sheet</a>.</p> <p>If community facility 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. Nonresidential income and equity assumptions must be described in detail and include information about funding sources and/or rental comparables.</p>	J
Rents and Market Comparables	Rents for non-residential income sources must be deemed realistic and substantiated by market comparables.	J

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.	J
Preferences		TAB
Sustainability	Sustainability measures such as passive house that show demonstrable benefits that can be captured in the development underwriting process to reduce subsidy ask and be of benefit to low-income senior residents by lowering their utility costs. The assessment of proposed approaches will take into account the capital and operating cost of implementing such measures versus their relative benefit.	J, F

### C. Development Program and Community Economic Development

Threshold Requirements		TAB
Development Program	<i>Affordability.</i> 100% of the total units must be affordable to seniors.	J
	<i>Unit Types and Sizes.</i> Submissions must have a distribution of unit types and sizes that complies with <a href="#">SARA Term Sheet</a> and guidelines.	D, E
	<i>Term of Restriction.</i> Submissions must ensure that the affordable units remain affordable for the term of the Lease, or as required by law.	J
Community Economic Development	<i>Local Hiring/M/WBE.</i> Submission includes a Hiring and Procurement plan for complying with the NYCHA REES and M/WBE Build-up Programs and Section 3.	I
Competitive Criteria		TAB
Residential	The proposed residential development program will be evaluated within the context of New York City's commitment to affirmatively further fair housing. Consistent with the Fair Housing Act, NYCHA and HPD implement a balanced approach to fair housing planning, taking meaningful action to address disparities in housing needs that increases access to opportunity, fosters inclusive communities, and facilitates integrated living patterns, in addition to combating discrimination, throughout New York City.	B
Community Facility	Proposals including community facility spaces will be evaluated on their business attraction and retention strategy, management/operations plan, and how the ground-floor uses	G

	benefit the surrounding community while at a minimum generating enough rental income or equity to support all associated development costs, inclusive of hard and soft costs.	
Community and Economic Development	<i>Training and Hiring:</i> Proposals will be evaluated on the quality of the proposed Resident Hiring Plan and its consistency with applicable HUD and NYCHA resident hiring policies. Proposals must include strategies for outreach to NYCHA residents related to employment opportunities generated by the proposed project during and post construction. Strategies may include training programs, job placement activities, Respondents' own staffing practices, and/or Respondents' contracting practices on the proposed project.	I
	<i>Public Approvals:</i> Submissions will be evaluated based on the strength and quality of the public approval outreach plan for the Section 18 process.	H
Preferences		TAB
Community Engagement	Submissions that have a Community Engagement Plan that provides opportunities for meaningful community engagement in certain elements of the Project, including design and/or programming elements.	H

## D. Design and Performance

Threshold Requirements		TAB
Licensure	<i>Plans:</i> Architectural and Urban Design Plans designed by a registered architect or engineer and meeting all submission requirements.	E
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 (Appendix D).</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Building Design: <ul style="list-style-type: none"> <li>○ Building Envelope/Exterior: how well the Submission contributes to the built environment and serves the pedestrian experience.</li> </ul> </li> </ul>	D, E, F

	<ul style="list-style-type: none"> <li>○ Building Plans/Interior: how well the Submission serves the resident experience, including design features for seniors and accommodations for aging in place.</li> <li>○ Building Systems: how well the system provides environmental comfort, ease of management and operations, and high level of durability.</li> <li>• Design and Construction: building design is consistent with the Submission's proposed construction budget, schedule, and development program.</li> <li>• 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.</li> </ul> <p>Designs that propose exceptional elements or amenities in public spaces or residential areas, especially responses that include architectural/urban context. (Submissions seeking competitive preferences are advised to consult: <a href="#">NYC Department of Design and Construction Resources</a>.)</p> <ul style="list-style-type: none"> <li>• <a href="#">Designing New York: Quality Affordable Housing</a></li> <li>• <a href="#">Universal Design</a></li> <li>• <a href="#">Active Design:</a> <ul style="list-style-type: none"> <li>○ <a href="#">Supplement: Affordable Designs for Affordable Housing</a></li> <li>○ <a href="#">Supplement: Promoting Safety</a></li> <li>○ <a href="#">Supplement: Shaping the Sidewalk Experience</a></li> </ul> </li> <li>• <a href="#">Designing for Health</a></li> <li>• <a href="#">Aging in Place</a></li> </ul>	
Site Planning and Urban Design	Designs, site planning, massings, building configuration, streetscape treatment, and relationship to neighboring NYCHA surroundings will be evaluated based on the Project's contribution to the neighborhood.	D, E, F
Preferences		TAB
Excellence in Sustainability	Submissions that exceed minimum Development Design and Performance Requirements in one or more of the following categories, in furtherance of City policy goals to reduce water and energy consumption, minimize waste, manage storm water and heat island impacts, increase safety, strengthen neighborhood residential and commercial corridors, and increase community health, accessibility, and well-being of residents. For senior developments, we encourage respondents 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 low-income senior residents by lowering their utility costs.	F

	<p>Submissions seeking competitive preferences are advised to consult:</p> <ul style="list-style-type: none"> <li>• <a href="#">NYC Department of Design and Construction Resources</a></li> <li>• <a href="#">DEP's Green Infrastructure Standards and Specifications</a></li> <li>• Green Building: <ul style="list-style-type: none"> <li>○ <a href="#">Passive House Design</a></li> <li>○ <a href="#">LEED</a></li> </ul> </li> <li>• <a href="#">Zero Waste Design Guidelines</a></li> </ul>	
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## VII. SUBMISSION CONTENT AND COMPLETENESS

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Each Respondent must submit the forms and supporting documentation described below. Each copy of the Submission must be tabbed as indicated below, with tabs running down the right-hand side of the binder. 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.
- ☐ 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 B – Project Narrative / Development Summary

- ☐ Project Narrative: Respondent's 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 – Development Schedule / Phasing Plan

- ☐ Development schedule and phasing plan listing and scheduling industry standard activities, including, at a minimum:
  - Community planning
  - 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
  - Section 18 site disposition
  - Construction commencement, completion, and close-out
  - Marketing and lease-up
  - Occupancy
  - Development Phasing Plan, if applicable
- ☐ Schedules are to assume the following key benchmarks:
  - Predevelopment commencement within 30 days from the date of the Negotiation Letter
  - NYCHA and HPD approval of plans and drawings within 6 months of the Negotiation Letter.
  - Construction commencement at least 18-36 months from the date of the Negotiation Letter.

## Design and Performance

### TAB D – 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 E: 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 Development Site conditions.
  - **Zoning Analysis and Building Code.** How the proposed Project complies with, or requires a variance from, applicable zoning and other legal requirements, as well as 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 Development 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 Development Site to the surrounding neighborhood, enhances the public and pedestrian realm, and fosters sustainable development.
  - **Building Design.** 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.
  - **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 Project.

### TAB E – Architectural and Urban Design Plans

#### 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 and signed 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.

#### 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, and a detailed zoning computation with an analysis that demonstrates compliance with the existing or assumed zoning. The analysis must cite pertinent sections of the zoning resolution and must be performed and certified 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) streetwall requirements; (6) yard requirements; and (7) vehicle and bicycle parking, etc. Any proposed height and setback modifications must be indicated.
- ☐ 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.)

#### TAB F – Sustainability

- ☐ Respondents must provide a concise narrative describing sustainability, active design, and resiliency elements included in their proposal. Note that the assessment of sustainability strategies will take into account the capital and operating cost of implementing such measures versus their relative benefit both qualitatively and financially.

### Community Development

#### TAB G – Community Facility

- ☐ Community Facility Narrative, if applicable: Proposals must include a narrative that describes, at a minimum, a management and operations plan, which is feasible and responsive to the community's and operators' needs. Respondents must also describe their prior experience operating projects with community facility and commercial uses in comparable markets.
- ☐ Letters of Interest, if applicable: If proposing a community facility space, a letter or letters of interest from prospective community facility tenants should be provided. If private financing is proposed, a letter or letters of interest from a private lender or lenders must be included.

#### TAB H – Community Engagement Plan

- ☐ Community Engagement Plan: Respondents will be evaluated on their strategies to provide meaningful opportunities for community outreach, input, feedback, or participation in certain elements (design and programming) of the Project after Developer selection. The Community Engagement Plan must also describe the proposed outreach process, timeline and communication strategies to reach NYCHA residents, resident leadership, and the larger community. Respondents will be required to comply with their Community Engagement Plans and will be required to regularly report on their outreach activities.

#### TAB I – Community Economic Development

- ☐ Hiring and Procurement Plan: Respondents to provide narrative describing proposed hiring and procurement strategy. Respondents must describe their prior experience with Section 3, M/WBE Build Up, and/or the proposed hiring outreach strategy. The narrative can also describe partnerships or collaborations for more effective outreach and training.
- ☐ Form I-1: NYCHA REES General Hiring Plan
- ☐ Form I-2: Section 3 Hiring Plan, if applicable
- ☐ Form I-3: Section 3 Hiring Summary, if applicable

## Financing and Affordability

### TAB J – Financing Submission

- ☐ *Form J: Financing Scenario.* (Submit in both hard copy and on flash drive 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.
  - ☐ *Rents and AMIs.* All 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 2019 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.
- ☐ *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.
- ☐ *Financing Senior, Homeless, and/or Supportive Housing.* Submissions that include homeless, supportive, and/or senior housing components may include Competitive Financing Sources in their Primary Financing Scenarios.
- ☐ *Regulatory Term.* Units must remain under a regulatory agreement for the duration of the Project, but in no case less than thirty (30) years. The Developer may propose a strategy to extend the affordability period for an additional number of years in this Tab. Submissions must explain any future financial and other resources needed from the City to extend affordability beyond the regulatory period and indicate how the Submission budgets for future capital needs.
- ☐ *Social Services for Tenants.* The SARA program requires on-site tenant services. Service funding options include the Senior Affordable Rental Apartment Tenant Services RFP and 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. Respondents

should identify their proposed service funding source, service provider, and describe the services that will be offered to tenants. A social services budget should not be included in submissions.

**TAB K – 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. Respondents 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 must submit historical letters of interest or award letters for similar projects financed within the past 7 years, if applicable.

TAB L – 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 L 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 Team Experience and Capacity**

TAB M – Developer Respondent Description

- ☐ **Form M-1: Development Team Information and Respondent Questionnaire**, signed by Principal (if joint venture, principal of each entity must sign).
- ☐ **Form M-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.
- ☐ **Brief narrative** describing the roles of each entity of the Development Team during construction and throughout the life of the Project.

*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 N – Development Team Experience and Capacity

- ☐ **Form N-1. Residential Development Experience and Current Workload** (include on flash drive)
- ☐ **Sites A and C only: Form N-2. Residential Management Experience and Current Workload** (include on flash drive)
- ☐ **Sites A and C only: Form N-3. Management Questionnaire** (include on flash drive)
- ☐ **Brief narrative describing:**
  - Experience developing and managing high-quality mixed-use urban projects
  - Experience managing commercial and/or community facility spaces in mixed-use urban projects
  - 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

**Other**

TAB O – Trade Secrets, optional

Submissions and other materials submitted to NYCHA and 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 NYCHA and HPD when evaluating the applicability of any exemptions in response to a FOIL request.

## **VIII. DEVELOPER OBLIGATIONS**

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### **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.

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.

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 NYCHA and HPD. The Developer will be required to submit ongoing status reports regarding Project development, financing, budget, schedule, marketing, leasing, and management.

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 NYCHA residents, the Community Board, elected officials, City agencies, and other organizations, as determined necessary by NYCHA and HPD, and will provide the necessary documentation and presentations for said meetings and forums. The Developer is expected to lead a proactive resident engagement framework by regularly meeting with NYCHA residents and reporting on development activities and community programs.

### **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 NYCHA and 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 NYCHA and HPD and the selected Respondent, for NYCHA and 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 NYCHA and HPD for review and approval. The Developer is responsible for submitting final Construction Documents to NYCHA and HPD, which must conform to previous review comments and approvals made by NYCHA and HPD. The Developer will be expected to start construction on the date specified in its Development Schedule, which must be at least 18-36 months from NYCHA and HPD's issuance of a Negotiation Letter to the Developer.

The Developer is responsible for the cost, planning, and site work related to the relocation of underground utilities. The Developer is responsible for submitting all required documentation and requests for the subdivision of the Proposed Tax Lot as needed. The Developer is responsible for all documentation and requests for merging zoning lots and documentation to facilitate the transfer of development rights to the Proposed Tax Lot as needed.

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 and Senior Housing](#)
- [HPD Design Guidelines for Supportive Housing](#), if applicable
- [HPD Building and Site Performance Guidelines: Enterprise Green Communities Criteria Certification Overlay for NYC HPD Projects](#)
- NYCHA Design Guidelines

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

- [Zoning Resolution](#)
- [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)

In advance of the construction start, the Developer must develop a construction and demolition waste management plan that establishes waste diversion goals, waste prevention measures, reuse inventory, communication plan, contamination prevention measures, and a facility list for the project. Refer to the New York City Department of Design and Construction's [Sample C&D Waste Management Plan](#) for reference.

## **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. The Developer also will be responsible for the National Environmental Policy Act (NEPA) Environmental Assessment (EA) necessary to complete the federal Section 18 disposition application for HUD.

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 Development Site as determined by NYCHA and HPD. NYCHA and HPD do 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 Development Site.

The Developer will be responsible for procuring a Phase I ESA for the property to be reviewed by NYCHA and HPD's Environmental Planning staff. 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 NYCHA and HPD's Environmental Planning staff 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**

Disposition of the NYCHA Development Sites is subject to HUD approval pursuant to Section 18 of the United States Housing Act of 1937, as amended, and disposition regulations in 24 CFR Part 970, and all other applicable laws and regulations. The Development Sites will be subject to lease terms requiring that the Development Sites be developed, operated and maintained in accordance with the purposes outlined herein and upon which HUD's approval of such dispositions will be conditioned. Development Sites may also be subject to other first priority use restrictions or affordability requirements.

Respondents should be advised that their development timeline must take into account the period required for the Section 18 application to be prepared and submitted to HUD. NYCHA and HPD design approval and the Section 18 application approval process may take at least one (1) year from commencement of the Negotiation Letter.

## **F. Financing**

### **Real Property Taxes and Exemptions**

Applicants should assume that the City and NYCHA will enter into a PILOT Agreement, of which terms the Developer must abide by pursuant to the Lease. The PILOT Agreement will grant a full tax abatement for 99 years as long as the affordability requirements are followed. The Project(s) will be subject to several layers of affordability requirements, which will be set forth in the Lease, PILOT and Regulatory Agreement. Generally, the Project(s) will be restricted to leasing to families earning at or below 60% of the Area Median Income for the Term of the Lease, and will be required to follow additional income tiers as set forth in the Regulatory Agreement. NYCHA and HPD makes no representations or warranties as to the continued availability of the PILOT.

### **HPD – HDC Term Sheets**

Developer Submissions must comply with all terms of the [HPD SARA Term Sheet](#). If Financial Scenarios include 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.

Developer Submissions that assume HDC bond financing (and subsidy financing, if applicable) must comply with all terms of the [HDC Extremely Low and Low-income Affordability Program \(ELLA\) Term Sheet](#).

### **Project-Based Rental Assistance**

In advance of construction closing, the selected Development Team will be expected to secure project-based rental assistance in accordance with the SARA term sheet. Opportunities to apply for rental assistance include HPD and NYCHA Requests for Proposals for Project-Based Section 8 Vouchers (PBV) and other project-based rental assistance options available through government sources such as through NYCHA per HUD Notice PIH 2017–21 (HA) *Implementation Guidance: Housing Opportunity Through Modernization Act of 2016*.

### **Subordinated Debt**

Developer Submissions 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 Development 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 Development Site and improvements, if applicable.

### **Incentive Programs**

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

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

### **Disposition and Disposition Price**

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

- Receipt of HUD approval as required by Section 18 and its implementing regulations.
- Receipt of all public approvals required for disposition of the Development Site pursuant to a Ground Lease and development of the proposed Project on such Development Site, including without limitation, approval by HUD and the NYCHA Board.
- Execution and delivery of the documents necessary to complete the disposition process within a time period specified by NYCHA and HPD.
- The Development Site will be controlled by NYCHA via a Ground Lease in accordance with the terms of the HUD disposition approval, the NYCHA Board authorization, and will be leased in "as-is" condition, including without limitation, all environmental conditions and hazards.
- The simultaneous closing of a bona fide construction loan required to finance the full development of the Development Site.
- Proposals may assume a nominal ground rent of \$1.00 per lot per annum
- The Developer is responsible for paying all transfer taxes and fees associated with the conveyance of the Development Site to the Developer pursuant to the Ground Lease, and all transfer and recording taxes and fees associated with project financing.
- NYCHA, with the assistance of the Developer, will initiate and pursue an application to HUD seeking approval of the leasing of the Development Site to the Developer pursuant to the Ground Lease. Developer will furnish, at its own cost and expense, reports and documents

including survey, appraisal and environmental assessment reports and studies as required by NYCHA for each of the applications. NYCHA will seek all environmental clearances through HPD, which acts as NYCHA's Responsible Entity in accord with 24 CFR Part 58.

## **G. 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.

## **H. 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 rent 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 NYCHA and 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.

Rents of the affordable units projected in the Proposal are to be affordable as described in this RFP and in accordance with regulations stated in applicable term sheets for proposed financing.

The Projects will be subject to the following tenant preferences for the dwelling units:

- NYCHA Preference: NYCHA residents will have a preference for 25% of the marketed units.
- Other Preferences: HPD, HDC and NYCHA may require additional preferences for the units at the time of lease-up.

## **I. 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 Proposal, with the Section 18 approval from HUD, and with 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 for perpetuity.

## **J. 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 NYCHA and 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.

## **K. 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.

## **L. Historic and Cultural Resources**

The Developer is responsible for any required mitigation of adverse impacts or adverse effects to Historic and Cultural Resources at the Development Site that are determined to be eligible, or are listed, on the National Register of Historic Places as such terms are further explained in The National Historic Preservation Act codified at 54 U.S.C. §§ 100101 et. al. and 36 CFR Part 800, and the New York State Historic Preservation Act of 1980 as codified at New York State Parks, Recreation and Historic Preservation Law Article 14, if applicable. Any substantial changes to cultural or historic resources require consultation with the State Historic Preservation Office ("SHPO") of the New York State Office of Parks, Recreation and Historic Preservation in accordance with the New York State Historic Preservation Act of 1980 ( See *Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law*) in order to explore potential measures that would avoid, minimize or mitigate any adverse impacts or adverse effects to cultural and historic resources as guided by the [Secretary of the Interior's Standards for Rehabilitation](#).

## **M. Fair Housing Requirements**

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

## **N. 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.

## **O. 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.

## **P. 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.

## **Q. Hiring of NYCHA Residents**

Pursuant to NYCHA's goal of generating economic opportunities for its residents, Respondents must submit a comprehensive hiring plan for providing training and employment opportunities to NYCHA residents during construction and post construction. If selected, the Developer must collaborate with NYCHA's Office of Resident Economic Empowerment and Sustainability ("NYCHA REES") to finalize an agreed upon hiring plan that is consistent with applicable HUD and NYCHA resident hiring policies. NYCHA REES referral can be included as one source of recruiting qualified NYCHA residents for employment.

The selected Developer shall include a provision in general contractor and subcontractor bids that require NYCHA resident employment training and employment opportunities for qualified NYCHA residents consistent with the above.

## **R. Accessibility**

Construction of the Projects must comply with the accessibility requirements of all applicable laws including, without limitation to the New York City Building Code, the Fair Housing Act, the Americans with Disability Act, and Section 504 of the Rehabilitation Act of 1973.

## **S. Division of Human Rights Approval**

The selected Developer must obtain the approval of the New York State Division of Human Rights pursuant to the Section 296.2-a(e) of the New York State Executive Law in order to develop and operate a senior housing project.

## **T. Excess Development Rights**

NYCHA reserves the right to maintain ownership of any and all excess development rights generated from the Development Sites.

## **IX. CONDITIONS, TERMS AND LIMITATIONS**

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

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

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

The proposed Project 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 documentation and review requirements described in this RFP and will be subject to joint review by NYCHA and HPD. The continuation of negotiations with a Developer may depend on provision of additional documentation required by NYCHA and HPD.

NYCHA will lease the Development Sites pursuant to approval from the NYCHA Board and HUD and all documentation, including but not limited to the Ground Lease shall be in form and substance satisfactory to the NYCHA Board and HUD.

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 or NYCHA, including without limitation, real estate taxes and any other municipal liens or charges or default under any agreements with NYCHA or the City. The City or NYCHA 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 or NYCHA, and the Submission to this Request will constitute the Respondent's undertaking to indemnify and hold the City and NYCHA 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 Development Site(s).

Neither NYCHA nor the City are 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.

The selection of an Applicant will mean only that NYCHA and HPD may commence negotiations with that Applicant regarding the development of the Development Site. NYCHA and HPD will send the Negotiation Letter to the selected Applicant. The selected Applicant must begin pre-development work within thirty (30) days of the Negotiation Letter. The selected Applicant will be expected to start construction on the day

specified in their Development Schedule; however, the Applicant must expect to commence no later than eighteen (18) to thirty-six (36) months from the date of the Negotiation Letter.

This Request and subsequent Submission do not represent any obligation or agreement whatsoever on the part of the City or NYCHA. 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 Development 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 Development 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 Development Site(s) or portions of the Development Site(s) from or add individual parcels to this Request.

Selection of a Respondent's Proposal will not create any rights on the Respondent's part, including, without limitation, rights of enforcement, equity, or reimbursement, such rights only being created after the approvals of HUD and NYCHA, and the Lease and all related documents (the "NYCHA Documents") are fully approved and executed. Until such approvals and execution of the NYCHA Documents, NYCHA may terminate negotiations with the Respondents at any time without incurring any obligations to the Respondents.

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 and NYCHA.

NYCHA and HPD are separate legal entities and will have separate responsibilities with respect to the Projects. NYCHA is a Public Housing Authority, which was organized and exists as a New York State public benefit corporation. HPD is an agency of the City of New York. NYCHA will be responsible for arranging all leasing permissions and licenses to enter upon the Development Sites, and for ground leasing of the Development Sites. NYCHA and HPD will jointly oversee the actual development process.

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**

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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 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.

If, after award, the selected Respondent discovers an organizational conflict of interest with respect to the NYCHA Documents or the Project, the such Respondent shall make an immediate and full disclosure in writing to NYCHA, which shall include a description of the action that the Applicant has taken or intends to take to eliminate or neutralize the conflict. NYCHA may, however, terminate negotiations with the selected Respondent if it would be in the best interest of NYCHA to do so.

## **XI. DISCLAIMER**

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NYCHA does not make and specifically negates and disclaims any representations, warranties, promises, covenants, contracts or guarantees of any kind or character whatsoever, whether express or implied, oral or written, past, present or future, of, as to, concerning or with respect to the Development Sites including, without limitation, the following:

- a) the value of the Development Sites;
- b) the income to be derived from the Development Sites;
- c) the nature, quality or condition of the Development Sites, including, without limitation, the manner, quality, state of repair or lack of repair of the Development Sites and the water, soil and geology thereof and any drainage from or onto the Development Sites;
- d) the current or future real estate tax liability, assessment or valuation of the Development Sites;
- e) the availability or unavailability or withdrawal or revocation of any benefits or incentives conferred by any federal, state or municipal authorities;
- f) any other matter with respect to the Development Sites; or
- g) the accuracy of any exhibit or information provided relating to the Development Sites.

## XII. APPENDIX

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- A. Community Visioning Summaries
- B. Development Site Maps
- C. Historical Drawings
- D. Zoning, Site Plan, and Building Design Guidelines
- E. Equal Opportunity Requirements
- F. 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:	Project Summary
Form I-1:	NYCHA REES General Hiring Plan
Form I-2:	Section 3 Hiring Plan
Form I-3:	Section 3 Hiring Summary
Form J:	Financing Scenario
Form L:	Assets Statement
Form M-1:	Development Team Information and Respondent Questionnaire
Form M-2:	Not-for-Profit Organization Form
Form N-1:	Residential Development Experience and Current Workload
Form N-2:	Residential Management Experience and Current Workload
Form N-3:	Management Questionnaire

# **APPENDIX A:**

## **Community Visioning Summaries**

Summer 2019

WELCOME  
TO  
MORRIS  
HOUSES  
NYCHA

# A Community Vision for Morris Houses

## NYCHA Seniors First



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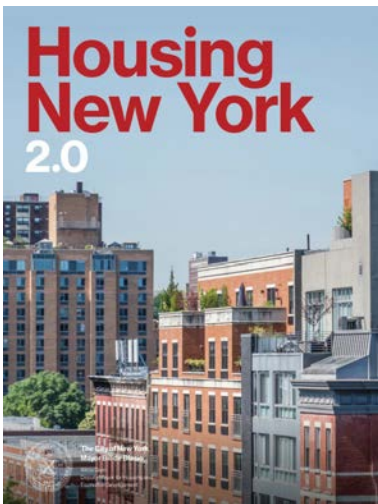
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07	Engagement Process
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## **ACKNOWLEDGMENTS**

This visioning summary would not have been possible without the participation from residents of Morris I and Morris II (“Morris Houses”). We would like to thank all attendees for taking the time to share their ideas and concerns regarding the new senior housing development in Morrisania. We would also like to thank the Morris Resident Association, the New York City Department of Housing Preservation and Development (“HPD”), and the New York City Housing Development Corporation (“HDC”) staff for their continued collaboration with the New York City Housing Authority.

# Introduction

The New York City Housing Authority (“NYCHA”) plays a key role in achieving the goals set forth in the Mayor’s Housing New York Plan. As part of the de Blasio Administration’s commitment to ensure safe and affordable housing for the City’s increasing senior population, HPD launched Seniors First, a three-pronged strategy including developing new senior housing on NYCHA land. NYCHA will continue to manage and operate its existing developments while selected development teams will build and operate the new affordable buildings.



*Building on the foundation laid through Housing New York: A Five-Borough, Ten-Year Plan, Mayor Bill de Blasio released Housing New York 2.0, an extended plan to accelerate the creation and preservation of affordable homes and serve more seniors.*

One of the sites selected for development is located at Morris Houses in Morrisania, Bronx. NYCHA staff met with residents and resident leaders of Morris Houses in the summer of 2019. The goals of the sessions were to inform residents of the planned development and create a summary document of residents’ preferences and concerns.

Some of the key preferences from the Community Visioning sessions include a new development that:

- ensures housing is affordable and accessible for neighborhood’s senior population;
- improves the safety, security, and pedestrian experience of the immediate surroundings;
- provides shaded outdoor amenity spaces for activities;
- provides personalized support and healthcare services designed to maximize the independence for seniors;
- increases the availability of nutrition services and affordable food access for seniors;
- includes amenities that serve seniors;



- partners with existing neighborhood service providers and/or community-based organizations to provide support services and senior programs.
- respects the area context and adjacent buildings by using similar materials, textures, colors, and proportions; Incorporate environmental design principles to promote water, energy, and material conservation.
- limits the environmental impacts experienced during construction;
- develops a resident hiring plan for the construction, maintenance, and management of the new building;
- procures services and supplies from local minority and women-owned business enterprises;
- continues community engagement with Morris residents to ensure the project's design and implementation meet the community's needs and priorities.

## DEVELOPMENT QUICK FACTS

The proposed development will include:

- a 99-year ground lease;
- approximately 150 -200 affordable senior units;
- on-site tenant services; and
- potential for ground floor community use.

# Background

## MORRIS II AT A GLANCE\*

buildings: 7  
heights: 16 and 20  
apartments: 802  
residents: 1989  
density: 241 people/acre

avg gross income: \$24,435  
avg gross rent: \$507

5-yr capital needs: \$127 million  
community district: Bronx 3  
NYC council district: 16

*\*The neighboring development, Morris I, is comprised of ten buildings with 2,889 residents living in 1,085 apartments. The average gross rent is \$499 per month.*



## MORRIS HOUSES

Morris I and II are home to approximately 4,900 residents – about a quarter of the public housing population in the Morrisania neighborhood in the Bronx. The Morris developments were among several tower-in-the-park complexes constructed in the early 1960s in the neighborhood and remain some of the tallest buildings in Morrisania.<sup>1</sup>

Located between the Claremont and Crotona Parks, Morris Houses is surrounded by recreational and open space amenities on a somewhat hilly terrain. There are commercial corridors running along Third and Webster Avenues to the east and west sides of the developments. The Houses are located south of the Cross Bronx Expressway in a subway desert more than a 20-minute walk to the nearest station.

# Engagement Process

The Seniors First engagement process at the Morris Houses took place in the summer of 2019. Outreach efforts included door-knocking and flyer distribution to encourage the participation of residents in the Community Visioning sessions. During the meetings, staff led a range of activities to help NYCHA residents and other community members identify solutions that would both strengthen existing assets and address current challenges of the neighborhood. Participants raised concerns, asked important questions, and suggested solutions to be included in this visioning document for the Seniors First development at Morris II.

## ENGAGEMENT PROCESS

Over the course of three meetings, NYCHA used various activities to provide program information, document common concerns, and determine participants' preferences for the forthcoming development at Morris II. The activities were developed using social, economic, and health data about Bronx Community District 3 ("BX3").

### Meeting 1 - Introduction

The first meeting included a presentation to the Resident Association of Morris Houses, informing attendees about the Seniors First initiative and the planned development of the open space at Morris II. A discussion followed the presentation to help clarify the goals and timeline, and address any concerns about the new development.

*The charts in the report show preferences expressed by meeting participants.*

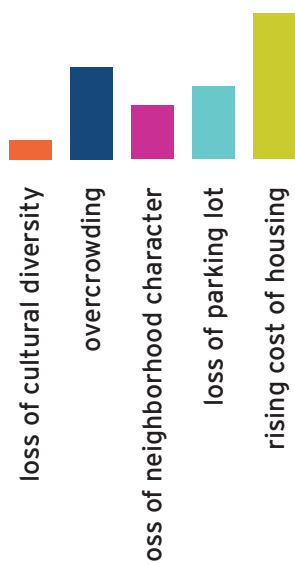


What topics would you like more information on?





What is your biggest concern about the new building at Morris?



### Goals

- Provide an overview of the Seniors First program.
- Inform Resident Association about the planned development and resident engagement process.
- Gather feedback about the needs and challenges of the neighborhood.

### Event Details

- Date: May 2, 2019
- Venue: Claremont Community Center

### Activities

- Q&A: This activity let the resident leaders ask questions about the program, engagement process, and project schedule.

### **Meetings 2 & 3 - Visioning Workshops**

The second and third meetings included an overview of the Seniors First program and the planned development at Morris II. The activities of the workshops were developed in response to the priorities and concerns raised with the Resident Association. NYCHA's Community Development staff led small group activities and residents gave feedback on their preferred ground floor use and site improvements.

### Goals

- Identify assets and challenges in the immediate area to better understand how the development can strengthen the conditions of the neighborhood.
- Determine clear preferences for ground floor space.
- Gather feedback about site improvements.

### Event Details

- Date: July 25 & 26, 2019
- Venue: Intermediate School 219 - New Venture School
- Participants: 37 NYCHA residents and 4 other
- Languages: English and Spanish

## FREQUENTLY ASKED QUESTIONS

### ***What is affordable housing?***

It is housing where the occupant(s) pay no more than 30% of their income for housing expenses.

### ***Who will own the land?***

NYCHA will maintain ownership of the land and continue to manage and operate Morris Houses. The selected development team will build and operate the new building.

### ***What type of housing will be developed?***

The project will develop low-income apartments for seniors and provide residents with assisted living services.

### ***Who can apply for the new units?***

During construction, the selected development team will begin the marketing of the units and publicize the application requirements. The building will include a 25% NYCHA preference for the new affordable units.

### Activities

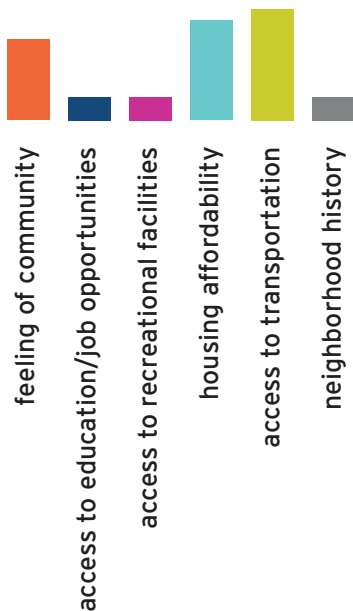
- **Questionnaire:** Participants answered questions about their concerns and needs related to the new development.
- **Neighborhood Asset Mapping:** Participants reviewed an asset map to discuss the challenges and opportunities of existing neighborhood assets.
- **Ground Floor Space Preference:** Participants selected their preference for how the ground floor space could be used at the new development.
- **Site Improvements:** Residents evaluated the existing sites based upon three criteria – accessibility, safety, and outdoor amenities. Participants reflected upon personal experience with the site, studied provided materials to better understand the site conditions, and provided recommendations of site improvements.

# Findings

Throughout the engagement process, NYCHA discussed a range of issues with Morris Houses residents. The resident feedback collected from the sessions has been organized into four categories: Housing, Urban Design, Community Resources, and Human Capital. Data from Bronx Community District 3 (“BX3”) is included in each category to contextualize the resident feedback.



What makes Morris Houses special?



## HOUSING

*According to Bronx Community Board 3, the district is facing significant housing challenges. The shortage of deeply affordable, accessible, and adequately maintained rental units continues to impact the community.<sup>3</sup>*

### Resident Preferences

- Ensure the rents for affordable units align with the income levels of the Morrisania senior population.
- Develop opportunity for seniors living in underoccupied public housing units to move to new development.
- Ensure housing is accessible for people with mobility and visual impairments.

### Supporting Data (All Furman)

- More than 35% of residents aged 65 or older residing in BX3 are living below the federal poverty level.<sup>2</sup>
- Nearly 36% of the residents in BX3 are severely rent-burdened, spending more than 50% of their income for housing-related expenses.<sup>2</sup>
- About 27% of renters in BX3 live in a NYCHA development.<sup>1,2</sup>

- The rental vacancy rate in BX3 is 1.8% compared to the citywide rate of 3.5%.<sup>2</sup>
- The median rent for studios and 1-bedroom units in BX3 is \$883 compared to the average rent of \$507 for residents living in Morris II.<sup>2</sup>
- In BX3, approximately 20% of the adult population have disabilities compared to the citywide rate of 7.9%.<sup>2</sup>
- About 8% of rental units in BX3 have serious housing code violations.<sup>2</sup>

## BUILDING & URBAN DESIGN

*According to residents, the new development should strengthen neighborhood character and increase health and safety for its residents.*

### Resident Preferences

- Improve the safety and security of the immediate surroundings through lighting improvements; video intercom and security cameras; natural surveillance measures; and ground floor activation.
- Improve the pedestrian experience by revisiting circulation paths and providing clear wayfinding features and signage.
- Improve accessibility by providing exterior rest areas, mobility aids, tactile walking surface indicators, and a passenger drop-off for the building.
- Provide shaded outdoor amenity spaces for activities such as walking, chess, gardening, etc.
- Respect the area context and the adjacent buildings by using similar materials, textures, colors, and proportions from the immediate surroundings.
- Incorporate environmental design principles to promote water, energy, and material conservation.
- Limit the environmental impacts experienced during construction, including noise, vibration, dust, and other pollution effects.

### Supporting Data

- BX3 is a densely-populated district of the Bronx with approximately 43,000 residents per square mile.<sup>2</sup>
- BX3 residents have a higher pedestrian injury



What is your preference for the number of units?



hospitalization rate than NYC overall.<sup>3</sup>

- Nearly 100% of BX3 residents live within a quarter mile of a park;<sup>2</sup> however, about a third of adults in BX3 report getting no physical activity in the past 30 days.<sup>4</sup>

## COMMUNITY RESOURCES

*According to residents, the community resources and amenities in the Morrisania neighborhood do not adequately serve seniors' mobility and safety needs.*

### Resident Preferences

- Provide personalized support and healthcare services designed to maximize the independence for each senior resident at the new building. Services and facilities may include memory care services, medication management, emergency call systems, and laundry services, all with a focus on creating and bolstering the sense of community at Morris Houses.
- Increase the availability of nutrition services and affordable food access for seniors.
- Include amenities that serve the diverse interests of seniors. Residents suggested game tables, reading room, performance space, dining area, exercise equipment, and guest rooms.
- Partner with existing neighborhood service providers and/or community-based organizations to provide support services and senior programs.

### Supporting Data

- The percentage of adults in BX3 who report eating at least one serving of fruits or vegetables in the past day is lower than the citywide average.<sup>4</sup>
- The rate of avoidable hospitalizations among adults in BX3 is nearly triple the citywide rate<sup>3</sup> and approximately 15% of adults within the district report going without needed medical care in the past year.<sup>4</sup>
- In BX3, the adult rate of obesity and diabetes is significantly higher than the citywide average<sup>4</sup> and the psychiatric hospitalization rate is nearly double the citywide rate.<sup>3</sup>
- BX3 has nearly three times the citywide rate of assault-related hospitalizations.<sup>3</sup>



What types of economic opportunities do you think are the most important?





## HUMAN CAPITAL

*According to residents, the lack of job opportunities in the neighborhood remains a significant challenge.*

### Resident Preferences

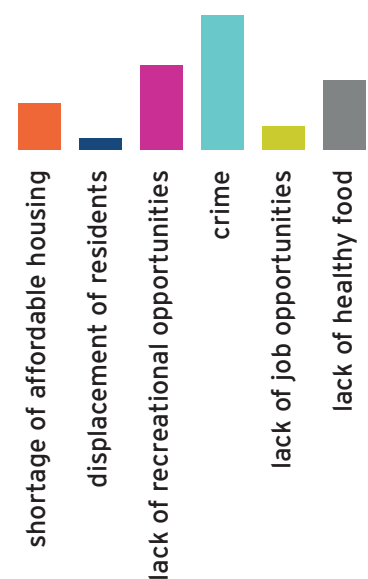
- Develop a resident hiring plan for the construction, maintenance, and management of the new building in coordination with the Resident Association.
- Procure services and supplies from local minority and women-owned business enterprises.
- Continue community engagement with Morris residents to ensure the project's design and implementation meet the community's needs and priorities.

### Supporting Data

- The unemployment rate for BX3 is significantly higher than the citywide rate.<sup>2</sup>
- About 8% of residents aged 16 to 19 in BX3 are neither enrolled in school nor participating in the labor force.<sup>2</sup>
- More than one third of the BX3 population aged 25 or older do not have a high school diploma.<sup>2</sup>



What are the most pressing issues in your neighborhood?

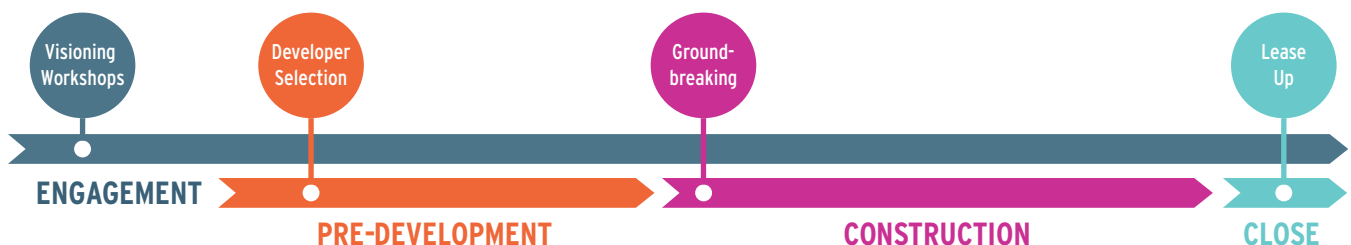


# Conclusion

The Community Visioning sessions are part of a multi-year engagement process at NYCHA to inform residents of planned developments and to incorporate resident preferences and concerns. This report includes ideas for implementation that require a cooperative effort among residents, community partners, and development teams.

NYCHA has included this visioning document as part of its Request For Proposals to solicit development plans that align with resident preferences and address their concerns. The selected development team will continue the public engagement process and present their proposed plans to Morris residents. The development team will also work with NYCHA's Office of Resident Economic Empowerment and Sustainability to connect NYCHA residents to job opportunities. NYCHA, alongside HPD and HDC, will monitor project progress from pre-development to construction finish.

We would like to thank all who have participated and encourage others to join as the process moves forward. NYCHA will continue to update residents throughout the development process at Morris Houses.



# Works Cited

1. New York City Housing Authority. (2019). *NYCHA Development Data Book 2019*.
2. NYU Furman Center. (2017). *CoreData.nyc*.
3. New York State Department of Health. (2014). *Statewide Planning and Research Cooperative System*.
4. New York City Department of Health and Mental Health. (2016). *Community Health Survey, 2015-2016*.

# Appendix

Questionnaire

Asset Map

Ground Floor Space Preference

Site Improvements

Site Views

# Questionnaire



## SENIOR'S FIRST: MORRIS HOUSES Community Visioning Series: Questionnaire

NYCHA is conducting a community assessment of Morris Houses to understand your priorities and concerns about the new building. We greatly appreciate your input!

**(1) What makes Morris Houses special?** [Choose top 2 with "X"]

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Feeling of community                  | <input type="checkbox"/> Housing affordability           | <input type="checkbox"/> Neighborhood history      |
| <input type="checkbox"/> Neighborhood character                | <input type="checkbox"/> Access to transportation        | <input type="checkbox"/> Access to social services |
| <input type="checkbox"/> Access to education/job opportunities | <input type="checkbox"/> Access to recreation facilities | <input type="checkbox"/> Other: _____              |

**(2) What are the most pressing issues in your neighborhood?** [Choose top 2 with "X"]

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Shortage of affordable housing | <input type="checkbox"/> Displacement of residents        | <input type="checkbox"/> Lack of job opportunities |
| <input type="checkbox"/> Lack of education facilities   | <input type="checkbox"/> Lack of recreation opportunities | <input type="checkbox"/> Lack of healthy food      |
| <input type="checkbox"/> Lack of social/health services | <input type="checkbox"/> Crime                            | <input type="checkbox"/> Other: _____              |

**(3) What is your biggest concern about the new building at Morris?** [Choose top 2 with "X"]

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Loss of cultural diversity | <input type="checkbox"/> Loss of neighborhood character | <input type="checkbox"/> Rising cost of housing |
| <input type="checkbox"/> Overcrowding               | <input type="checkbox"/> Loss of parking lot            | <input type="checkbox"/> Other: _____           |

**(4) There is a trade off between the height of the new building and the number of affordable units. What is your preference for the number of units in the new building?** [Choose 1 with "X"]

- |  |
|--|
| <input type="checkbox"/> I prefer to maximize the number of units even if that would make the new building taller. |
| <input type="checkbox"/> I prefer not to maximize the number of units to make the building shorter.                |

**(5) The new building will create economic opportunities for residents. What types of opportunities do you think are the most important?** [Choose top 2 with "X"]

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Construction jobs   | <input type="checkbox"/> Maintenance or janitorial jobs | <input type="checkbox"/> Other jobs: _____      |
| <input type="checkbox"/> Vocational training | <input type="checkbox"/> Job readiness services         | <input type="checkbox"/> Other trainings: _____ |

**(6) We are at the beginning of a multi-year engagement process. What topics would you like more information on?** [Choose top 2 with "X"]

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Income affordability levels | <input type="checkbox"/> Environmental review process | <input type="checkbox"/> New unit application process |
| <input type="checkbox"/> Construction activities     | <input type="checkbox"/> Section 3 requirements       | <input type="checkbox"/> Other: _____                 |

**(7) Do you have additional ideas or comments you would like to share about the new building?**

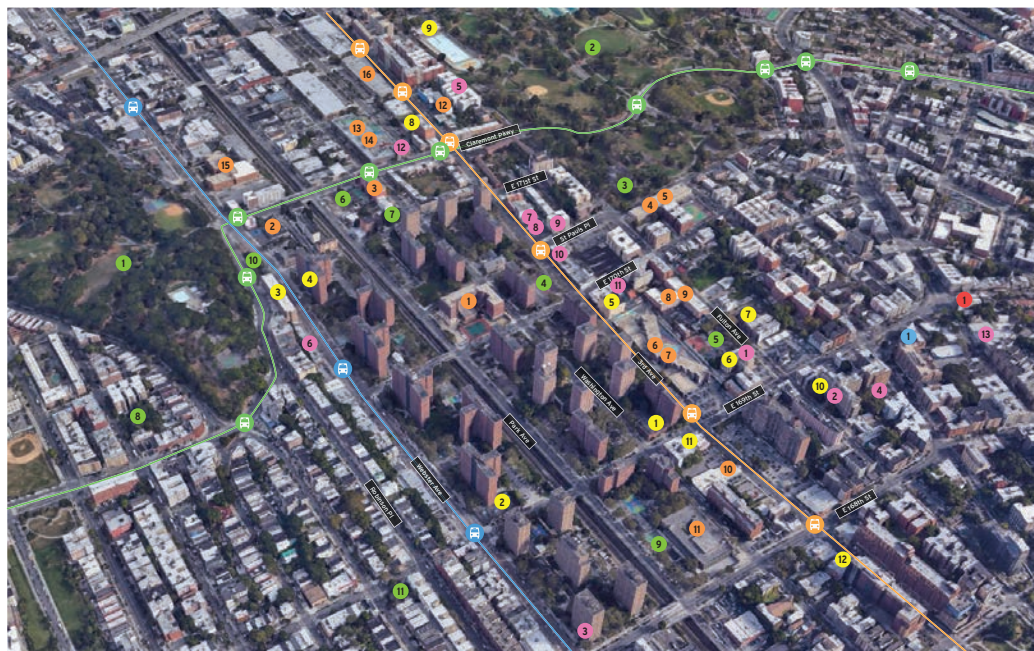
_____
_____
_____
_____
_____

## Asset Map

PLEASE HELP US IDENTIFY THE **COMMUNITY ASSETS** NEAR MORRIS HOUSES.  
POR FAVOR AYUDENOS A IDENTIFICAR LOS ACTIVOS COMUNITARIOS CERCA DE MORRIS HOUSES.

A community asset is anything that can be used to improve the quality of community life. Place a sticker on the map to locate important assets in the neighborhood.

Un activo de la comunidad es todo lo que se puede utilizar para mejorar la calidad de vida de la comunidad. Coloque una etiqueta en el mapa para localizar activos importantes en el vecindario.



## Social Service Centers / Centros de Servicios Sociales

- |  |                                    |
|--|------------------------------------|
| 1. Claremont Neighborhood Centers        | 9. Crotona Park Community Center   |
| 2. William Redson Neighborhood Sr Center | 10. Fodcay Rehabilitation Services |
| 3. Brightside Academy                    | 11. DHS Homebase                   |
| 4. Azena Logan Pre-School Center         | 12. Renaissance Youth Center       |
| 5. SCO Family of Services                | 13.                                |
| 6. Bureau of Child Care                  | 14.                                |
| 7. Children's Circle                     | 15.                                |
| 8. Tremont Monterey Day Care             | 16.                                |

## Educational Institutions / Instituciones Educativas

- |   |  |
|---|--|
| 1. Public School 55 Benjamin Franklin     | 9. Eximus College Preparatory Academy      |
| 2. Public School 42                       | 10. Harriet Tubman Charter School          |
| 3. Izahn Charter School I                 | 11. Garret A Morgan Public School 132      |
| 4. Public School 100 Theodore Schewelfeld | 12. Bronx Preparatory School               |
| 5. Meets Hall III                         | 13. Valhalla Preparatory Academy           |
| 6. Frederick Douglass Academy III         | 14. Meets Hall Bronx High School           |
| 7. Intermediate School 219                | 15. Intermediate School 339 and 147        |
| 8. Bronx Center for Science and Math      | 16. SUNY Bronx Educational Opportunity Ctr |

## Health Facilities / Instalaciones de Salud Pública

- | Health Facilities / Instituciones de Salud Pública |                                |
|--|--------------------------------|
| 1. Merriam-Idwadi Health Center                    | 9. King's Pharmacy             |
| 2. Brown-Lebanon Hospital Center                   | 10. F2 Pharmacy                |
| 3. NYC Health + Hospitals/Gotham Health            | 11. Now Pharmacy               |
| 4. Martin Luther King Health Center                | 12. Agra Pharmacy              |
| 5. Bronx-Care Crutcher Park Family Practice        | 13. Boston Road Medical Center |
| 6. RX Masters                                      | 14.                            |
| 7. BH Medical Urgent Care                          | 15.                            |
| 8. St. Paul's Neighborhood Pharmacy                | 16.                            |

## Leisure Spaces / Espacios de Ocio

- | Leisure Spaces / Espacios de Ocio |                                   |
|-----------------------------------|-----------------------------------|
| 1. Claremont Park                 | 9. Morgan Playground              |
| 2. Crotona Park                   | 10. Michel Triangle               |
| 3. Victory Garden                 | 11. Claremont Neighborhood Garden |
| 4. Cooverrean Playground          | 12.                               |
| 5. Drew Playground                | 13.                               |
| 6. Little Claremont Playground    | 14.                               |
| 7. Jardin De La Familia           | 15.                               |
| 8. Calusa Joe Green/Thomp         | 16.                               |

## Arts &amp; Cultural Centers / Artes y Centros Culturales

- | 1. NYPL Morrisania Branch Library | 8.  |
|-----------------------------------|-----|
| 2.                                | 10. |
| 3.                                | 11. |
| 4.                                | 12. |
| 5.                                | 13. |
| 6.                                | 14. |
| 7.                                | 15. |
| 8.                                | 16. |

## Healthy Food Access / Comida Sana

- | Healthy Food Access / Comida Sana |     |
|-----------------------------------|-----|
| 1. Learn II Grow II Youthmarket   | 9.  |
| 2.                                | 10. |
| 3.                                | 11. |
| 4.                                | 12. |
| 5.                                | 13. |
| 6.                                | 14. |
| 7.                                | 15. |
| 8.                                | 16. |



## SENIORS FIRST MORRIS HOUSES

Community Visioning Workshop \* Community Asset Map \* Summer 2019  
Taller de Visión de la Comunidad \* Mapa de Activos Comunitarios \* Verano 2019

# Ground Floor Space Preference

PLEASE TELL US HOW THE **GROUND FLOOR SPACE** SHOULD BE USED IN THE NEW BUILDING AT MORRIS HOUSES.

## EXAMPLES

### SOCIAL SERVICES

benefits enrollment center  
immigrant assistance services  
small business support center  
environmental justice advocacy  
domestic violence support

violence prevention/mediation  
senior center  
legal assistance center  
crisis intervention services  
anti-displacement programs

### EDUCATION

nursery/daycare center  
after-school programs  
tutoring/test prep center  
STEM education hub  
parenting center

adult literacy programs  
financial empowerment center  
vocational training programs  
job readiness services  
mentoring programs

### PUBLIC HEALTH

preventative care initiatives  
disease management services  
substance abuse counseling  
outpatient counseling  
lab testing services

mental health services  
healthcare enrollment services  
prenatal/newborn care services  
doulas services  
exercise programs

### LEISURE

play space  
fitness center  
athletic fields/courts  
sauna/steam facility  
community garden

computer/reading room  
communal dining room  
lounge  
event space  
theater

### ARTS + CULTURE

visual arts center  
performance arts center  
community gallery  
beautification programs  
storytelling programs

cultural fluency programs  
cultural preservation initiatives  
institutional access initiatives  
mentorship programs  
local arts advocacy

### HEALTHY FOOD ACCESS

food assistance services  
food pantry  
farmers market/youth market  
farm-to-institution program  
CSA program

nutrition awareness programs  
meal delivery program  
community farm  
community kitchen  
food justice advocacy

List your preferences.

Place a green sticker next to your 1st choice  
and a yellow sticker next to your 2nd choice.

01 02

**COMMENTS** Please explain your choices.








**SENIORS FIRST  
MORRIS HOUSES**

Community Visioning Workshop \* Ground Floor Space Use \* Summer 2019

# Site Improvements

PLEASE TELL US WHAT **SITE IMPROVEMENTS** YOU WOULD LIKE TO SEE AT MORRIS HOUSES.

	CONCERNS	SOLUTIONS
<div><p><b>ACCESS</b> ability to move around comfortably</p></div>	<div>01) the new building will disrupt how residents connect to Park Ave</div>	<div>01) create comfortable walking paths around building</div>
<div><p><b>SAFETY</b> ability to feel secure at all hours of day</p></div>	<div>01) certain areas of the site are very dark</div>	<div>01) install sufficient lighting across site</div>
<div><p><b>AMENITIES</b> features that create a more vibrant community</p></div>	<div>01) there is no covered place to sit outdoors</div>	<div>01) provide deep awning or other covered seating areas</div>
<div><p><b>CONTEXT</b> relationship to immediate surroundings</p></div>	<div>01) the new building will block all the sunlight of the existing building</div>	<div>01) design new building to ensure adequate light, air, and privacy of existing building</div>



**SENIORS FIRST**  
**MORRIS HOUSES**

Community Visioning Workshop \* Site Improvements \* Summer 2019

# Site Views



Views from St Paul's Pl / Vistas de St Paul's Pl



Views from St Paul's Pl / Vistas de St Paul's Pl



Views from St Paul's Pl / Vistas de St Paul's Pl



Views from Park Ave / Vistas de Park Ave



Views from Park Ave / Vistas de Park Ave



Views from Park Ave / Vistas de Park Ave



 **SENIOR'S FIRST: MORRIS HOUSES**  
Proposed Site Views / Vistas del Sitio Propuesto

# Credits

We would like to thank the NYCHA staff that helped to make this community engagement process possible.

## **Real Estate Development**

Digser Abreu  
Anand Amin  
Lovaeta Amoako  
Travis Bostick  
Matthew Charney  
Avilla Cockrell  
Geneve Davis  
Spencer Edwards  
Lamar Fenton  
Jonathan Gouveia  
Jennifer Hiser  
Michael Jones  
Vanessa Jones  
John Kim  
Burton Leon  
Dwan Stark  
Keturah Suggs

## **Community Development**

Marcia Babb-Rhine  
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Nixalis Dowdye  
Aisha Duckett  
Katherine Guzman  
Sharon Harrison  
Annette Hernandez  
Bertha Insignares  
Shakima Ivory  
Elizabeth Martinez  
Hope McGuire-Moore  
Paulette Newton-Oliver  
James Ortiz  
Bartolome Reyes  
Elizabeth Robert  
Juan Santiago  
Sheila Simmons  
Alfredo Stephens  
Delores Stewart  
Edna Thomas  
Tracy Tomer  
D'Andra Van Heusen-Thomas  
Leroy Williams  
Jennifer Wilson  
Kadijah Wilson

## **ABOUT NYCHA**

The New York City Housing Authority's mission is to increase opportunities for low- and moderate-income New Yorkers by providing safe, affordable housing and facilitating access to social and community services. Nearly 400,000 New Yorkers reside in NYCHA's 316 public housing developments across the City's five boroughs. Another 195,000 residents receive subsidized rental assistance in private homes through the NYCHA-administered Section 8 Housing Choice Voucher Program.

To fulfill this mission and better serve residents while facing dramatic reductions in traditional government funding, NYCHA is developing new financing options and building innovative partnerships across the public, private, and non-profit sectors. These strategies help NYCHA address many key challenges, from preserving aging housing stock through timely maintenance and modernization of buildings to increasing resident access to a multitude of community, educational and recreational programs, and job readiness and training initiatives.

## **SENIORS FIRST**

The population of city residents who are senior citizens is projected to increase by 40 percent between now and 2040. New York City seniors are more likely to be low income, to be rent-burdened, and to live on a fixed income than other city residents. To reach more of the growing senior population, the de Blasio administration has committed to create or preserve senior homes and apartments through Senior's First. The three-pronged strategy includes an initiative to make more homes accessible to seniors and people with disabilities; developing new senior housing on NYCHA and other land; and preserving more of the senior housing originally developed through federal housing plans.

Summer 2019



# A Community Vision for Kingsborough

## NYCHA Seniors First



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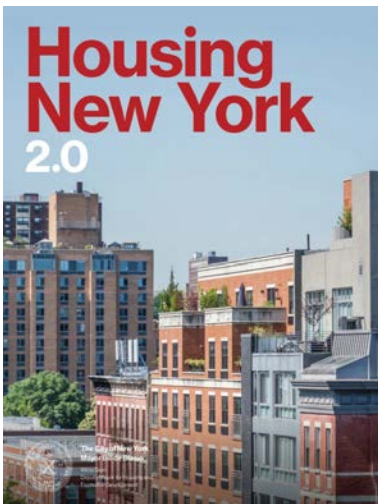
04	Introduction
06	Background
07	Engagement Process
10	Findings
15	Conclusion
16	Works Cited
17	Appendix
22	Credits

## **ACKNOWLEDGMENTS**

This visioning summary would not have been possible without the participation from residents of Kingsborough and Kingsborough and Kingsborough Extension. We would like to thank all attendees for taking the time to share their ideas and concerns regarding the new senior housing development in Crown Heights. We would also like to thank the Kingsborough Resident Association, the New York City Department of Housing Preservation and Development (“HPD”), and the New York City Housing Development Corporation (“HDC”) staff for their continued collaboration with the New York City Housing Authority.

# Introduction

The New York City Housing Authority (“NYCHA”) plays a key role in achieving the goals set forth in the Mayor’s Housing New York Plan. As part of the de Blasio Administration’s commitment to ensure safe and affordable housing for the City’s increasing senior population, HPD launched Seniors First, a three-pronged strategy including developing new senior housing on NYCHA land. NYCHA will continue to manage and operate its existing developments while selected development teams will build and operate the new affordable buildings.

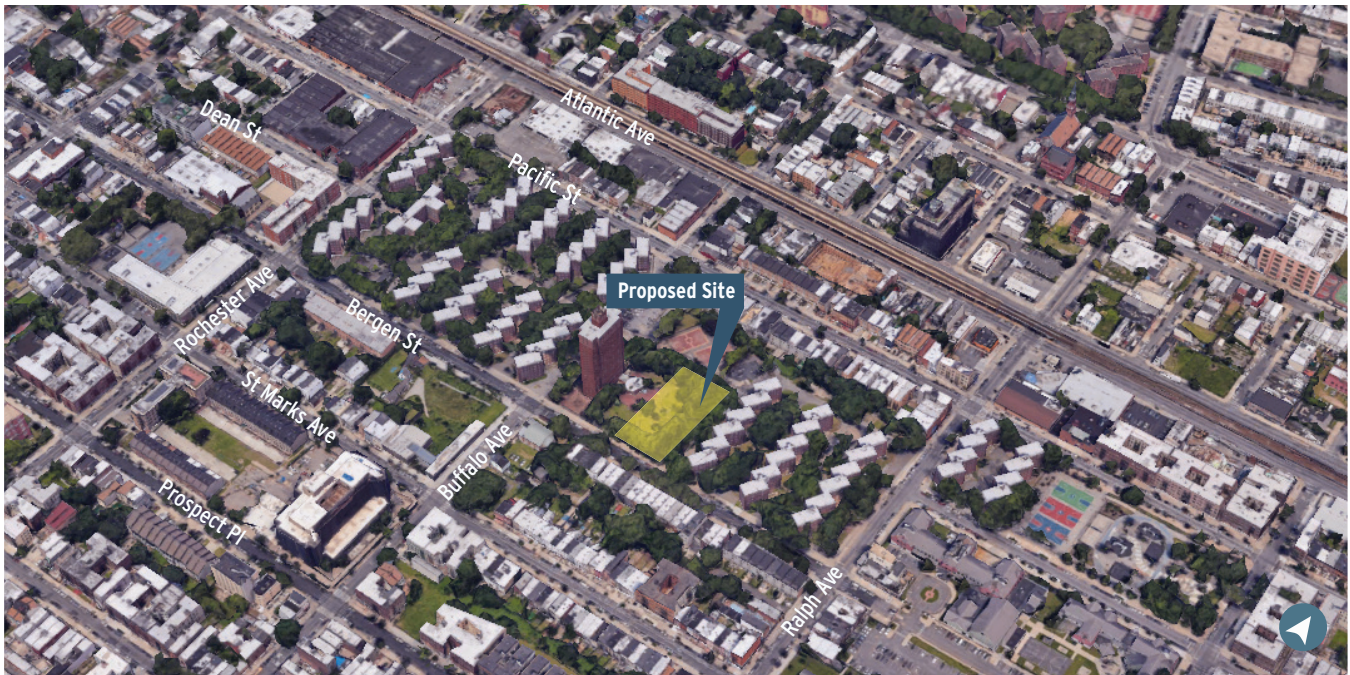


*Building on the foundation laid through Housing New York: A Five-Borough, Ten-Year Plan, Mayor Bill de Blasio released Housing New York 2.0, an extended plan to accelerate the creation and preservation of affordable homes and serve more seniors.*

One of the sites selected for development is located at Kingsborough Extension in Crown Heights, Brooklyn. NYCHA staff met with residents and resident leaders of Kingsborough and Kingsborough Extension (“Kingsborough Consolidation”) in the summer of 2019. The goals of the sessions were to inform residents of the planned development and create a summary document of residents’ preferences and concerns.

Some of the key preferences from the Community Visioning sessions include a new development that:

- ensures housing is affordable and accessible for neighborhood’s senior population;
- improves the safety, security, and pedestrian experience of the immediate surroundings;
- provides personalized support and healthcare services designed to maximize the independence for seniors;
- increases the availability of affordable food access and healthcare services;



- includes amenities that serve seniors;
- partners with existing neighborhood service providers to provide support services and senior programs;
- respects the area context and adjacent buildings by using similar materials, textures, colors, and proportions;
- incorporates environmental design principles to promote water, energy, and material conservation;
- limits the environmental impacts experienced during construction;
- develops a resident hiring plan for the construction, maintenance, and management of the new building;
- procures services and supplies from local minority and women-owned business enterprises;
- continues community engagement with Kingsborough residents to ensure the project's design and implementation meet the community's needs and priorities.

## DEVELOPMENT QUICK FACTS

The proposed development will include:

- a 99-year ground lease;
- approximately 150 -200 affordable senior units;
- on-site tenant services; and
- potential for ground floor community use.

# Background

## KINGSBOROUGH EXTENSION AT A GLANCE\*

buildings: 1  
heights: 25  
apartments: 182  
residents: 203  
density: 140 people/acre

avg gross income: \$14,778  
avg gross rent: \$345

5-yr capital needs: \$20 million  
community district: Brooklyn 8  
NYC council district: 41

*\*The neighboring development, Kingsborough, is comprised of sixteen 6-story buildings with 2,408 residents living in 1,154 apartments. The average gross rent is \$504 per month.*



## KINGSBOROUGH EXTENSION

The senior building at Kingsborough Extension was constructed in 1966, about 25 years after the completion of Kingsborough's low-rise buildings. Both developments were built at the edge of the historical Weeksville community, a village founded during the nineteenth century that quickly became a self-sufficient and thriving free black community.<sup>1</sup> Over time, Weeksville merged with the growing city of Brooklyn and endured a series of racial and tenancy transitions throughout the 20th and 21st centuries.<sup>2</sup>

Kingsborough Extension is a 25-story senior building<sup>3</sup> located just south of Atlantic Ave in what is now the neighborhood of Crown Heights. The development is surrounded by the 16-acre development of Kingsborough Houses. A large open space was selected as the development site for the Seniors First program.

# Engagement Process

The Seniors First engagement process at the Kingsborough Consolidation took place in the summer of 2019. Outreach efforts included door-knocking and flyer distribution to encourage the participation of residents in the Community Visioning sessions. During the meetings, staff led a range of activities to help NYCHA residents and other community members identify solutions that would both strengthen existing assets and address current challenges of the neighborhood. Participants raised concerns, asked important questions, and suggested solutions to be included in this visioning document for the Seniors First development at Kingsborough Extension.

## ENGAGEMENT PROCESS

Over the course of three meetings, NYCHA used various activities to provide program information, document common concerns, and determine participants' preferences for the forthcoming development at Kingsborough Extension. The activities were developed using social, economic, and health data about Brooklyn Community District 8 ("BK8").

### Meeting 1 - Introduction

The first meeting included a presentation to the Resident Association of Kingsborough Consolidation, informing attendees about the Seniors First initiative and the planned development at Kingsborough Extension. A discussion followed the presentation to help clarify the goals and timeline, and address any concerns about the new development.

*The charts in the report show preferences expressed by meeting participants.*



What topics would you like more information on?



### Goals

- Provide an overview of the Seniors First program.
- Inform Resident Association about the planned development and resident engagement process.
- Gather feedback about the needs and challenges of the neighborhood.

### Event Details

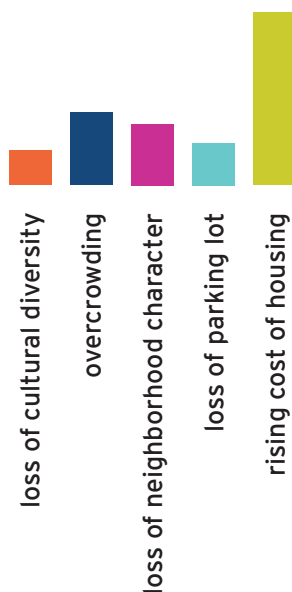
- Date: May 1, 2019
- Venue: Resident Association Room

### Activities

- Q&A: This activity let the resident leaders ask questions about the program, engagement process, and project schedule.



What is your biggest concern about the new building at Kingsborough?



### **Meetings 2 & 3 - Visioning Workshops**

The second and third meetings included an overview of the Seniors First program and the planned development at Kingsborough Extension. The activities of the workshops were developed in response to the priorities and concerns raised with the Resident Association. NYCHA's Community Development staff led small group activities and residents gave feedback on their preferred ground floor use and site improvements.

### Goals

- Identify assets and challenges in the immediate area to better understand how the development can strengthen the conditions of the neighborhood.
- Determine clear preferences for ground floor space.
- Gather feedback about site improvements.

### Event Details

- Date: August 22, 2019
- Venue: Hugh Ed Gilroy Senior Center
- Participants: 62 NYCHA residents
- Languages: English and Spanish

## FREQUENTLY ASKED QUESTIONS

### ***What is affordable housing?***

It is housing where the occupant(s) pay no more than 30% of their income for housing expenses.

### ***Who will own the land?***

NYCHA will maintain ownership of the land and continue to manage and operate Morris Houses. The selected development team will build and operate the new building.

### ***What type of housing will be developed?***

The project will develop low-income apartments for seniors and provide residents with assisted living services.

### ***Who can apply for the new units?***

During construction, the selected development team will begin the marketing of the units and publicize the application requirements. The building will include a 25% NYCHA preference for the new affordable units.

## Activities

- **Questionnaire:** Participants answered questions about their concerns and needs related to the new development.
- **Neighborhood Asset Mapping:** Participants reviewed an asset map to discuss the challenges and opportunities of existing neighborhood assets.
- **Ground Floor Space Preference:** Participants selected their preference for how the ground floor space could be used at the new development.
- **Site Improvements:** Residents evaluated the existing sites based upon three criteria - accessibility, safety, and outdoor amenities. Participants reflected upon personal experience with the site, studied provided materials to better understand the site conditions, and provided recommendations of site improvements.

# Findings

Throughout the engagement process, NYCHA discussed a range of issues with Kingsborough residents. The resident feedback collected from the sessions has been organized into four categories: Housing, Urban Design, Community Resources, and Human Capital. Data from Brooklyn Community District 8 (“BK8”) is included in each category to contextualize the resident feedback.

## HOUSING

*According to Brooklyn Community Board 8, the district is facing significant housing challenges. The shortage of deeply affordable, accessible, and adequately maintained rental units continues to impact the community.<sup>4</sup>*

### Resident Preferences

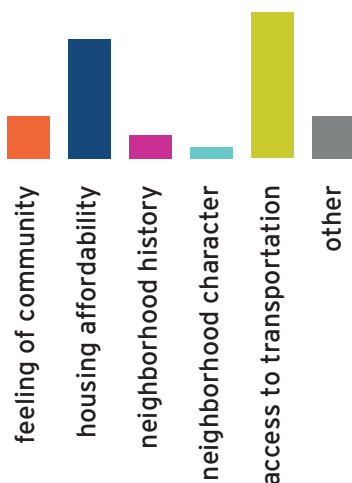
- Ensure the rents for affordable units align with the income levels of the Crown Heights senior population.
- Develop opportunity for seniors living in underoccupied public housing units to move to new development.
- Ensure housing is accessible for people with mobility and visual impairments.

### Supporting Data

- Nearly 29% of the residents in BK8 are severely rent-burdened, spending more than 50% of their income for housing-related expenses.<sup>5</sup>
- The median rent for studios and 1-bedroom units in BK8 is \$1,162<sup>5</sup> compared to the average rent of \$345 for senior residents living in Kingsborough Extension.<sup>4</sup>



What makes the Kingsborough Consolidation special?



- In BK8, only 4.9% of rental units are affordable at 30% of the Area Median Income compared to the citywide rate of 7.1%.<sup>4</sup>

## BUILDING & URBAN DESIGN

*According to residents, the new development should strengthen neighborhood character and increase health and safety for its residents.*

### Resident Preferences

- Incorporate the materials, textures, and proportions of neighboring buildings into the design of the new building.
- Improve the safety and security of the immediate surroundings through lighting improvements; video intercom and security cameras; natural surveillance measures; and ground floor activation.
- Improve accessibility to the new building by providing exterior rest areas, mobility aids, and tactile walking surface indicators on pathways.
- Integrate the new building into the NYCHA campus to through shared amenity spaces and pathways to promote recreation and socialization.
- Incorporate environmental design principles to promote water, energy, and material conservation.
- Limit the environmental impacts experienced during construction, including noise, vibration, dust, and other pollution effects.

### Supporting Data

- BK8 is one of the most densely-populated districts of Brooklyn with approximately 64,000 residents per square mile.<sup>5</sup>
- For every one supermarket in BK8, there are 25 bodegas<sup>6</sup> and there are no NYC farmers markets in the district.<sup>7</sup>
- Nearly 77% of BK8 residents live within a quarter mile of a park;<sup>5</sup> however, about a quarter of adults in BK8 report getting no physical activity in the past 30 days.<sup>8</sup>
- The air quality in BK8 at 8.0 micrograms per cubic meter is higher than the citywide average of 7.5 micrograms per cubic meter.<sup>9</sup>



What is your preference for the number of units?





What types of economic opportunities do you think are the most important?



## COMMUNITY RESOURCES

*According to residents, the growing demographic and economic changes in the neighborhood have made it difficult for local business and lower-income residents to remain.*

### Resident Preferences

- Provide personalized support services designed to maximize the independence for each senior resident at the new building. Services and facilities may include memory care services, medication management, emergency call systems, and laundry services, all with a focus on creating and bolstering the sense of community at Kingsborough Houses.
- Increase the availability of affordable food access and healthcare services for seniors.
- Include amenities that serve the diverse interests of seniors.
- Partner with existing neighborhood service providers and/or community-based organizations to provide support services and senior programs.

### Supporting Data

- BK8 is approximately 56% Black, 25% White, 11% Hispanic, and 4% Asian.<sup>5</sup>
- The percentage of adults in BK8 who report eating at least one serving of fruits or vegetables in the past day is lower than the citywide average.<sup>8</sup>
- Adults in BK8 reporting their own health as “excellent,” “very good” or “good” is higher than the rest of NYC.<sup>8</sup>
- The rate of avoidable hospitalizations among adults in BK8 is significantly higher than the citywide rate<sup>10</sup> and approximately 14% of adults within the district report going without needed medical care in the past year.<sup>8</sup>
- The psychiatric hospitalization rate in BK8 is nearly double the citywide rate.<sup>10</sup>

## HUMAN CAPITAL

*According to residents, the lack of job opportunities in the neighborhood remains a significant challenge despite the recent surge in investment in the district.*

### Resident Preferences

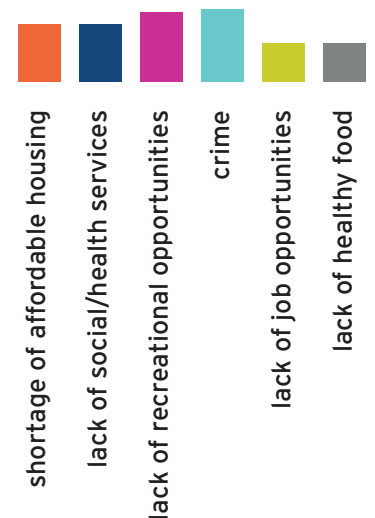
- Develop a resident hiring plan for the construction, maintenance, and management of the new building in coordination with the Resident Association.
- Procure services and supplies from local minority and women-owned business enterprises.
- Continue community engagement with Kingsborough residents to ensure the project's design and implementation meet the community's needs and priorities.

### Supporting Data

- Nearly 25% of senior residents aged 65 or older residing in BK8 are living below the federal poverty level.<sup>5</sup>
- The income diversity ratio in BK8 is slightly higher than the citywide area.<sup>5</sup> (The income diversity ratio compares the 80th percentile household with the 20th percentile household to represent the income distribution for a given geographic area.)
- About 10% of residents aged 16 to 19 in BX3 are neither enrolled in school nor participating in the labor force.<sup>5</sup>
- The jail incarceration rate for BK8 is nearly double the citywide rate.<sup>11</sup>



What are the most pressing issues in your neighborhood?



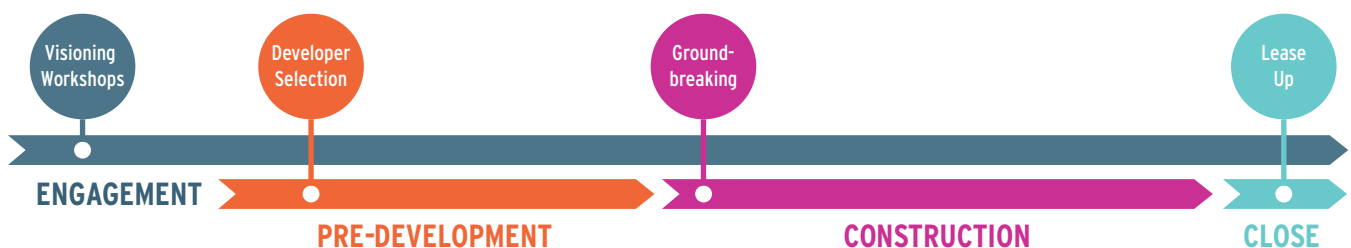


# Conclusion

The Community Visioning sessions are part of a multi-year engagement process at NYCHA to inform residents of planned developments and to incorporate resident preferences and concerns. This report includes ideas for implementation that require a cooperative effort among residents, community partners, and development teams.

NYCHA has included this visioning document as part of its Request For Proposals to solicit development plans that align with resident preferences and address their concerns. The selected development team will continue the public engagement process and present their proposed plans to Kingsborough residents. The development team will also work with NYCHA's Office of Resident Economic Empowerment and Sustainability to connect NYCHA residents to job opportunities. NYCHA, alongside HPD and HDC, will monitor project progress from pre-development to construction finish.

We would like to thank all who have participated and encourage others to join as the process moves forward. NYCHA will continue to update residents throughout the development process at Kingsborough.



## Works Cited

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# Appendix

Questionnaire

Asset Map

Ground Floor Space Preference

Site Improvements

# Questionnaire



## SENIOR'S FIRST: KINGSBOROUGH HOUSES Community Visioning Series: Questionnaire

NYCHA is conducting a community assessment of Morris Houses to understand your priorities and concerns about the new building. We greatly appreciate your input!

**(1) What makes Kingsborough Houses special?** [Choose top 2 with "X"]

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Feeling of community                  | <input type="checkbox"/> Housing affordability           | <input type="checkbox"/> Neighborhood history      |
| <input type="checkbox"/> Neighborhood character                | <input type="checkbox"/> Access to transportation        | <input type="checkbox"/> Access to social services |
| <input type="checkbox"/> Access to education/job opportunities | <input type="checkbox"/> Access to recreation facilities | <input type="checkbox"/> Other: _____              |

**(2) What are the most pressing issues in your neighborhood?** [Choose top 2 with "X"]

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Shortage of affordable housing | <input type="checkbox"/> Displacement of residents        | <input type="checkbox"/> Lack of job opportunities |
| <input type="checkbox"/> Lack of education facilities   | <input type="checkbox"/> Lack of recreation opportunities | <input type="checkbox"/> Lack of healthy food      |
| <input type="checkbox"/> Lack of social/health services | <input type="checkbox"/> Crime                            | <input type="checkbox"/> Other: _____              |

**(3) What is your biggest concern about the new building at Kingsborough?** [Choose top 2 with "X"]

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Loss of cultural diversity | <input type="checkbox"/> Loss of neighborhood character | <input type="checkbox"/> Rising cost of housing |
| <input type="checkbox"/> Overcrowding               | <input type="checkbox"/> Loss of parking lot            | <input type="checkbox"/> Other: _____           |

**(4) There is a trade off between the height of the new building and the number of affordable units. What is your preference for the number of units in the new building?** [Choose 1 with "X"]

- ☐ I prefer to maximize the number of units even if that would make the new building taller.
- ☐ I prefer not to maximize the number of units to make the building shorter.

**(5) The new building will create economic opportunities for residents. What types of opportunities do you think are the most important?** [Choose top 2 with "X"]

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Construction jobs   | <input type="checkbox"/> Maintenance or janitorial jobs | <input type="checkbox"/> Other jobs: _____      |
| <input type="checkbox"/> Vocational training | <input type="checkbox"/> Job readiness services         | <input type="checkbox"/> Other trainings: _____ |

**(6) We are at the beginning of a multi-year engagement process. What topics would you like more information on?** [Choose top 2 with "X"]

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Income affordability levels | <input type="checkbox"/> Environmental review process | <input type="checkbox"/> New unit application process |
| <input type="checkbox"/> Construction activities     | <input type="checkbox"/> Section 3 requirements       | <input type="checkbox"/> Other: _____                 |

**(7) Do you have additional ideas or comments you would like to share about the new building?**

---



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# Asset Map

PLEASE HELP US IDENTIFY THE **COMMUNITY ASSETS** NEAR KINGSBOROUGH.  
POR FAVOR AYUDENOS A IDENTIFICAR LOS RECURSOS DE LA COMUNIDAD CERCA DE KINGSBOROUGH.

A community asset is anything that can be used to improve the quality of community life. Place a sticker on the map to locate important assets in the neighborhood.

Un recurso de la comunidad es todo lo que se puede utilizar para mejorar la calidad de vida de la comunidad. Coloque una etiqueta en el mapa para localizar recursos importantes en el vecindario.



## Social Service Centers / Centros de Servicios Sociales

1. East Avenue Senior Citizens Council	14. Catholic Family Support
2. Parkside Development Corporation	15. Bridgeview Access to Care
3. West Side Early Childhood Care Center	16. Community Cultural Center
4. Westinghouse Day Care Center	17. West Side Early Childhood Learning Center
5. Westside Life Adult Day Care	18.
6. Westside Day Care Learning Center	19.
7. St. Martin's Day Care	20.
8. Westside Community	21.

## Educational Institutions / Instituciones Educativas

1. Public School 255 Franklin T. Woods	14. Public School 258 Morris Prep Academy
2. Eastside Community Center School	15. Public School 260 Susan M. Carter
3. Ronald E. Edwards Learning Center II	16. Public School 261 Cripps Atlanta
4. St. Augustine's Catholic School	17. Graham Professional Arts Academy
5. Public School 264	18. Human Resource High School
6. Public School 263 Westside School	19.
7. Public School 262 Paul Robeson	20.
8. Public School 261	21.

## Health Facilities / Instalaciones de Salud Pública

1. St. Martin's Medical Center	14.
2. St. Martin's Medical Center	15.
3. St. Martin's Medical Center	16.
4. St. Martin's Medical Center	17.
5. St. Martin's Medical Center	18.
6. St. Martin's Medical Center	19.
7. St. Martin's Medical Center	20.
8. St. Martin's Medical Center	21.

## Leisure Spaces / Espacios de Recreación y Diversión

1. South Pacific Playground	14. Inland 8 Garden
2. South Pacific Playground	15. Harmon Park
3. St. Martin's Block Association	16. Career Preparation
4. Career Center	17.
5. Westside Playground	18.
6. Public Community Center	19.
7. Westside Playground	20.
8. Jackie Robinson Park Playground	21.

## Arts & Cultural Centers / Artes y Centros Culturales

1. Historic Westside Book House	14.
2. Westside Art Center	15.
3. Westside Cultural Arts Foundation	16.
4.	17.
5.	18.
6.	19.
7.	20.
8.	21.

## Healthy Food Access / Acceso de Alimentos Sano

1.	14.
2.	15.
3.	16.
4.	17.
5.	18.
6.	19.
7.	20.
8.	21.



**SENIORS FIRST  
KINGSBOROUGH**

Community Visioning Workshop \* Community Asset Map \* Summer 2019  
Taller de Visión de la Comunidad \* Mapa de Recursos de la Comunidad \* Verano 2019

# Ground Floor Space Preference

PLEASE TELL US HOW THE **GROUND FLOOR SPACE** SHOULD BE USED IN THE NEW BUILDING AT KINGSBOROUGH.

## EXAMPLES

### SOCIAL SERVICES

benefits enrollment center  
immigrant assistance services  
small business support center  
environmental justice advocacy  
domestic violence support

violence prevention/mediation  
senior center  
legal assistance center  
crisis intervention services  
anti-displacement programs

### EDUCATION

nursery/daycare center  
after-school programs  
tutoring/test prep center  
STEM education hub  
parenting center

adult literacy programs  
financial empowerment center  
vocational training programs  
job readiness services  
mentoring programs

### PUBLIC HEALTH

preventative care initiatives  
disease management services  
substance abuse counseling  
outpatient counseling  
lab testing services

mental health services  
healthcare enrollment services  
prenatal/newborn care services  
doulas services  
exercise programs

### LEISURE

play space  
fitness center  
athletic fields/courts  
sauna/steam facility  
community garden

computer/reading room  
communal dining room  
lounge  
event space  
theater

### ARTS + CULTURE

visual arts center  
performance arts center  
community gallery  
beautification programs  
storytelling programs

cultural fluency programs  
cultural preservation initiatives  
institutional access initiatives  
mentorship programs  
local arts advocacy

### HEALTHY FOOD ACCESS

food assistance services  
food pantry  
farmers market/youth market  
farm-to-institution program  
CSA program

nutrition awareness programs  
meal delivery program  
community farm  
community kitchen  
food justice advocacy

List your preferences.

Place a green sticker next to your 1st choice  
and a yellow sticker next to your 2nd choice.

01

02

## COMMENTS

Please explain your choices.



**SENIORS FIRST  
KINGSBOROUGH**

Community Visioning Workshop \* Ground Floor Space Use \* Summer 2019

# Site Improvements

PLEASE TELL US WHAT **SITE IMPROVEMENTS** YOU WOULD LIKE TO SEE AT KINGSBOROUGH.



## CONCERNS

01) the new building will disrupt how residents move around the open space

## SOLUTIONS

01) create comfortable walking paths around building



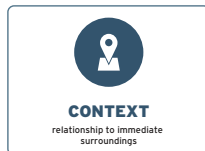
01) certain areas of the site are very dark

01) install sufficient lighting across site



01) there is no covered place to sit outdoors

01) provide deep awning or other covered seating areas



01) the new building will block all the sunlight of the existing building

01) design new building to ensure adequate light, air, and privacy of existing building



**SENIORS FIRST**  
**KINGSBOROUGH**

Community Visioning Workshop \* Site Improvements \* Summer 2019

# Credits

We would like to thank the NYCHA staff that helped to make this community engagement process possible.

## **Real Estate Development**

Digser Abreu  
Anand Amin  
Lovaeta Amoako  
Travis Bostick  
Matthew Charney  
Avilla Cockrell  
Geneve Davis  
Spencer Edwards  
Lamar Fenton  
Jonathan Gouveia  
Jennifer Hiser  
Michael Jones  
Vanessa Jones  
John Kim  
Burton Leon  
Dwan Stark  
Keturah Suggs

## **Community Development**

Marcia Babb-Rhine  
Andy Destin  
Nixalis Dowdye  
Aisha Duckett  
Katherine Guzman  
Sharon Harrison  
Annette Hernandez  
Bertha Insignares  
Shakima Ivory  
Elizabeth Martinez  
Hope McGuire-Moore  
Paulette Newton-Oliver  
James Ortiz  
Bartolome Reyes  
Elizabeth Robert  
Juan Santiago  
Sheila Simmons  
Alfredo Stephens  
Delores Stewart  
Edna Thomas  
Tracy Tomer  
D'Andra Van Heusen-Thomas  
Leroy Williams  
Jennifer Wilson  
Kadijah Wilson

## **ABOUT NYCHA**

The New York City Housing Authority's mission is to increase opportunities for low- and moderate-income New Yorkers by providing safe, affordable housing and facilitating access to social and community services. Nearly 400,000 New Yorkers reside in NYCHA's 316 public housing developments across the City's five boroughs. Another 195,000 residents receive subsidized rental assistance in private homes through the NYCHA-administered Section 8 Housing Choice Voucher Program.

To fulfill this mission and better serve residents while facing dramatic reductions in traditional government funding, NYCHA is developing new financing options and building innovative partnerships across the public, private, and non-profit sectors. These strategies help NYCHA address many key challenges, from preserving aging housing stock through timely maintenance and modernization of buildings to increasing resident access to a multitude of community, educational and recreational programs, and job readiness and training initiatives.

## **SENIORS FIRST**

The population of city residents who are senior citizens is projected to increase by 40 percent between now and 2040. New York City seniors are more likely to be low income, to be rent-burdened, and to live on a fixed income than other city residents. To reach more of the growing senior population, the de Blasio administration has committed to create or preserve senior homes and apartments through Senior's First. The three-pronged strategy includes an initiative to make more homes accessible to seniors and people with disabilities; developing new senior housing on NYCHA and other land; and preserving more of the senior housing originally developed through federal housing plans.

# **APPENDIX B:**

## **Development**

### **Site Maps**

SENIORS FIRST RFP DEVELOPMENT SITES

## EXHIBIT B: KINGSBOROUGH DEVELOPMENT SITE MAP

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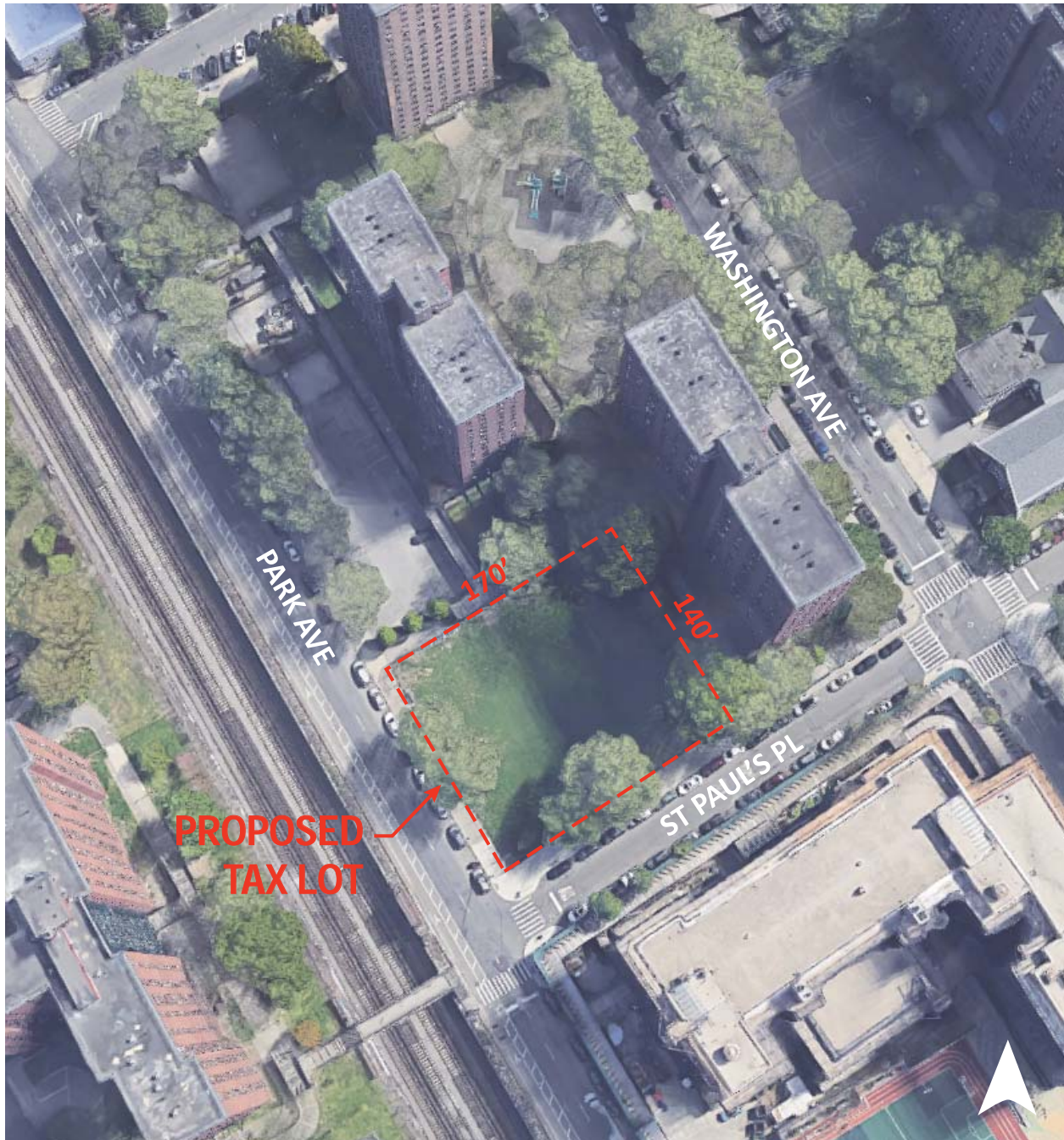


*Not to scale. All dimensions are approximate.*

SENIORS FIRST RFP DEVELOPMENT SITES

## EXHIBIT B: MORRIS DEVELOPMENT SITE MAP

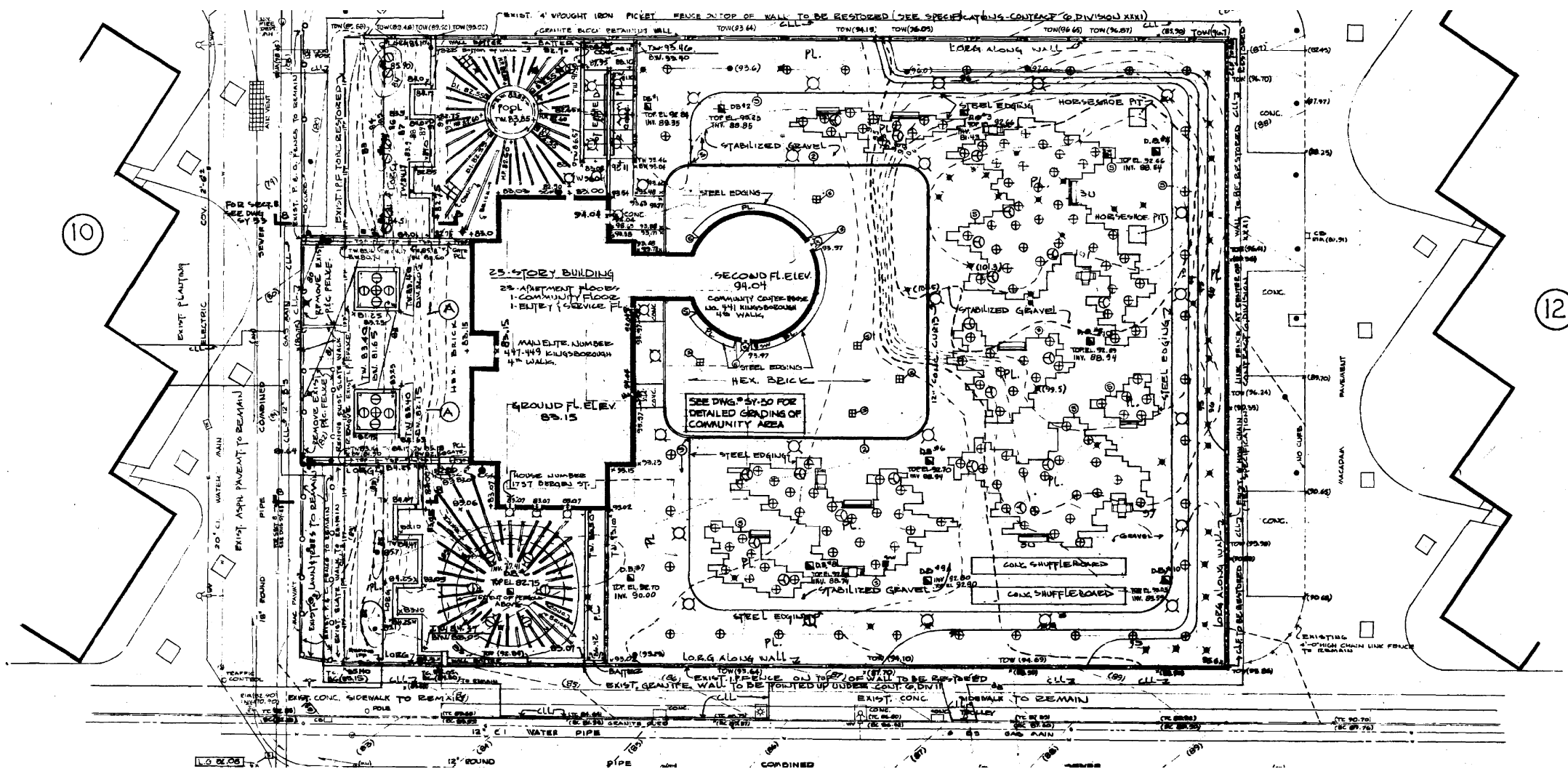
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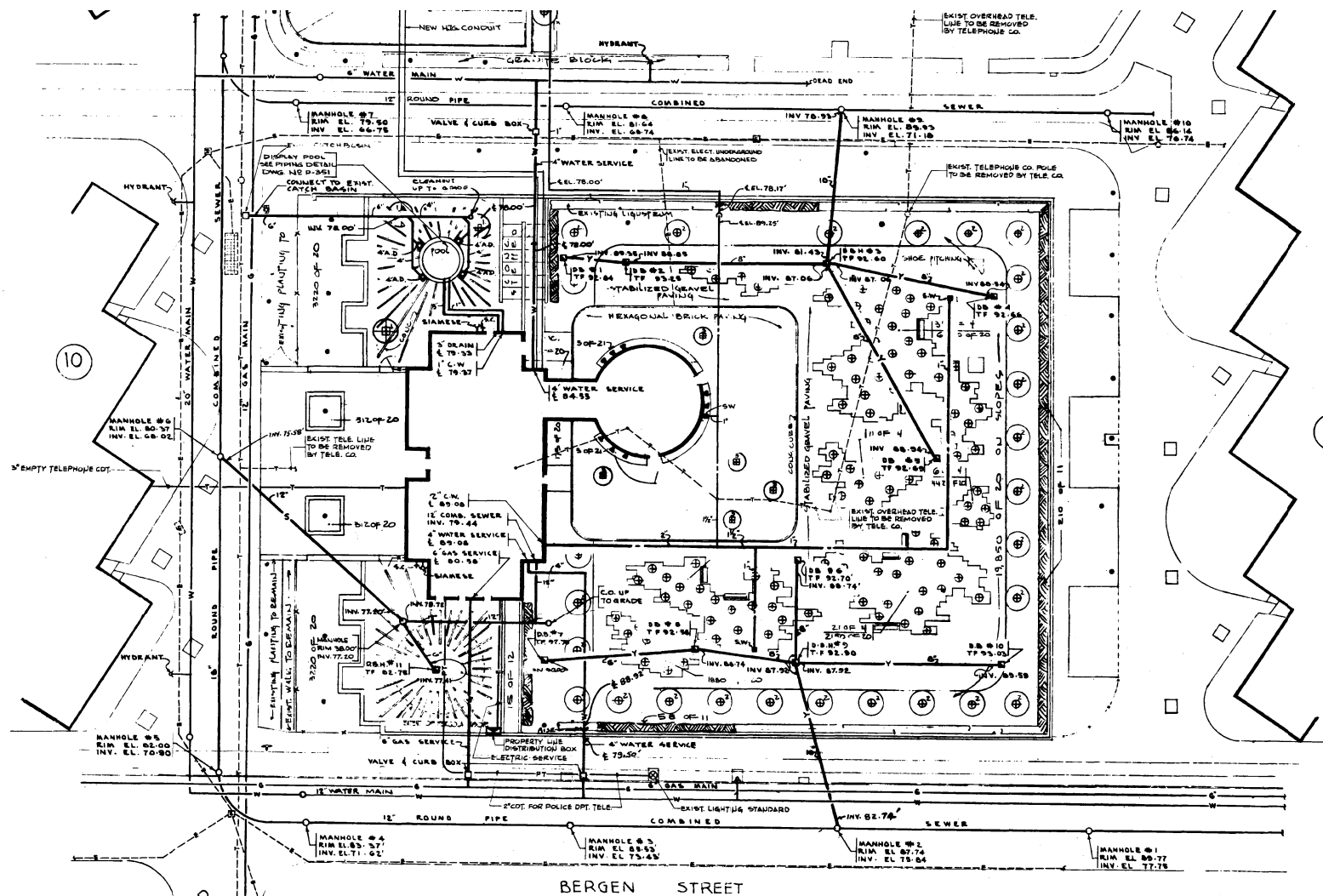


*Not to scale. All dimensions are approximate.*

# **APPENDIX C:**

## **Historical Drawings**



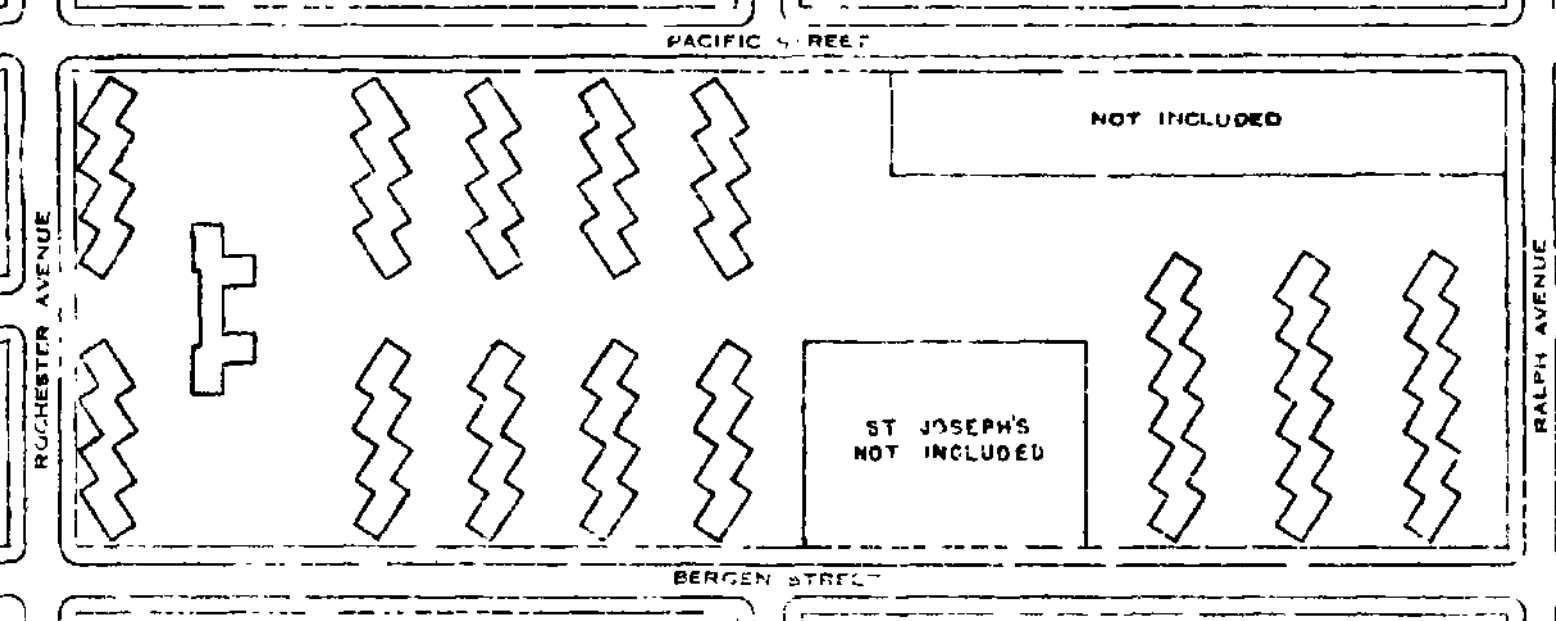




GENERAL NOTES  
1. ALL DIMENSIONS ARE TO CENTER OF WALLS  
2. ALL WALLS ABOVE GROUND WALLS EXTEND  
3. BEYOND GROUND WALLS  
4. INDICATES UNIT NUMBER  
5. INDICATES BUILDING NUMBER  
6. INDICATES BUILDING ENTRANCE  
FOR AREA DIMENSIONS SEE DRAWING

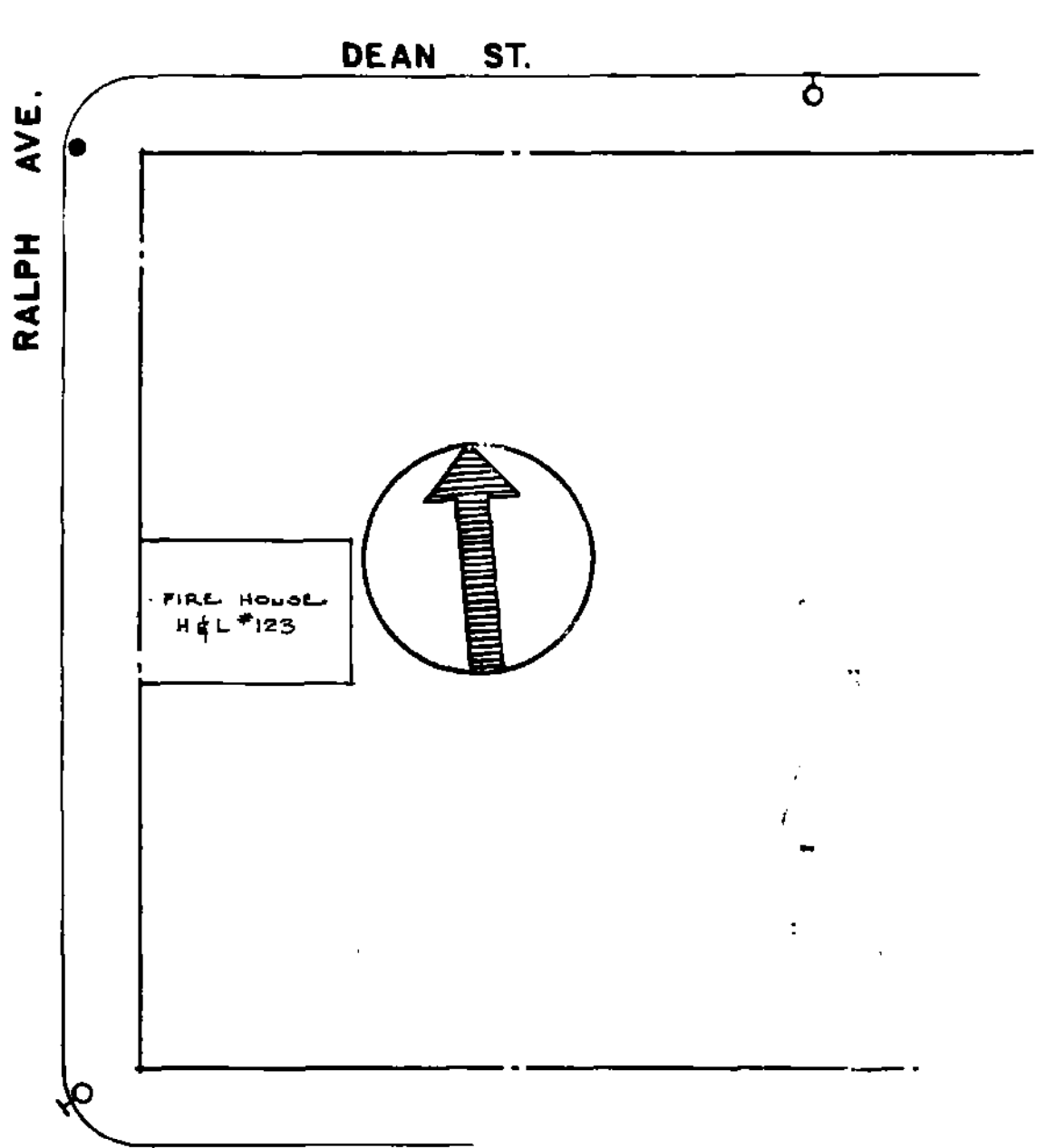
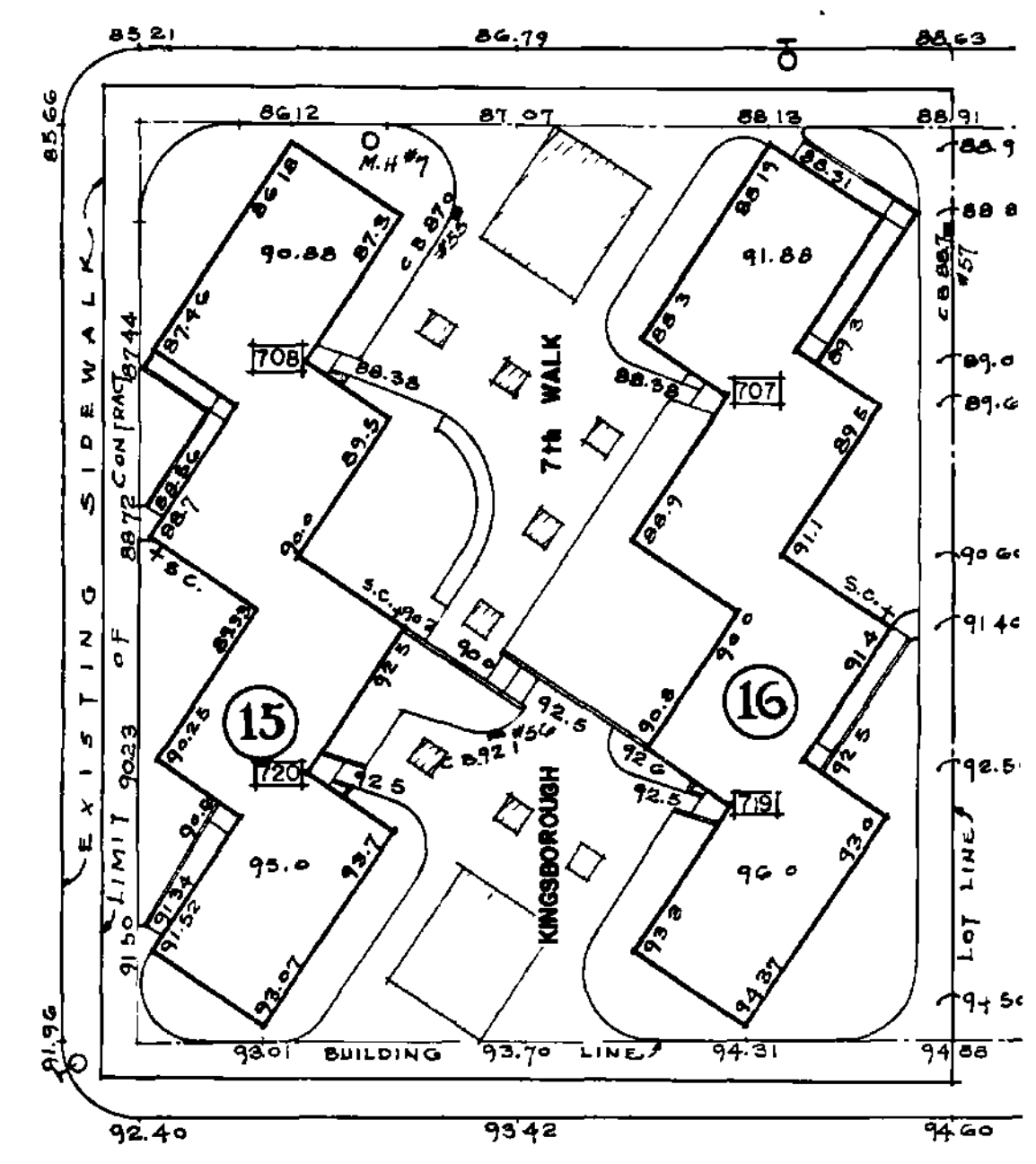
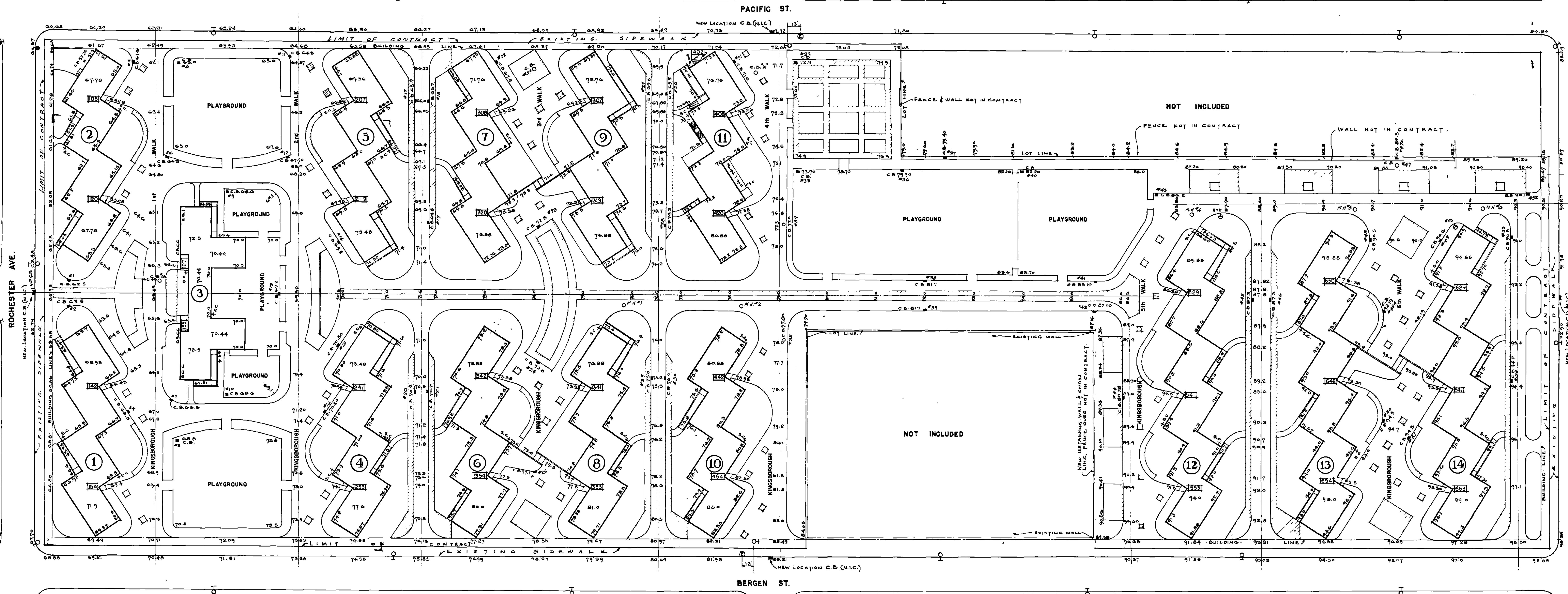
KINGSBOROUGH HOUSES

DATE	REVISIONS



NEW YORK CITY

NEW YORK CITY HOUSING AUTHORITY  
APPROVED *Allen J. Harrison*  
DIRECTOR OF PUBLIC HOUSING  
UNITED STATES HOUSING PROJECT N.Y. 5-6  
BEDFORD-STUYVESANT ASSOCIATES  
EKIDMORE & OWINGS  
SLEE & BYRON  
STARRETT & VAN VLECK  
CHIEF ARCHITECT  
SCALE: 1" = 40'-0"  
DATE: 10-10-56  
SHEET: 205  
DRAWING NO. A5



**APARTMENT DISTRIBUTION SCHEDULE**

UNITS	TYPE	1	2	3	4	TOTAL	% OF FULL	FULL	HALF
NO.	22	5	6	2	APTS.	ROOMS	ROOMS	ROOMS	ROOMS
2 ROOMS	151				10	141	1209	282	282
3 1/2	263	120			12	385	3389	1185	1382 1/2
4 1/2	394	60			454	3893	1816	2053	
5 1/2			144	32	176	1509	880	968	
<b>TOTAL</b>	<b>788</b>	<b>180</b>	<b>144</b>	<b>32</b>	<b>1154</b>	<b>10000</b>	<b>4163</b>	<b>4675 1/2</b>	
<b>% OF UNITS</b>	<b>86.14</b>	<b>19.28</b>	<b>17.14</b>	<b>3.72</b>					
<b>NET AREA OF SITE</b>	<b>(15.28 ACRES) 665,526 SQ. FT.</b>								
<b>% BLDGS.</b>	<b>129,458 SQ. FT.</b>								
<b>COVERAGE</b>	<b>19.45 %</b>								
<b>GROSS AREA OF SITE</b>	<b>(19.29 ACRES) 796,784 SQ. FT.</b>								
<b>DENSITY (PERSONS PER GROSS ACRE)</b>	<b>227.61</b>								
<b>AV. NO. OF ROOMS PER UNIT PER FLOOR</b>	<b>22.6</b>								
<b>TOTAL NO. OF UNITS</b>	<b>35</b>								
<b>FAMILIES PER NET ACRE</b>	<b>16</b>								

COMPUTATIONS BELOW INCLUDE PARK AREA TO THE 330' LINE WEST OF RALPH AV.  
**NET AREA OF SITE (15.97 ACRES) 695,043 SQ. FT.**  
**COVERAGE 18.6 %**  
**GROSS AREA OF SITE (19.20 ACRES) 836,603 SQ. FT.**  
**DENSITY (PERSONS PER GROSS ACRE) 216.82**  
**FAMILIES PER NET ACRE 73.01**

NOTE:  
 1. EAST LOCATIONS OF MANHOLES & CATCH BASINS  
 SEE DETAIL SITE PLANS - L-7, L-8, L-9, L-10.

**KINGSBOROUGH HOUSES**

DATE: 9-23  
 REVISIONS:  
 9-23 HOUSE NUMBERS INDICATED  
 10-15 NEW CO. LINE LINE IS CONTRACT BY  
 11-8 EXISTING WALLS NOT IN CONTRACT  
 12-30 APARTMENT DISTRIBUTION SCHEDULE  
 12-30 APARTMENT DISTRIBUTION SCHEDULE  
 12-30 APARTMENT DISTRIBUTION SCHEDULE  
 12-30 APARTMENT DISTRIBUTION SCHEDULE

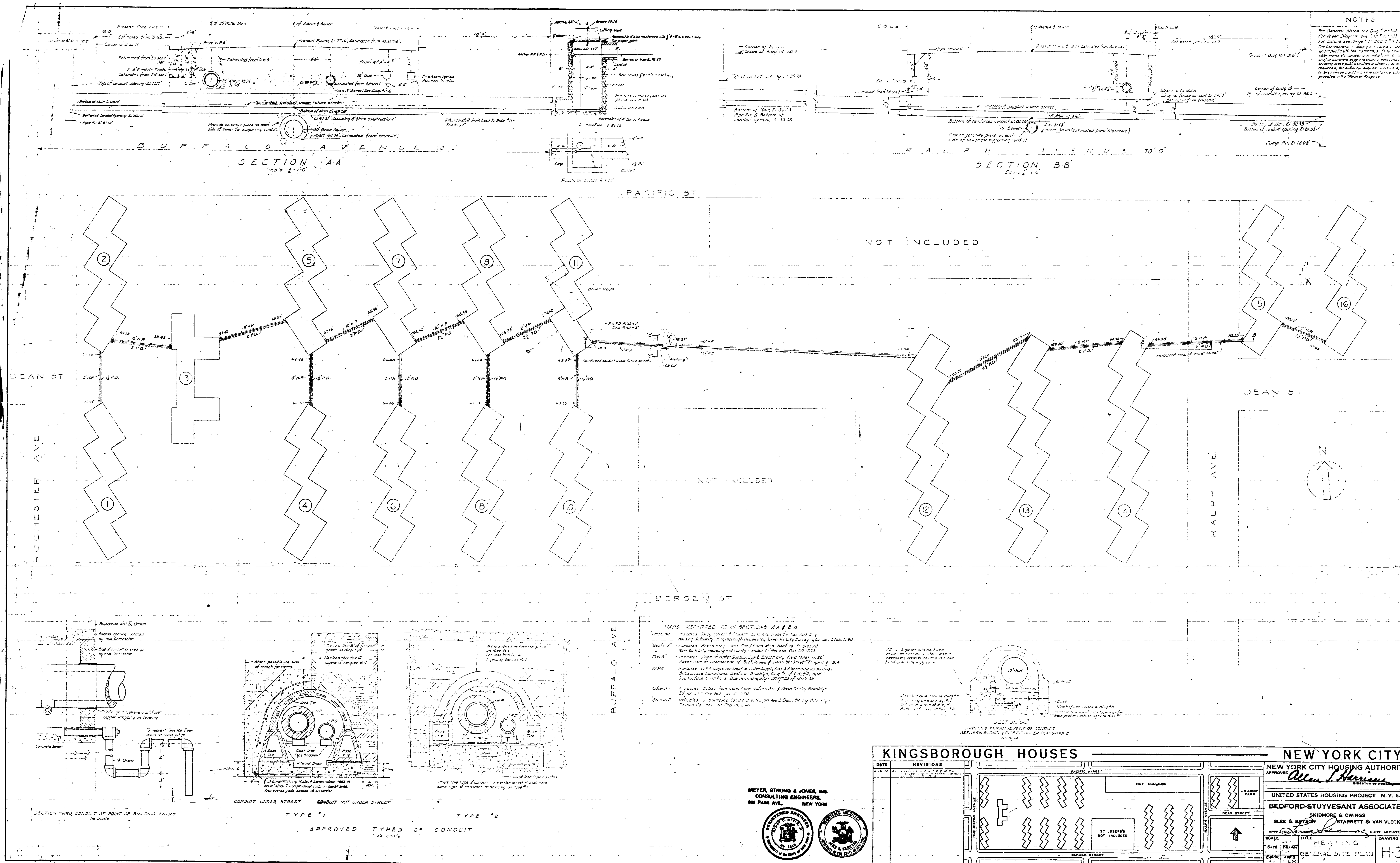
**NEW YORK CITY**

NEW YORK CITY HOUSING AUTHORITY  
 APPROVED: *Alan L. Harris*  
 UNITED STATES HOUSING PROJECT N.Y. 5-6  
 BEDFORD-STUYVESANT ASSOCIATES  
 SKIDMORE & OWINGS  
 SLEE & BRYSON  
 STARRETT & VAN VLECK  
 APPROVED: *Starrett & Van Vleck*  
 SCALE: 1" = 40' TITLE: GENERAL SITE PLAN  
 DATE: 10-40 J.R.G.  
 CHECK: J.R.G.

**LEGEND**

- SILL COCK
- CONCRETE PAVEMENT
- HYDRANT
- FIRE ALARM BOX
- NEW LOCATIONS FOR LAMPS
- EXISTING ELECTRIC LAMPS
- 123 HOUSE NUMBERS
- GRANITE BLOCK

An inset map in the bottom right corner shows a larger area of the neighborhood, with the Kingsborough Houses site highlighted. It shows the intersection of Pacific St and Dean St, and the proximity to other streets and landmarks.



AVE.

ROCHESTER

PACIFIC

ST

NOT INCLUDED

DEAN ST.

RALPH AVE.

BERGEN

ST.

BUFFALO AVE.

— KINGSBOROUGH HOUSES —  
MESEROLE CITY SURVEYING CO.  
134 BROADWAY—  
BROOKLYN, N.Y.  
1961.  
Scale 40' = 1"

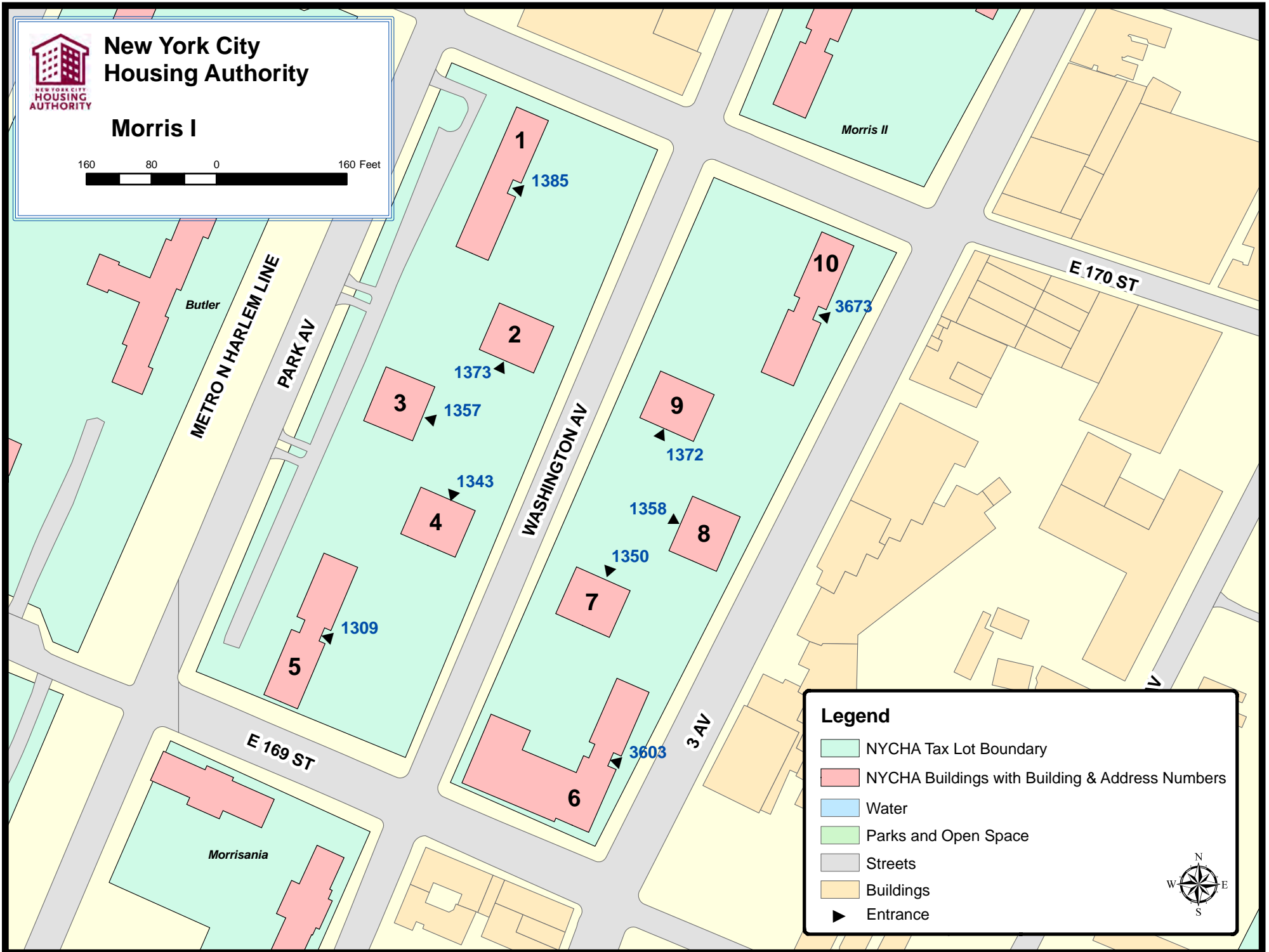
SITE PLAN  
DEAN ST.



# New York City Housing Authority

## Morris I

160 80 0 160 Feet



### Legend

- NYCHA Tax Lot Boundary
- NYCHA Buildings with Building & Address Numbers
- Water
- Parks and Open Space
- Streets
- Buildings
- Entrance



# MORRIS I

BLDG#	BIN #	M	SH#	ADDRESS	ZIP CODE	BLOCK	LOT	AMP#	FACILITY
1	2092095	M	001	1385 WASHINGTON AVENUE	10456	2901	1	NY005011020	
2	2092101	M	002	1373 WASHINGTON AVENUE	10456	2901	1	NY005011020	
3	2092100	M	003	1357 WASHINGTON AVENUE	10456	2901	1	NY005011020	
4	2092099	M	004	1343 WASHINGTON AVENUE	10456	2901	1	NY005011020	
5	2092098	M	005	1309 WASHINGTON AVENUE	10456	2901	1	NY005011020	
6	2092082	M	006	3603 3RD AVENUE	10456	2910	1	NY005011020	
6	2092082		006	489 EAST 169TH STREET	10456	2910	1	NY005011020	COMMUNITY CENTER
7	2092083	M	007	1350 WASHINGTON AVENUE	10456	2910	1	NY005011020	
8	2092084	M	008	1358 WASHINGTON AVENUE	10456	2910	1	NY005011020	
9	2092085	M	009	1372 WASHINGTON AVENUE	10456	2910	1	NY005011020	
10	2092079		010	3661 3RD AVENUE	10456	2910	1	NY005011020	DEVELOPMENT MAINTENANCE AREA
10	2092079		010	3663 3RD AVENUE	10456	2910	1	NY005011020	DEVELOPMENT MANAGEMENT OFFICE/ PIMS/ BOILER
10	2092079	M	010	3673 3RD AVENUE	10456	2910	1	NY005011020	

**NOTE:**

BLDG# = Building #

SH# = Stairhall # (Account # for FHA)

M = Residential Mailing Address

BIN# = Building Identification Number

AMP# = Abbreviation for Asset Management Project (AMP) Numbers

Revised as of 03/31/2011

- EXISTING**
- PROPERTY LINE
  - CURB AND SIDEWALK
  - SPOT ELEVATION (TOP OF CURB - ADJUTING PROPERTY)
  - DROP CURB
  - FIRE HYDRANT
  - STREET LIGHT
  - TRAFFIC LIGHT
  - TREE TO REMAIN
  - DRAIN BASIN
  - EL COLUMN
  - FIRE ALARM

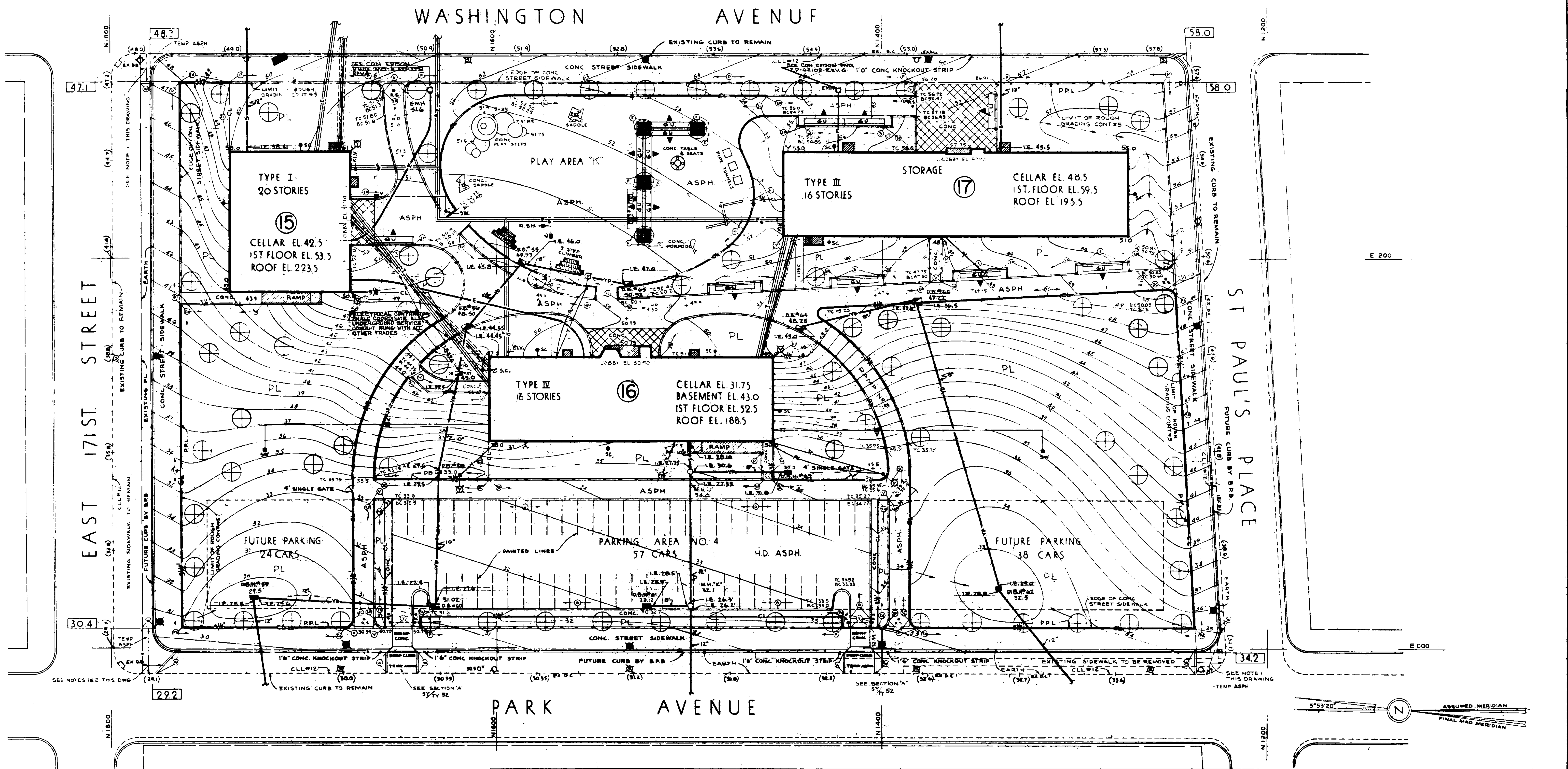
- PROPOSED**
- ASPH. ASPHALTIC CONC PAVEMENT
  - CONC. PORTLAND CEMENT CONCRETE PAVEMENT
  - REIN. CONC. REINFORCED CONCRETE PAVEMENT
  - P.P.L. PROJECT PROPERTY LINE
  - C.L.L. CONTRACT LIMIT LINE
  - B.P.B. BOROUGH PRESIDENT OF THE BRONX
  - P.L. PLANTING AREA
  - H.D. ASPH. HEAVY DUTY ASPHALT PAVEMENT
  - T.C. TOP OF CURB - BOTTOM OF CURB
  - H.P. HIGH POINT
  - L.P. LOW POINT
  - LEG. GRADE
  - CONTOUR LINE
  - SPOT ELEVATIONS
  - REMOVABLE STANCHION

- LEGEND**
- FIXED STANCHION
  - STANCHIONS WITH CHAIN & PADLOCK
  - SILL COCK
  - STREET WASHER (CONT. 47)
  - GATE VALVE & BOX (CONT. 49)
  - REMOVABLE SHOWER HEAD (CONT. 49)
  - MANHOLE
  - DRAIN BASIN (D.B.H. WITH HOOD - D.B. WITHOUT HOOD)
  - YARD LIGHT
  - WORK IN CONTRACT NO. 6
  - WOOD AND CONCRETE BENCH SHOWING DIRECTION AND NUMBER OF UNITS
  - BACKLESS WOOD AND CONCRETE BENCH
  - GRANITE BLOCK PAVEMENT
  - GAME TABLE
  - PIT FOR EXISTING STREET TUBES

- CHAIN LINK FENCE IN CURB (NUMBER DENOTES HEIGHT)
- CHAIN LINK FENCE IN FOOTINGS
- PIPE RAILINGS WITH MESH
- POST AND CHAIN FENCE IN CURB
- POST AND CHAIN FENCE IN FOOTINGS
- TREE IN GRANITE BLOCK AREA
- TREE IN LAWN AREAS
- 3' RAISED CURB
- 3' RAISED CURB WITH 1/2" X 4" CL FENCE
- 3' RAISED CURB WITH POST & CHAIN FENCE
- 3' RAISED CURB WITH 6" CL FENCE
- 3' RAISED CURB WITH 12" CL FENCE
- FLUSH CURB
- VARIABLE CURB WITH POST & CHAIN FENCE
- 2' RAISED CURB WITH 12" CL FENCE
- HIGH CURB WITH 6" CL FENCE

- 4' RAISED CURB
- TRANSITION CURB (2'-3'-0" X 4" N.S.)
- WOODEN CURB
- FOOTING FOR POST & CHAIN FENCE UNDER CONC. PAV.
- 3/4" CL.F. IN FOOTING (IN PLANTED AREA)
- 6" CL.F. (UNDER PAVEMENT)
- 12" CL.F. (UNDER PAVEMENT)
- 3/4" CL.F. (UNDER PAVEMENT)
- 6" CL.F. (UNDER PAVEMENT)
- DIRECTION OF FLOW IN SWALE
- POST INDICATOR VALVE
- STEPPED RAMP
- STREET LIGHT (N.I.C.)
- ELECTRIC MANHOLE
- TELEPHONE
- SIAMENSE CONNECTION

- DRAIN BASIN WITH HOOD
- STEAM LINE
- ELECTRIC CONDUITS
- TELEPHONE CONDUIT
- EMPTY CONDUIT
- ELECTRICAL DISTRIBUTION CONDUIT
- YARD LIGHTING CONDUIT
- POLICE CALL-EMPTY CONDUIT
- YARD DRAINAGE
- WATER LINE
- GAS LINE
- FIRE LINE
- OUTSIDE HOUSE SEWER



NO.	DESCRIPTION	DATE BY
1	CONFORMED	NOVEMBER 4, 1965
2	REVISIONS	

**PUBLIC HOUSING ADMINISTRATION**  
**NEW YORK CITY HOUSING AUTHORITY**

APPROVED *[Signature]*

**CHAPMAN, EVANS & DELEHANTY**  
 ARCHITECTS

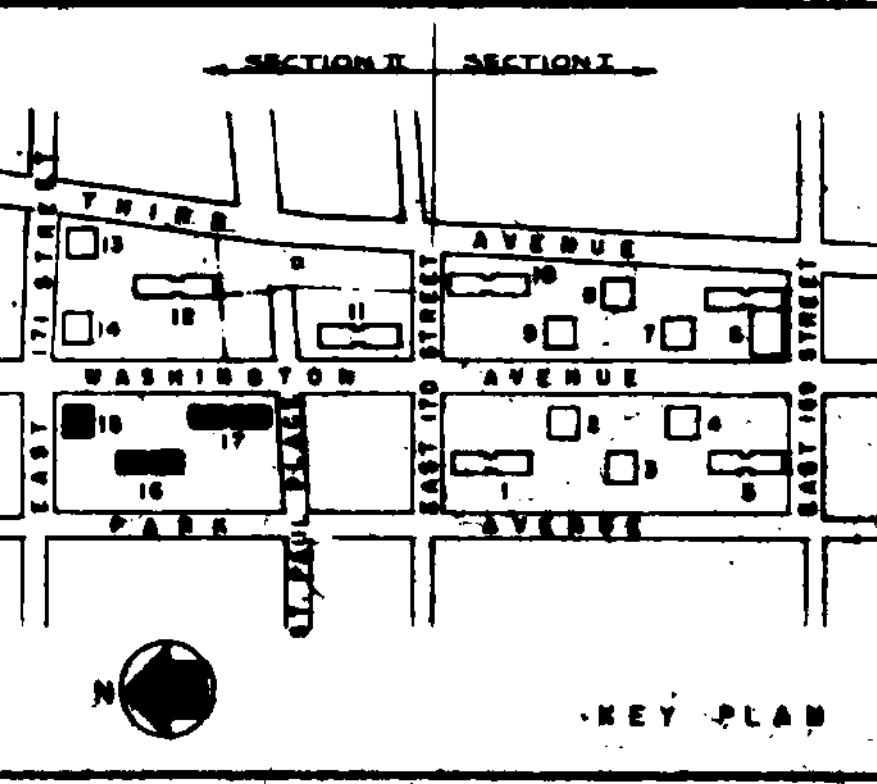
30 BROADWAY NEW YORK CITY

*[Signature]*

CHAPMAN, EVANS & DELEHANTY  
 STRUCTURAL ENGINEERS

SYSKA & HENNESSY, INC.  
 MECHANICAL ENGINEERS

CLARKE & RAPUANO  
 LANDSCAPE ARCHITECTS



**GOVERNEUR MORRIS HOUSES**


PROJECT NUMBER N.Y. 5 - 37  
 BOROUGH OF THE BRONX N.Y.

TITLE  
 COMBINED UTILITIES  
 SITE PLAN  
 SECTION II

DRAWN BY FJM  
 CHECKED BY CAS  
 SCALE 1" = 20'  
 DATE ISSUED 6-10-65

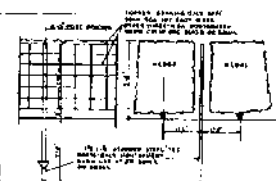
SECTION NUMBER  
 A7  
 SECT. II

## NOTES


 4-BIT SHIFT REGISTER  
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1. REMOVE EXISTING SIDEWALK, GRADE AS NECESSARY TO MATCH UNIFORM GRADE FROM SIDEWALK TO EXISTING SIDEWALK. INSTALL WOOD CURB & PLACE TEMPORARY ASPHALT PAVEMENT.
2. GRAB AS WE ENTER & INSTALL WOOD CURB & PLACE TEMPORARY ASPHALT PAVEMENT.
3. MATCH EXISTING STREET CURB & SIDEWALK TO 2" BELOW TOP OF EXISTING SIDEWALK GRADE TO DRAIN TO STREET.
4. CONTRACT # 2 SHALL COORDINATE CONSTRUCTION OF ALL STREET SIDEWALKS WITH BABY U HIGHWAYS PRIOR TO START OF CONSTRUCTION.
5. USE WOOD PAVEMENT BENCHES IN HOUSING AREA AND PROVIDE COMPLETE BENCHES ON PUBLICLY OWNED AREAS.

\* WORK IS BE DONE BY THE DEPARTMENT



DETAIL OF WIRE FENCE  
IN PLANTED AREA

[illegible][illegible]

DETAIL SITE  
PLAN  
SECTION II

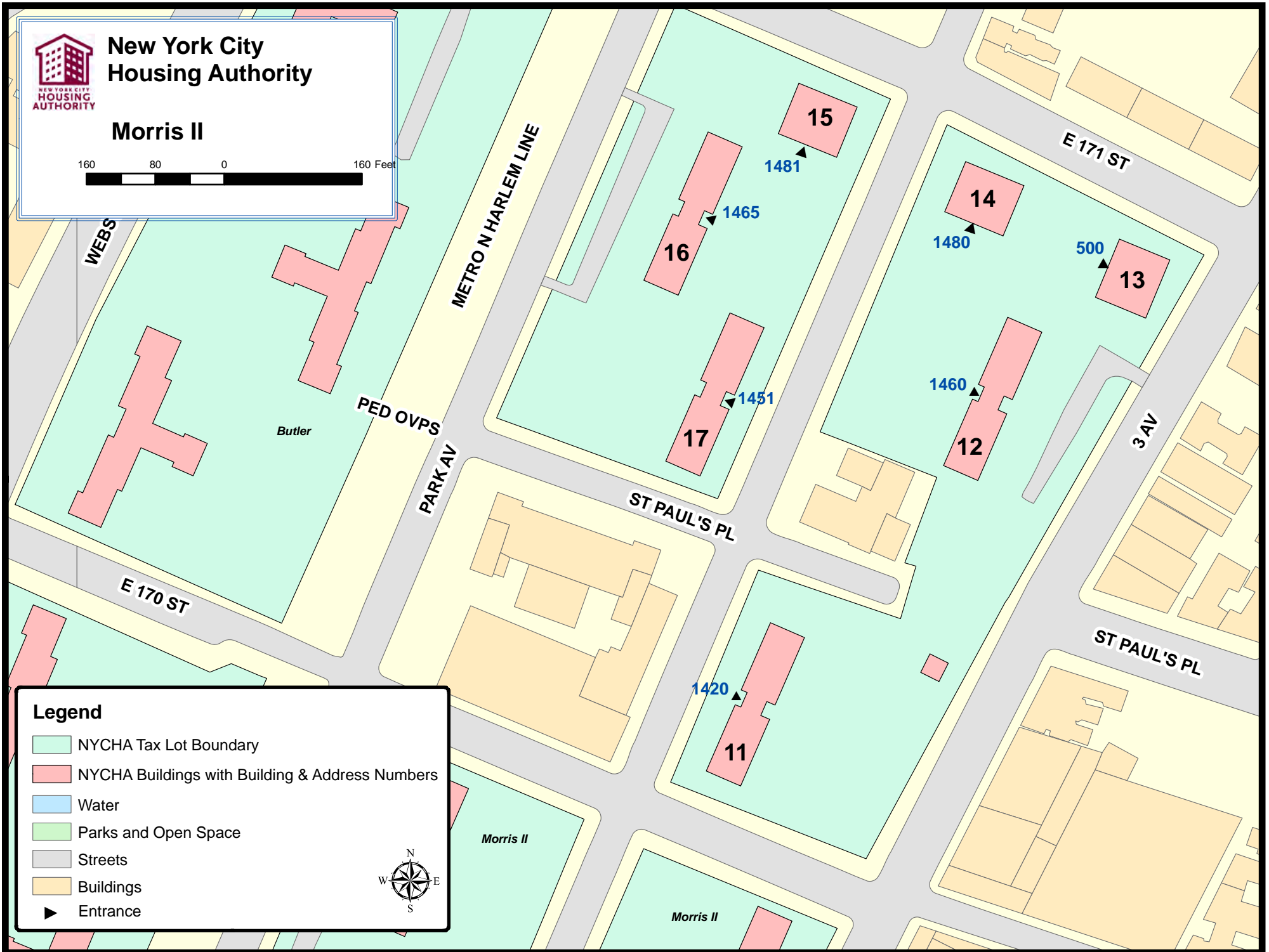
71811



# New York City Housing Authority

## Morris II

160 80 0 160 Feet



## MORRIS II

BLDG#	BIN #	M	SH#	ADDRESS	ZIP CODE	BLOCK	LOT	AMP#	FACILITY
				3711 3RD AVENUE	10456	2911	1	NY005011020	PLAYGROUND (MANAGED BY NYC DEPARTMENT OF PARKS & RECREATION)
11	2092109	M	011	1420 WASHINGTON AVENUE	10456	2911	1	NY005011020	
11	2092109		011	1422 WASHINGTON AVENUE	10456	2911	1	NY005011020	PERAMBULATOR ROOM
11	2092109		011	489 EAST 170TH STREET	10456	2911	1	NY005011020	LAUNDRY ROOM
12	2092114	M	012	1460 WASHINGTON AVENUE	10456	2911	1	NY005011020	
12	2092114		012	1462 WASHINGTON AVENUE	10456	2911	1	NY005011020	PERAMBULATOR ROOM
13	2092113	M	013	500 EAST 171ST STREET	10457	2911	1	NY005011020	
14	2092112	M	014	1480 WASHINGTON AVENUE	10456	2911	1	NY005011020	
15	2092094	M	015	1481 WASHINGTON AVENUE	10456	2902	36	NY005011020	
16	2092093	M	016	1465 WASHINGTON AVENUE	10456	2902	36	NY005011020	
16	2092093		016	1467 WASHINGTON AVENUE	10456	2902	36	NY005011020	PERAMBULATOR ROOM
17	2092075	M	017	1451 WASHINGTON AVENUE	10456	2902	36	NY005011020	
17	2092075		017	1453 WASHINGTON AVENUE	10456	2902	36	NY005011020	PERAMBULATOR ROOM

**NOTE:**

*BLDG# = Building #*

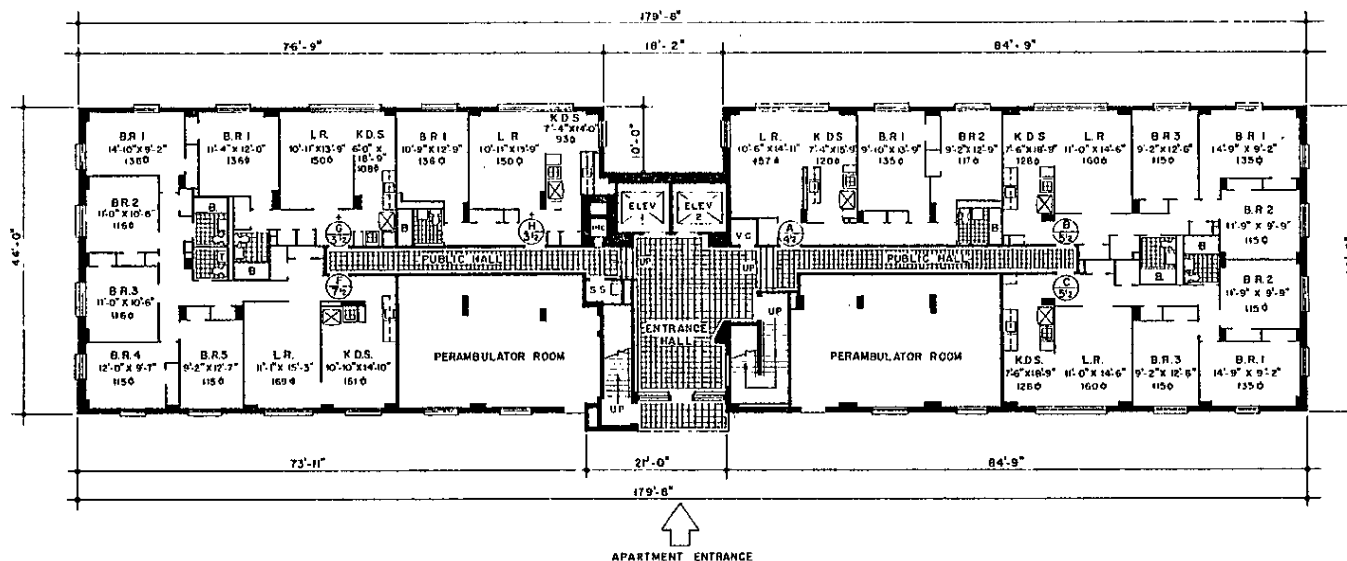
*SH# = Stairhall # (Account # for FHA)*

*M = Residential Mailing Address*

*BIN# = Building Identification Number*

*AMP# = Abbreviation for Asset Management Project (AMP) Numbers*

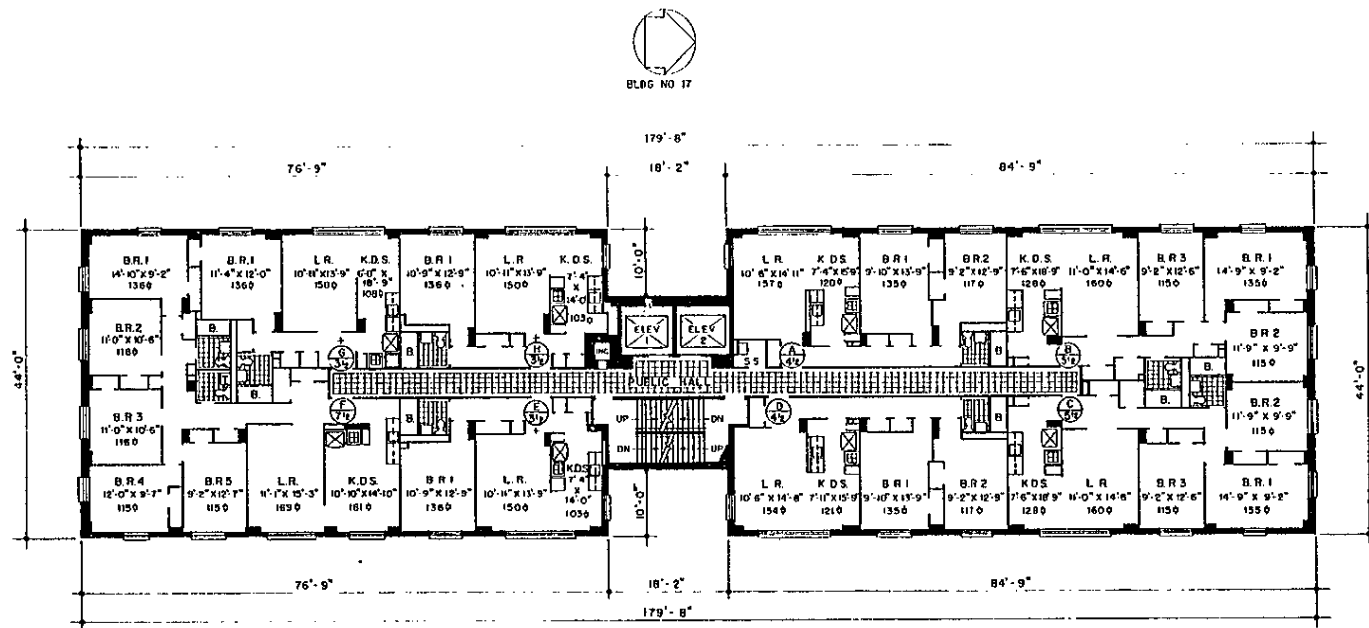
*Revised as of 03/31/2011*



FOR TYPICAL FLOOR PLAN AND UNIT DISTRIBUTION  
SEE SHEET NO. 6.

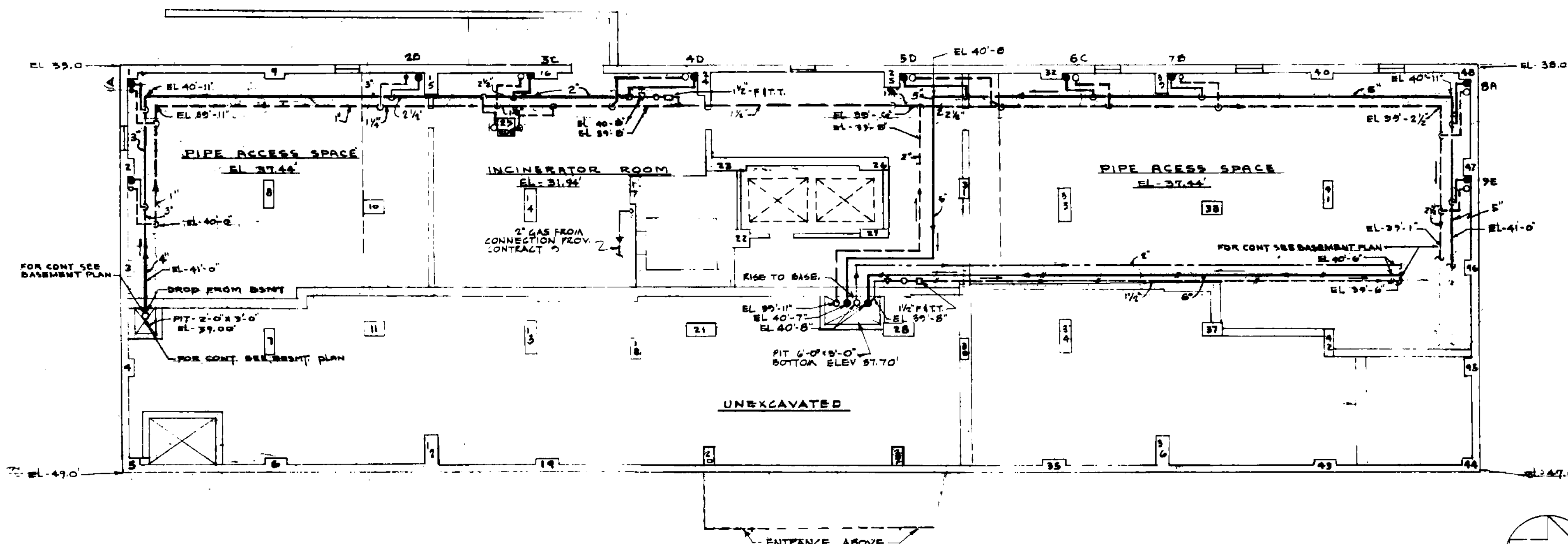
NEW YORK CITY HOUSING AUTHORITY	
RENTAL DRAWING	
<b>GOVERNEUR MORRIS HOUSES</b> BRONX, NY PROJECT NY 5-37	
CHAPMAN, EVANS & DELEHANTY ARCHITECTS 30 BROADWAY NEW YORK, N.Y.	
<b>UNIT III</b> (FIRST FLOOR PLAN) BLDG. NO. 17	
DR BY: K.M.S. CH BY: D.A.B.	SCALE: 1" = 20' DATE: APRIL 3, 1961 SHEET 6 OF 16

71794



NO OF STORIES - 16			UNIT DISTRIBUTION																NO OF TIMES USED - 1		
UNIT "M"																					
SCHEDULE FOR BLDG NO. 17																					
TYPICAL FLOOR			APARTMENTS PER FLOOR																UNIT TOTALS		
APT	GR	R R	1A	2A	3A	4A	5A	6A	7A	8A	9A	10A	11A	12A	13A	14A	15A	16A	APTS	GR	R R
1	4	4 1/2	1A	2A	3A	4A	5A	6A	7A	8A	9A	10A	11A	12A	13A	14A	15A	16A	16	84	72
1	5	5 1/2	1B	2B	3B	4B	5B	6B	7B	8B	9B	10B	11B	12B	13B	14B	15B	16B	16	80	68
1	5	5 1/2	1C	2C	3C	4C	5C	6C	7C	8C	9C	10C	11C	12C	13C	14C	15C	16C	16	80	68
-	-	-	-	2D	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	3 1/2
1	4	4 1/2	-	-	3D	4D	5D	6D	7D	8D	9D	10D	11D	12D	13D	14D	15D	16D	14	56	63
1	5	5 1/2	-	2E	3E	4E	5E	6E	7E	8E	9E	10E	11E	12E	13E	14E	15E	16E	15	45	52 1/2
1	7	7 1/2	1F	2F	3F	4F	5F	6F	7F	8F	9F	10F	11F	12F	13F	14F	15F	16F	16	112	120
1	5	5 1/2	1G	2G	3G	4G	5G	6G	7G	8G	9G	10G	11G	12G	13G	14G	15G	16G	16	48	56
1	5	5 1/2	1H	2H	3H	4H	5H	6H	7H	8H	9H	10H	11H	12H	13H	14H	15H	16H	16	48	56
TOTAL PER FLOOR																			126	536	599
GROSS AREA PER FLOOR 1244.50 FT.																					
ELEVATORS NO 1 & 2 STOPS AT ALL FLOORS																					
CAPACITY OF ELEVATORS NO 1 & 2 12 PERSONS EACH.																					
SLOP SINK CLOSET ON ALL FLOORS.																					
* INDICATES APARTMENTS FOR THE AGED																					

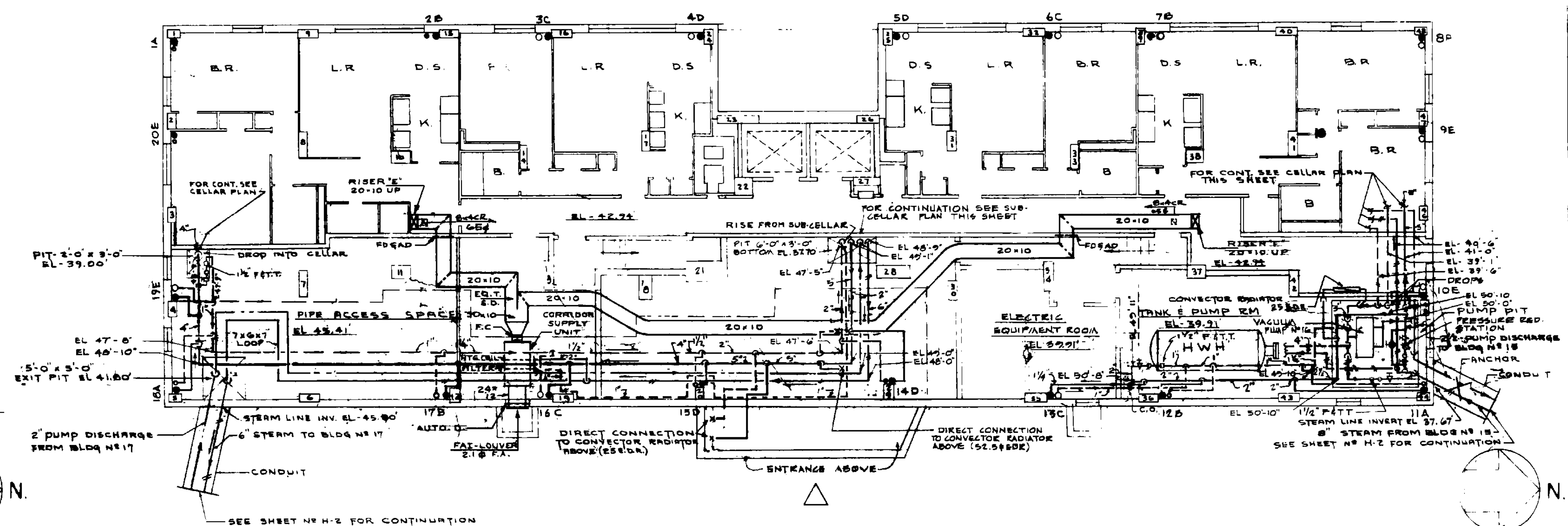
REV. 11 26 63



TYPE IV BUILDING  
SUBCELLAR PLAN

BUILDING NO. 16

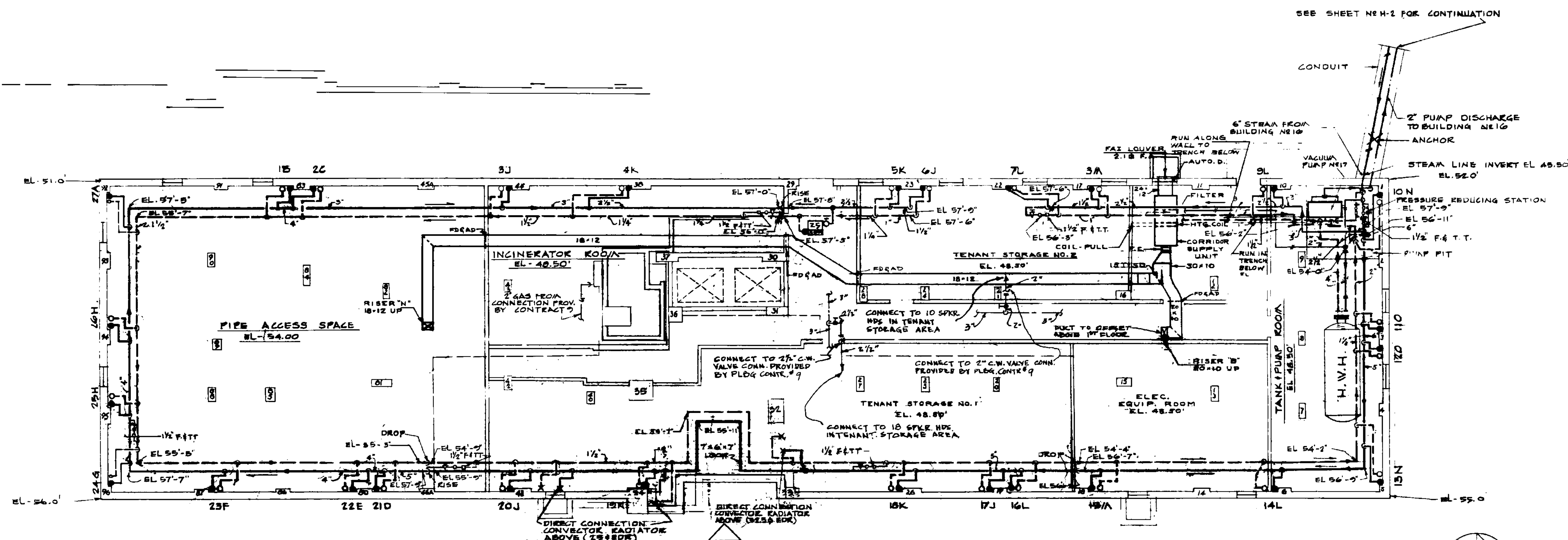
SEE DRAWINGS N.E.A. 1-H-100  
FOR CONTINUATION OF RISERS



TYPE IV BUILDING  
CELLAR PLAN

BUILDING NO. 16

SEE DRAWINGS N.E.A. 1-H-100  
FOR CONTINUATION OF RISERS



TYPE III BUILDING

BUILDING NO. 17

SEE DRAWINGS N.E.A. 1-H-100  
FOR CONTINUATION OF RISERS

#### NOTES

1. FOR STRAIGHT & RISE CONNECTIONS & DEEP ASSEMBLY, SEE DETAIL SHEET N.E.A. 1-H-100.
2. PIPE ELEVATIONS SHOWN REFER TO INVERT ELEVATIONS.
3. FOR DETAILS OF VALVE & PUMP (HOT WATER HEATER) CONNECTIONS, SEE SHEET N.E.A. 1-H-100.
4. PROVIDE PANS, BELOW PIPING IN ELECTRIC ROOMS.
5. CORRIDOR SUPPLY UNITS ARE CEILING MOUNTED.

CONFORMED  
15,789  
BID DRAWINGS  
SECTION II

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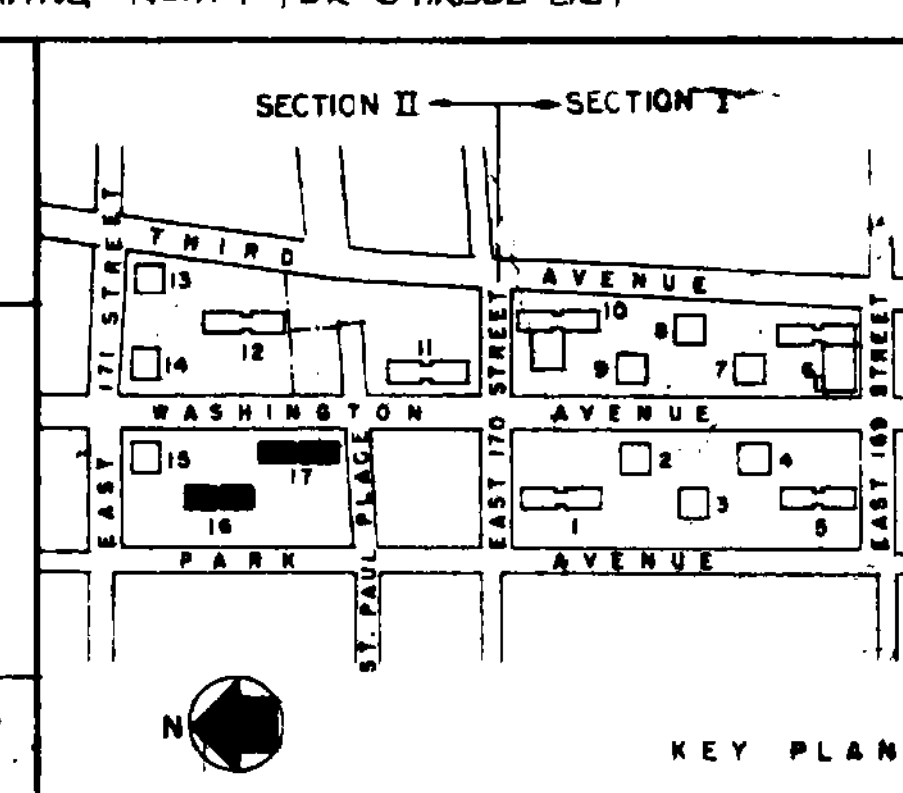
PUBLIC HOUSING ADMINISTRATION  
NEW YORK CITY HOUSING AUTHORITY

CHAPMAN, EVANS & DELEHANTY  
ARCHITECTS

CHAPMAN, EVANS & DELEHANTY  
STRUCTURAL ENGINEERS

SYSKA & HENNESSY, INC.  
MECHANICAL ENGINEERS

CLARKE & RAPUANO  
LANDSCAPE ARCHITECTS



GOVERNEUR MORRIS  
HOUSES 239

PROJECT NUMBER N.Y. 5 - 37  
BOROUGH OF THE BRONX N.Y.

TITLE  
HEATING  
CELLAR PLANS  
BUILDINGS NO. 16 & 17 AND  
SUB-CELLAR PLAN BLDG. NO. 16

DRAWING NUMBER  
H-106  
SECT. II

**APPENDIX D:**  
**Zoning, Site Plan, and**  
**Building Design**  
**Guidelines**

# APPENDIX D: 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 Development Site with the surrounding neighborhood. Designs will be evaluated on the approach to creating contextual architecture and urban designs that enhance existing neighborhood commercial corridors and/or residential areas, and create safe, high-quality, residential environments.

### **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, and maintain a coherent quality for the multiple buildings on the block.
- Bulkheads must be located and designed to reduce their impact on the surrounding context.

#### Street/Ground Level Façades:

- The lower portions of the façade must enhance the pedestrian experience. The first one to two floors, or “lower base,” of the building must address the pedestrian scale by activating pedestrian uses.
- The base of the building must address the pedestrian scale by defining a clear street wall with active uses, multiple pedestrian entrances, transparency, and/or other material articulation and depth to activate the abutting sidewalks and enhance the pedestrian experience. Large areas of blank wall are to be avoided.

#### 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.
  - 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 Development 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 E:**

## **Equal Opportunity Requirements**



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

EXECUTIVE ORDER NO. 50

APRIL 25, 1980

BUREAU OF LABOR SERVICES

By the power vested in me as Mayor of the City of New York,  
it is hereby ordered:

Section 1. Purpose. It is the purpose of this Order to ensure compliance with the equal employment opportunity requirements of City, State and Federal law in City contracting.

§ 2. Bureau Continued. The Bureau of Labor Services shall continue to serve such purposes and to have such responsibilities as restated by this Order.

§ 3. Definitions. Whenever used in this Executive Order, the following terms shall have the following meanings:

(a) Bureau means the Bureau of Labor Services;

(b) construction project means any construction, reconstruction, rehabilitation, alteration, conversion, extension, improvement, repair or demolition of real property contracted by the City;

(c) contract means any written agreement, purchase order or instrument whereby the City is committed to expend or does expend funds in return for work, labor, services, supplies, equipment, materials, or any combination of the foregoing;

*amended  
F.C. 94*

(i) Unless otherwise required by law, the term "contract" shall include any City grant, loan, guarantee or other City assistance for a construction project.

(ii) The term "contract" shall not include:

(A) contracts for financial or other assistance between the City and a government or government agency;

(B) contracts, resolutions, indentures, declarations of trust, or other instruments authorizing or relating to the authorization, issuance, award, and sale of bonds, certificates of indebtedness, notes or other fiscal obligations of the City, or consisting thereof; or

(C) employment by the City of its officers and employees which is subject to the equal employment opportunity requirements of applicable law.

(d) contracting agency means any administration, board, bureau, commission, department or other governmental agency of the City of New York, or any official thereof, authorized on behalf of the City to provide for, enter into, award or administer contracts;

(e) contractor means a person, including a vendor, who is a party or a proposed party to a contract with a contracting agency, first-level subcontractors of supply or service contractors, and all levels of subcontractors of construction contractors;

(f) Director means the Director of the Bureau of Labor Services;

(g) economically disadvantaged person means a person who, or a member of a family which, is considered economically disadvantaged under applicable law.

(h) employment report means a report filed by a contractor containing information as to the employment practices, policies and programs, employment statistics and collective bargaining agreements, if any, of the contractor in such form as the Bureau may direct by regulation;

(i) equal employment opportunity means the treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, handicap, marital status, sexual orientation or affectional preference in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment except as provided by law;

(j) trainee means an economically disadvantaged person who qualifies for and receives training in one of the construction trades pursuant to a program other than apprenticeship programs, approved by the Bureau and, where required by law, the State Department of Labor or the United States Department of Labor, Bureau of Apprenticeship and Training.

§ 4. Responsibilities of Bureau. The responsibilities of the Bureau shall be as follows:

(a) To implement, monitor compliance with, and enforce this Order and programs established pursuant to City, State and Federal law requiring contractors to provide equal employment opportunity;

(b) To implement, monitor compliance with, and enforce on-the-job training requirements on construction projects;

(c) To monitor compliance by contractors with State and Federal prevailing wage requirements where required;

(d) To advise and assist contractors and labor unions with respect to their obligations to provide equal employment opportunity;

(e) To advise and assist persons in the private sector with respect to employment problems;

(f) To establish advisory committees, including representatives of employers, labor unions, community organizations and others concerned with the enforcement of this Order; and

(g) To serve as the City's principal liaison to Federal, State and local contract compliance agencies.

§ 5. Contract Provisions.

(a) Equal Employment Opportunity. A contracting agency shall include in every contract to which it becomes a party such provisions requiring the contractor to ensure equal employment opportunity as the Bureau may direct by regulation.

(b) On-the-Job Training. A contracting agency shall include in every contract concerning a construction project to which it becomes a party such provisions requiring the contractor to provide on-the-job training for economically disadvantaged persons as the Bureau may direct by regulation.

(c) Subcontractors. A contracting agency shall include in every contract to which it becomes a party such provisions requiring the contractor not to discriminate unlawfully in the selection of subcontractors as the Bureau may direct by regulation.

§ 6. Employment Reports.

(a) Submission Requirements. No contracting agency shall enter into a contract with any contractor unless such contractor's employment report is first submitted to the Bureau for its review. Unless otherwise required by law, an employment report shall not be required for the following:

(i) a contract in the amount of \$50,000 or less;

(ii) an emergency contract or other exempt contract except as the Bureau may direct by regulation; and

(iii) a contract with a contractor who has received a certificate of compliance with the equal employment opportunity requirements of applicable law from the Bureau, or an appropriate agency of the State of New York or the United States within the preceding twelve months, except as the Bureau may direct by regulation.

(b) Bureau Review. The Bureau shall review all employment reports to determine whether contractors are in compliance with the equal employment opportunity requirements of City, State and Federal law and the provisions of this Order. The contracting agency shall transmit the employment report to the Bureau within ten business days after the selection of a proposed contractor. A contracting agency may thereafter award a contract unless the Bureau gives prior written notice to the contracting agency and the contractor as follows:

(i) If the Bureau notifies the contracting agency and the contractor within five business days after the receipt by the Bureau of the employment report that the contractor has failed to submit a complete employment report, the Director may require the contracting agency to disapprove the contractor unless such deficiency is corrected in a timely manner;

(ii) If the Bureau notifies the contracting agency and the contractor within fifteen business days of the receipt by the Bureau of the completed employment report that the Bureau has found reason to believe that the contractor is not in substantial compliance with applicable legal requirements and the provisions of this Order, the Bureau shall promptly take such action as may be necessary to remedy the contractor's noncompliance as provided by this Order.

Provided that a contracting agency may award a requirements contract or an open market purchase agreement prior to review by the Bureau of the contractor's employment report, but may not make a purchase order against such contract or agreement until it has first transmitted such contractor's employment report to the Bureau and the Bureau has completed its review in the manner provided by this Section.

(c) Employment Program. The Bureau may require a contractor to adopt and adhere to a program designed to ensure equal employment opportunity.

(d) Periodic Reports. Contractors shall file periodic employment reports after the award of a contract in such form and frequency as the Bureau may direct by regulation to determine whether such contractors are in compliance with applicable legal requirements and the provisions of this Order.

§ 7. Training Programs. The Bureau shall monitor the recruitment, training and placement of economically disadvantaged persons in on-the-job training programs on construction projects. Contracting agencies shall require contractors to make a good faith effort to achieve the ratio of one trainee to four journey-level employees of each craft on each construction project.

(a) The Bureau shall determine the number of trainees and hours of training required by each contractor or subcontractor for each construction project.

(b) In the event that a contractor fails to make a good faith effort to train the required number of individuals for the required amount of hours, the Bureau, after consultation with the contracting agency, shall direct such agency to reduce the contractor's compensation by an amount equal to the amount of wages and fringe benefits which the contractor failed to pay to trainees.

(c) On-the-job training of economically disadvantaged persons shall not be required on construction contracts in the amount of \$125,000 or less.

§ 8. Compliance Investigations and Hearings. The Bureau shall conduct such investigations and hold such hearings as may be necessary to determine whether contractors are in compliance with the equal employment opportunity requirements of City, State and Federal law and the provisions of this Order.

(a) Voluntary Compliance. The Bureau shall seek to obtain the voluntary compliance of contractors and labor unions with applicable legal requirements and the provisions of this Order.

(b) Noncompliance. Upon receiving a complaint or at its own instance, the Bureau shall determine whether there is reason to believe a contractor is not in compliance with applicable legal requirements and the provisions of this Order.

(c) Hearings. The Bureau shall hold a hearing on prior written notice to a contractor and the contracting agency before any adverse determination is made with respect to such contractor's employment practices or imposing any sanction or remedy for non-compliance with applicable legal requirements and the provisions of this Order. The hearing shall be held before a City hearing officer, or such other person designated by the Director, who shall submit a report containing findings of fact and recommendations to the Director. Based on the record as a whole, the Director shall determine whether a contractor has failed to comply with applicable legal requirements or the provisions of this Order and the appropriate sanctions for noncompliance.

(d) Notices. The Bureau shall give prior notice of any hearing and shall provide a copy of any hearing report and determination of the Director under paragraph (c) of this Section to the contracting agency, the Corporation Counsel and the Comptroller. The Bureau shall notify appropriate City, State and Federal agencies of violations of law and may, with the approval of the Corporation Counsel, initiate proceedings in such agencies.

§ 9. Sanctions and Remedies. After making a determination that a contractor is not complying with applicable legal requirements and the provisions of this Order, the Director may direct that such sanctions as may be permitted by law or contractual provisions be imposed, including the disapproval of a proposed contractor, the suspension or termination of a contract and the reduction of a contractor's compensation, except as follows:

(a) Within five business days of the issuance of a determination by the Director under Section 8(c), a contracting agency head may file with the Director written objections to the sanctions to be imposed. Where such objections have been filed, the Director and the contracting agency head shall jointly determine the appropriate sanctions to be imposed.

(b) In lieu of any of the foregoing sanctions, the Director may require a contractor to adopt and adhere to a program to ensure equal employment opportunity.

§ 10. Public Agencies. Any administration, board, bureau, commission, department or other public agency, not subject to this Order, which imposes by rule, regulation or order equal employment opportunity requirements, may, with the consent of the Mayor, delegate such responsibilities to the Bureau as may be consistent with this Order.

§ 11. Confidentiality. To the extent permitted by law and consistent with the proper discharge of the Bureau's responsibilities under this Order, all information provided by a contractor to the Bureau shall be confidential.

§ 12. Regulations. The Bureau shall promulgate such regulations, subject to the approval of the Mayor, as may be necessary to discharge its responsibilities under this Order, including regulations increasing the dollar amounts referred to in this Order. Any regulations of the Bureau establishing terms and conditions for contractors shall be approved as to form by the Corporation Counsel.

§ 13. Annual Report. The Bureau shall submit an annual report to the Mayor concerning its responsibilities under this Order.

§ 14. Separability. If any provision of this Order or the application thereof is held invalid, the remainder of this Order and the application thereof to other persons or circumstances shall not be affected by such holding and shall remain in full force and effect.

§ 15. Revocation of Prior Orders. Executive Orders No. 71 (1968), No. 20 (1970), No. 23 (1970), No. 27 (1970), No. 31 (1971), No. 74 (1973), No. 7 (1974), and No. 80 (1977) are hereby revoked and the first paragraph of Section 2 of Executive Order No. 4 (1978) is hereby deleted. Nothing in this Order shall be deemed to relieve any person of any obligation not inconsistent with this Order assumed or imposed pursuant to an Order superseded by this Order.

§ 16. Effective Date. This Order shall take effect immediately.

  
EDWARD I. KOCH  
M A Y O R

## EQUAL EMPLOYMENT OPPORTUNITY

This contract is subject to the requirements of Executive Order No. 50 (1980) as revised ("E.O.50") and the Rules and Regulations promulgated thereunder. No contract will be awarded unless and until these requirements have been complied with in their entirety. By signing this contract, the contractor agrees that it:

(1) will not engage in any unlawful discrimination against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, marital status or sexual orientation with respect to all employment decisions including, but not limited to, recruitment, hiring, upgrading, demotion, downgrading, transfer, training, rates of pay or other forms of compensation, layoff, termination, and all other terms and conditions of employment;

(2) the contractor agrees that when it subcontracts it will not engage in any unlawful discrimination in the selection of subcontractors on the basis of the owner's race, color, creed, national origin, sex, age, disability, marital status or sexual orientation;

(3) will state in all solicitations or advertisements for employees placed by or on behalf of the contractor that all qualified applicants will receive consideration for employment without unlawful discrimination based on race, creed, color, national origin, sex, age, disability, marital status or sexual orientation, or that it is an equal employment opportunity employer;

(4) will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or memorandum of understanding, written notification of its equal employment opportunity commitments under E. O. 50 and the rules and regulations promulgated thereunder; and

(5) will furnish all information and reports including an Employment Report before the award of the contract which are required by E. O. 50, the rules and regulations promulgated thereunder, and orders of the Director of the Bureau of Labor Services ("Bureau"), and will permit access to its books, records and accounts by the Bureau for the purposes of investigation to ascertain compliance with such rules, regulations, and orders.

The contractor understands that in the event of its noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, such noncompliance shall constitute a material breach of the contract and noncompliance with the E.O. 50 and the rules and regulations promulgated thereunder. After a hearing held pursuant to the rules of the Bureau, the Director may direct the imposition by the contracting agency held of any or all of the following sanctions:

- (i) disapproval of the contractor;
- (ii) suspension or termination of the contract;
- (iii) declaring the contractor in default; or
- (iv) in lieu of any of the foregoing sanctions,  
the Director may impose an employment program.

The Director of the Bureau may recommend to the contracting agency head that a Board of Responsibility be convened for purposes of declaring a contractor who has repeatedly failed to comply with E.O. 50 and the rules and regulations promulgated thereunder to be nonresponsible.

The contractor agrees to include the provisions of the foregoing paragraphs in every subcontract or purchase order in excess of \$50,000 to which it becomes a party unless exempted by E.O. 50 and the rules and regulations promulgated thereunder, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Director of the Bureau of Labor Services as a means of enforcing such provisions including sanctions for noncompliance.

The contractor further agrees that it will refrain from entering into any contract or contract modification subject to E.O. 50 and the rules and regulations promulgated thereunder with a subcontractor who is not in compliance with the requirements of E.O. 50 and the rules and regulations promulgated thereunder."



THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

Executive Order No. 108  
December 29, 1986

Amendment of Executive Order No. 50  
(April 25, 1980)

BUREAU OF LABOR SERVICES

By the power vested in me as Mayor of the City of New York,  
it is hereby ordered:

Section 1. Prior Order Amended.

a. Section 6(a) of Executive Order No. 50, dated  
April 25, 1980, is amended to read as follows:

"Submission Requirements. No contracting  
agency shall enter into a contract with any  
contractor unless such contractor's  
employment report is first submitted to the  
Bureau for its review. Unless otherwise  
required by law, an employment report shall  
not be required for the following:

(i) a construction contract in the  
amount of less than \$1 million; a  
construction subcontract in the amount of  
less than \$750,000; or a supply and service  
contract in the amount of \$50,000 or less  
or of more than \$50,000 in which the  
contractor employs fewer than 50 employees  
at the facility or facilities involved in  
the contract;

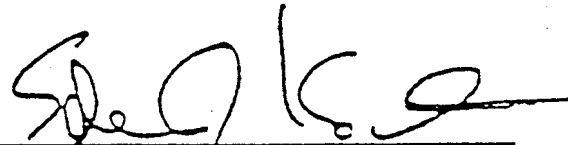
(ii) an emergency contract or other  
exempt contract, except as the Bureau may  
direct by regulation; and

(iii) a contract with a contractor who has received a certificate of compliance with the equal employment opportunity requirements of applicable law from the Bureau within the preceding twenty-four months, or an appropriate agency of the State of New York or of the United States within the preceding twelve months, except as the Bureau may direct by regulation."

b. Section 7(c) of such Order is amended to read as follows:

"On-the-job training of economically disadvantaged persons shall be required on all construction contracts covered by the submission requirements of this Order."

Section 2. Effective Date. This Order shall take effect immediately, but shall have no retrospective effect with respect to the two (2) year approval period provided for in Section 1(a) of this Order, amending Section 6(a) (iii) of Executive Order No. 50, dated April 25, 1980.



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Edward I. Koch  
M A Y O R



JUN 23 1986

THE CITY OF NEW YORK  
OFFICE OF THE MAYOR  
NEW YORK, N.Y. 10007

Executive Order No. 94  
June 20, 1986

Amendment of Executive Order No. 50  
(April 25, 1980)

BUREAU OF LABOR SERVICES

By the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Prior Order Amended.

a. Section 1 of Executive Order No. 50, dated April 25, 1980, is amended to read as follows:

"Purpose. It is the purpose of this Order to ensure equal employment opportunity in City contracting."

b. Section 3(i) of such Order is amended to read as follows:

"equal employment opportunity means the treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, and all other terms and conditions of employment;"

c. Section 5(a) of such Order is amended to read as follows:

"Equal Employment Opportunity. A contracting agency shall include in every

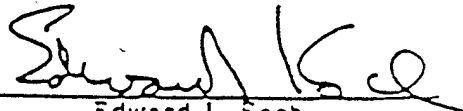
contract to which it becomes a party such provisions requiring the contractor to ensure equal employment opportunity as the Bureau may direct, consistent with this Order."

- d. Section 12 of such Order is amended to read as follows:

"Regulations. The Bureau shall promulgate such regulations, subject to the approval of the Mayor, as may be necessary to discharge its responsibilities under this Order, including regulations increasing the dollar amounts and number of employees referred to in this Order. Any regulations of the Bureau establishing terms and conditions for contractors shall be approved as to form by the Corporation Counsel.

Nothing contained herein shall be construed to bar any religious or denominational institution or organization, or any organization operated for charitable or educational purposes, which is operated, supervised or controlled by or in connection with a religious organization, from limiting employment or giving preference to persons of the same religion or denomination or from making such selection as is calculated by such organization to promote the religious principles for which it is established or maintained. The regulations shall set forth this exemption for religiously-sponsored organizations and provide for the discharge of the Bureau's responsibilities in a manner consistent with such exemption."

Section 2. Effective Date. This Order shall take effect immediately.



Edward L. Koch  
M A Y O R

# **APPENDIX F:**

## **Submission Forms**

# Form A-1

## SENIORS FIRST RFP: KINGSBOROUGH AND MORRIS HOUSES

# FORM A-1: COMPLETENESS CHECKLIST

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

Tab	Form	X
A	<b>Respondent Information</b>	
	1. Completeness Checklist (Form A-1)	
	2. Respondent's Letter (Form A-2)	
	3. Proposed Changes to RFQ Development Team, if applicable (Form A-3)	
	4. Affirmative Capacity Statement ( <i>provided by Respondent</i> )	
	5. Trade Secrets ( <i>optional</i> )	
B	<b>Project Narrative and Summary</b>	
	1. Project Narrative ( <i>provided by Respondent</i> )	
	2. Project Summary (Form B-1)	
	3. Project Summary (Form B-1) <b>EXCEL VERSION</b>	
C	<b>Development Schedule</b> ( <i>provided by Respondent</i> )	
D	<b>Design Narrative</b> ( <i>provided by Respondent</i> )	
E	<b>Architectural and Urban Design Plans</b> ( <i>provided by Respondent</i> )	
F	<b>Sustainability Proposal</b> ( <i>provided by Respondent</i> )	
	1. Sustainability Narrative	
	2. Green Communities Certification ( <i>provided by Respondent</i> )	
G	<b>Development Program</b> ( <i>provided by Respondent</i> )	
H	<b>Community Engagement Plan</b> ( <i>provided by Respondent</i> )	
I	<b>Community Economic Development</b>	
	1. Hiring and Procurement Plan ( <i>provided by Respondent</i> )	
	2. NYCHA REES General Hiring Plan (Form I-1)	
	3. Section 3 Hiring Plan, if applicable (Form I-2)	
	4. Section 3 Hiring Summary, if applicable (Form I-3)	
J	<b>Financing Narrative and Rental Pro Forma</b>	
	1. Financing Proposal (Form J)	
	2. Financing Proposal (Form J) <b>EXCEL VERSION</b>	
	3. Financing Narrative ( <i>provided by Respondent</i> )	
	4. Market Comparables ( <i>provided by Respondent</i> )	
K	<b>Financing Letters of Interest</b> ( <i>provided by Respondent</i> )	
L	<b>Assets Statements and References</b> ( <i>provided by Respondent</i> )	

# Form A-2

**SENIORS FIRST RFP: KINGSBOROUGH AND MORRIS HOUSES**

# **FORM A-2: APPLICANT LETTER**

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

New York City Housing Authority  
Real Estate Development Department  
90 Church, 5<sup>th</sup> Floor  
New York, New York 10007  
Attention: Matt Charney

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

**Re: Response to NYCHA Seniors First RFP: Kingsborough and Morris Houses**

To whom it may concern:

This letter is being submitted in connection with my proposal (“Proposal”) submitted in response to the Request for Proposals (“RFP”) issued by the New York City Housing Authority (“NYCHA”) and Department of Housing Preservation and Development (“HPD”) of the City of New York (“City”) for two development sites at Kingsborough Extension and Morris Houses.

I have received, read, and understand the provisions of the RFP. I understand that selection of an respondent (“Respondent”) under the RFP for disposition of the Development Site(s) and the development of the Project(s) described in the RFP (individually and collectively the “Project”) will mean only that NYCHA and HPD will commence negotiations with such selected Respondent regarding the development of the Development Site(s). I recognize that any negotiations with NYCHA and 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 Respondent and the City. The Negotiation Letter will only indicate NYCHA and HPD’s intention to commence negotiations, which may ultimately lead to the execution of such an agreement.
2. The commencement of negotiations will not represent any obligation or agreement on the part of the NYCHA, which may only be incurred or entered into by a written agreement which has been (i) approved as to form by NYCHA’s Law Department, (ii) approved by the NYCHA Board; and (iii) duly executed by the Respondent and NYCHA. The Negotiation Letter will only indicate NYCHA’s intention to commence negotiations, which may ultimately lead to the execution of such an agreement.

3. The Respondent will not have permission to enter upon the Development Site, which permission will only be granted, if at all, in the form of a license agreement duly executed by the Respondent and NYCHA. The execution of any such license agreement, if it occurs, will only indicate that NYCHA has granted permission for the Respondent to enter onto the Development Site for the limited purposes stated in the scope of work set forth therein, and will not indicate that the City and/or NYCHA reached any other agreement with the Respondent regarding the Development Site or the Project.

4. The following requirements will have to be satisfied prior to the disposition of the Development Site:

The disposition of the Development Site 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 Respondent, any other potential grantee of the Development Site, and their respective Principals must successfully undergo a background check concerning their suitability to do business with the City and with NYCHA.
  - b. The Development Site 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, NYCHA or other governmental entities, (ii) is in default on any obligations to the City or NYCHA, (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 and the tax exemption(s) to be provided, if any, will be consistent with applicable City and NYCHA policies.
  - d. The grantee must execute legal documents in form and substance acceptable to NYCHA, HPD and in form approved by the City's Law Department.
5. During negotiations, the Respondent must diligently, competently, and expeditiously comply with all requirements communicated to the Respondent by NYCHA and HPD.
6. The design of the Project must comply with any applicable NYCHA and HPD development requirements and guidelines.
7. NYCHA, HPD or the Respondent may terminate negotiations at any time with or without cause.
8. If negotiations are terminated by NYCHA, HPD or the Respondent, whether with or without cause, or if negotiations terminate automatically, then neither NYCHA, the City nor the Respondent will have any rights against or liabilities to the other.
9. The City and NYCHA are not obligated to pay, nor will either one in fact pay, any costs or losses incurred by the Respondent at any time, including, but not limited to, the cost of: (i) any prior actions by the Respondent in order to respond to any selection process, or (ii) any future actions by the Respondent in connection with the negotiations, including, but not limited to, actions to comply with requirements of NYCHA, HPD, the City, or any applicable laws.

Very truly yours,

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Signature

---

Name

---

Title

# Form B

## Form B: Proposal Summary

Development Site

[Insert Reference Image of Proposed  
Development]

Name of Applicant

Name of Project

### Development Team Information

Developer

Architect

General Contractor

Marketing / Management Agent

Social Service Provider

Community Facility Operator (if applicable)

Other (please specify role)

Other (please specify role)

### Financial Feasibility

Total Development Cost

Residential Hard Cost per SF (without contingency)

Cost to build Community Facility or Commercial Space

(hard costs + pro-rata soft costs)

Financing Sources:

Financing Source (please specify)

Financing Source (please specify)

Financing Source (please specify)

Financing Source (please specify)

Financing Source (please specify)

Financing Source (please specify)

Operating Expenses per DU

Community Facility Rent per SF (if applicable)

Commercial Rent per SF (if applicable)

Ground Lease Term

99-years

Total Acquisition Payment (per buildable square foot)

Paid at Closing

Paid at Conversion

Seller's Note

Total Developer Fee Split to NYCHA

Paid at Closing

Paid at Conversion

Deferred

Additional Source of Revenue to NYCHA (please specify)

### Quality of Building & Urban Design

**Name of Applicant**

**Name of Project**

*Total Square Footage (SF)*

*Total Residential SF* (including accessory spaces, tenant common areas and amenities)

*Total Community Facility or Commercial SF* (if applicable)

*Number of Buildings*

*Height of Building(s)*

*Floors in Building(s)*

*Key Design Feature(s)*

*Construction Method*

*Key Sustainability Features*

**Program**

*Total Residential Units*

*Affordable Unit Mix: (% of units)*

% Studio

% 1-Bedroom

*Affordability Mix: (# of units)*

50% (homeless)

50% (non-homeless)

super's unit

other (please specify)

other (please specify)

*Community Facility or Commercial (if applicable):*

Use(s)

Operator(s)/Service Provider(s)

*Parking spaces (if applicable):*

*Social Service Funding Source:*

**Development Team Experience & Community Development Plan**

*Development Portfolio*

Units Constructed Since 1/2009

Buildings Constructed Since 1/2009

Senior Units Constructed Since 1/2009

Senior Buildings Constructed Since 1/2009

Units Substantially Rehabbed Since 1/2009

Buildings Substantially Rehabbed Since 1/2009

% Affordable Units Developed that Remain Affordable

*Management Portfolio*

Affordable Units Managed

Buildings Managed with Affordable Units

Senior Units Managed

Buildings Managed with Senior Units

Community Facility Spaces Managed (if applicable)

Commercial Spaces Managed (if applicable)

[END]

# Form I-1



**Form I-1: EMPLOYMENT & TRAINING PLAN**

**A. Company Information**

**Company Name:** \_\_\_\_\_ **Federal Tax ID number:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_

**NYCHA Development (where work is being performed):** \_\_\_\_\_

**B. Contact Person:**

The name & phone number of the individual authorized to serve as the Company Officer is:

**Company Officer Name:** \_\_\_\_\_

**Company Officer Email and Phone #:** \_\_\_\_\_

**Contract number (if applicable):** \_\_\_\_\_

**C. Employment and Training Opportunities:**

NYCHA Resident Order of priority:

Category 1 residents: Residents of the housing development(s) where work is being performed

Category 2 residents: Residents of other housing developments managed by the housing authority

**Employment Opportunities**

**Construction Positions (Non-Section 3 Projects only)**

Projected Titles	Training Provided (Y/N)	Projected # of NYCHA Resident Hires	Projected # of New Hires



## EMPLOYMENT & TRAINING PLAN

### Post- Construction (Permanent) Positions

Projected Titles	Training Provided (Y/N)	Projected # of NYCHA Resident Hires	Projected # of New Hires

### Training Opportunities (All training offered including construction related training)

Projected Training	Length of training	Certificates/licenses obtained	Projected # of training slots

### **D. Recruitment and Outreach Strategies:**

What actions will your company take to recruit NYCHA residents for training and employment opportunities listed above?

- Do you commit to working with the NYCHA's office of Resident Economic Empowerment & Sustainability (REES) to source Category 1 & 2 residents?  
\_\_\_\_\_
- Do you commit to interviewing qualified Category 1 & 2 residents who are graduates of the NYCHA Resident Training Academy and other REES partners? \_\_\_\_\_
- What other tools will you use to market job opportunities? \_\_\_\_\_
- In which locations will you hang recruitment posters/flyers?  
\_\_\_\_\_
- Do you commit to working with property managers to post available opportunities? \_\_\_\_\_
- Which Resident Association/Organizations will you contact?  
\_\_\_\_\_
- How else do you plan to inform the NYCHA community regarding job opportunities?  
\_\_\_\_\_
- How else will you recruit NYCHA residents?  
\_\_\_\_\_



## **EMPLOYMENT & TRAINING PLAN**

---

### **E. Certification of Compliance**

**The proposer hereby certifies by signing below, that it will comply with the resident training and hiring regulations as set forth by NYCHA. The Company Officer agrees to meet with any qualified NYCHA residents submitted by NYCHA for employment consideration and to provide documentation and reports required by NYCHA to confirm hiring of residents.**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## **EMPLOYMENT & TRAINING PLAN**

### **Directions**

#### **A) Company Information**

Please fill out the company information for the development team completely. The NYCHA development where work is being performed should also be completed.

#### **B) Contact Person**

Please include the name and contact information of the person authorized by the development team to provide NYCHA with information on the training and hiring plan commitment. This person should be able to answer questions directly related to the projections, hiring of NYCHA residents, and reporting requirement on this project.

#### **C) Employment and Training Opportunities**

Please submit a plan for providing training and employment opportunities to NYCHA residents as directed below:

##### **Construction Positions (Non-Section 3 Projects only)**

This section should be completed by development teams **without** a Section 3 requirement. If the project is subjected to Section 3 requirements, the development team must submit a separate Section 3 hiring plan for construction positions.

Please provide a breakdown on the total number of positions by titles and the number committed to the hiring of NYCHA residents on this project.

##### **Post- Construction (Permanent) Positions (Both Section 3 & Non-Section 3 Projects)**

This section should be completed by development teams for post-construction position such as permanent positions with the management team or other selected vendors. Development teams with a Section 3 requirement are also expected to complete this section for post-construction positions.

Please provide a breakdown on the total number of positions by titles and the number committed to the hiring of NYCHA residents on this project. If the development team will be providing training for any of the available positions, please indicate so under the "Training Provided" column. The training should be further broken out under the "Training Opportunities" section.

##### **Training Opportunities (All training offered including construction related training)**

Please list all training that will be provided to NYCHA residents by the development team for both construction and post-construction (permanent) opportunities. These should be separate from general on-boarding training provided by the company to all employees.

**Note:** The development team shall collaborate with NYCHA's Resident Economic Empowerment and Sustainability Office ("REES") to finalize this training and employment opportunities plan. REES referrals shall be included as one source of recruiting qualified NYCHA residents for employment.

### **Definitions**

**HUD Section 3 Regulation:** The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

<https://www.hud.gov/Section3>

# Form I-2

# Form I-2: Section 3 Hiring Plan

<b>SECTION 3 HIRING PLAN</b>	<b>NEW YORK CITY HOUSING AUTHORITY SUPPLY MANAGEMENT PROCUREMENT DEPARTMENT - COMPLIANCE UNIT</b>	
NYCHA DEVELOPMENTS WHERE WORK IS TAKING PLACE:	CONTRACT NO:	AUTHORIZATION / TASK ORDER NO:
TYPE OF WORK:	COMPANY NAME:	
BUSINESS ADDRESS:		
BUSINESS PHONE #:	EMAIL:	
FEDERAL TAX #:	PROPOSAL DATE:	

**A. Section 3 Plan:** Name of Company official who will serve as the Section 3 Plan Officer.

Name \_\_\_\_\_ Company Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**B. Workforce Analysis and Projection**

Title: e.g. skilled, unskilled, administrative assistant, trainees, apprentices

JOB TITLE	TOTAL NUMBER OF PROJECTED SECTION 3 HIRES	TOTAL NUMBER OF PROJECTED NEW HIRES

**C. Section 3 Business Concerns - Subcontracting**

	Names of Subcontractors	Total Dollar Amount	% of Total Contract
Construction			
Non-Construction			

- NYCHA Section 3 Business Concern Registry:  
o <http://www1.nyc.gov/site/nycha/business/section3-business-concern-information.page#findS3BC>
- HUD Section 3 Business Concern Registry:  
o <https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness>



What actions will your company take to recruit SECTION 3 residents for job titles list?

- Do you commit to working with Resident Economic Empowerment Sustainability Department (REES) to source Category 1 & 2 residents? \_\_\_\_\_
- Do you commit to interviewing qualified Category 1 & 2 residents who are graduates of the NRTA and other REES partners? \_\_\_\_\_
- Which labor unions and apprenticeship programs will you contact? \_\_\_\_\_
- What other tools will you use to market job opportunities? \_\_\_\_\_
- Do you commit to working with property managers to post job opportunities? \_\_\_\_\_
- How else do you plan to inform the Community and Resident Association regarding job opportunities? \_\_\_\_\_
- What efforts do you make to subcontract to Section 3 Business Concerns? \_\_\_\_\_

## CONTRACTORS RESPONSIBILITIES FOR SECTION 3 COMPLIANCE

If the contractor has the need to hire new persons to complete the contract or needs to subcontract portions of the work to another business, they are required to direct their newly created employment and/or subcontracting opportunities to Section 3 residents and Section 3 business concerns. The same numerical goals apply to contractors and subcontractors (i.e., 30 percent of new hires, 10 percent of construction contracts, and 3 percent of non-constructions contracts). In addition, the contractor/subcontractor must notify NYCHA in writing about their efforts to comply with Section 3 and submit any required documentation.

**The contractor further certifies to comply with the Section 3 regulations. The Contractor's Section 3 Plan Officer agrees to meet with NYCHA residents and staff and provide documentation and reports required by NYCHA to confirm compliance with Section 3 requirements. Failure to comply may be deemed a material breach of this contract and may result in sanctions, termination of this contract and/or unsatisfactory performance evaluation, cautions reported, and affect award of future contracts.**

**Signature of Section 3 Plan Officer** \_\_\_\_\_

Company Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Resident Economic Empowerment Sustainability Department  
(REES)**

(Review and approval of item B on page 1)

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **INSTRUCTIONS**

### **CONTRACTORS ARE REQUIRED TO COMPLETE THIS FORM IN ITS ENTIRETY**

#### **DEFINITION OF NEW HIRE**

A new hire means a full-time employee for a new permanent, temporary, or seasonal position that is created during the expenditure of Section 3 covered contract.

NYCHA expects Section 3 employment retention throughout the lifetime of the contract.

#### **SECTION 3 MINIMUM NUMERICAL GOALS**

The minimum numerical goal for employment:

- Thirty (30) percent of the aggregate number of new hires shall be Section 3 residents annually—i.e., 3 out of 10 new employees needed to complete a Section 3 covered project/activity shall be a Section 3 resident.

#### **Definition of a Section 3 Business Concern:**

- a) 51 percent or more owned by Section 3 residents; or
- b) At least 30 percent of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or
- c) Provide evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet one of the first two qualifications above.

The minimum goals for sub-contracting are:

- Ten (10) percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development or building trades work arising in connection with housing rehabilitation, housing construction and other public construction, shall be awarded to Section 3 businesses; and
- Three (3) percent of the total dollar amount of all non-construction, shall be awarded to Section 3 businesses

#### **DEFINITION OF SECTION 3 RESIDENT CATEGORIES** **(In required order of hiring priority)**

**Category 1 Residents:** Residents of the NYCHA development or developments where Section 3 covered assistance is being expended.

**Category 2 Residents:** Residents of other developments owned managed by NYCHA for which the Section 3 covered assistance is being expended.

**Category 3 Residents:** Participants in HUD Youthbuild programs carried out in the New York City metropolitan area in which Section 3 covered assistance is being expended.

**Category 4 Residents\*:** Other low-income or very low income residents of the NYC metropolitan area in which the Section 3 covered assistance is being expended.

\* For all category 4 hires, contractor certifies review of government documentation verifying low income status per HUD income guidelines. Contractors shall maintain copy of verifying documentation for auditing review purposes.

#### **JOB ORDER CONTRACTS / TASK ORDERS / AUTHORIZATIONS**

Section 3 and REP hiring plan required with each task order / authorization.



# Form I-3

# Form I-3: Section 3 Hiring Summary

<b>SECTION 3 HIRING SUMMARY</b>	<b>NEW YORK CITY HOUSING AUTHORITY SUPPLY MANAGEMENT PROCUREMENT DEPARTMENT – COMPLIANCE UNIT</b>					
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NYCHA DEVELOPMENT WHERE WORK IS TAKING PLACE:				PRIME ORIGINAL CONTRACT NO:	PRIME ORIGINAL CONTRACT AMOUNT:
NAME OF PRIME CONTRACTOR				AUTHORIZATION / TASK ORDER NO:	RELEASE NO:
PRIME CONTRACTOR ADDRESS:				PAYROLL PERIOD BEGINING: ENDING:	PRIME CONTRACTOR'S TELEPHONE NUMBER: (     )
NAME OF SUBCONTRACTOR				SUBCONTRACT AMOUNT:	PRIME CONTRACTOR'S EMAIL:

NAME	LAST 4 DIGITS SS #	JOB TITLE	START DATE	ADDRESS	NYCHA DEVELOPMENT	SECTION 3 CAT.

<b>TOTAL NUMBER OF SECTION 3 NEW HIRES FOR ABOVE PAYROLL</b>	
<b>TOTAL NUMBER OF ALL NEW HIRES FOR CONTRACT DURATION</b>	

<b>Section 3 Business Concerns - Subcontracting</b>			
	Names of Subcontractors	Total Dollar Amount	% of Total Contract
Construction			
Non-Construction			

<b>SECTION 3 RESIDENT HIRING SUMMARY FOR CONTRACT DURATION</b>	<b>STATEMENT OF COMPLIANCE</b>
a. Total Number of New Hires	I, the undersigned, affirm that our company will comply with the Section 3 regulations. I understand that failure to comply may be deemed to be a material breach of the terms of the contract and may result in sanctions, termination and/or unsatisfactory performance evaluations, cautions reported and affect award of future contracts.
b. Number of Section 3 New Hires	
c. % of Section 3 New Hires (b/a)*100	

<b>SECTION 3 PLAN OFFICER:</b> <i>(Print Name)</i>		Title:
Signature:		Date:
NOTE: Any errors or omissions on this form may delay payment.		

<b>REVIEWED BY:</b> <i>(Print Name)</i>		Company:	Title:
Signature:		Date:	

<b>REVIEWED BY AUTHORIZED NYCHA EMPLOYEE:</b> <i>(Print Name)</i>		Title:
Signature:		Date:



## **INSTRUCTIONS**

### **CONTRACTORS ARE REQUIRED TO COMPLETE THIS FORM IN ITS ENTIRETY**

#### **CONTRACTORS RESPONSIBILITIES FOR SECTION 3 COMPLIANCE**

If the contractor has the need to hire new persons to complete the Section 3 covered contract or needs to subcontract portions of the work to another business, they are required to direct their newly created employment and/or subcontracting opportunities to Section 3 residents and business concerns. The same numerical goals apply to contractors and subcontractors (i.e., 30 percent new hires, 10 percent of construction contracts, and 3 percent of non-construction contracts). In addition, the contractor/subcontractor must notify the recipient agency about their efforts to comply with section 3 and submit any required documentation.

#### **DEFINITION OF NEW HIRE**

A new hire means a full-time employee for a new permanent, temporary, or seasonal position that is created during the expenditure of Section 3 covered contract.

NYCHA expects Section 3 employment retention throughout the lifetime of the contract.

#### **SECTION 3 MINIMUM NUMERICAL GOALS**

The minimum numerical goal for employment:

- Thirty (30) percent of the aggregate number of new hires shall be Section 3 residents annually—i.e., 3 out of 10 new employees needed to complete a Section 3 covered project/activity shall be a Section 3 resident.

The minimum goals for sub-contracting are:

- Ten (10) percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development or building trades work arising in connection with housing rehabilitation, housing construction and other public construction, shall be awarded to Section 3 businesses; and
- Three (3) percent of the total dollar amount of all non-construction, shall be awarded to Section 3 businesses

#### **DEFINITION OF SECTION 3 RESIDENT CATEGORIES**

**Category 1 Residents:** Residents of the NYCHA development or developments where Section 3 covered assistance is being expended.

**Category 2 Residents:** Residents of other developments owned managed by NYCHA for which the Section 3 covered assistance is being expended.

**Category 3 Residents:** Participants in HUD Youthbuild programs carried out in the New York City metropolitan area in which Section 3 covered assistance is being expended.

**Category 4 Residents:** Other low-income or very low income residents of the NYC metropolitan area in which the Section 3 covered assistance is being expended.



# Form J

**Seniors First RFP: Kingsborough and Morris Houses**  
**Form J: Rental Pro Forma**

**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 in addition to the hard copies submitted in the binder.

**Seniors First RFP: Kingsborough and Morris Houses****Site:****Units:**

-

**SOURCES AND USES**

<b>Construction Sources</b>			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!
<b>TOTAL SOURCES</b>	<b>#DIV/0!</b>		<b>#DIV/0!</b>	<b>#DIV/0!</b>

<b>Permanent Sources</b>				
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!
<b>TOTAL SOURCES</b>	<b>#DIV/0!</b>		<b>#DIV/0!</b>	<b>#DIV/0!</b>

<b>Uses</b>				
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!
<b>TOTAL USES</b>	<b>#DIV/0!</b>		<b>#DIV/0!</b>	<b>#DIV/0!</b>

## Seniors First RFP: Kingsborough and Morris Houses

Site:

Units:

0

## DEVELOPMENT BUDGET

		Developer Costs	
<b>Acquisition Cost</b>			
<b>Construction Cost</b>			
Contractor Price			
Residential	#DIV/0! /du		#DIV/0! psf
Commercial Space			#DIV/0! psf
Community Space			#DIV/0! psf
Parking			#DIV/0! psf
Contingency			
<b>Total Hard Cost</b>	#DIV/0! /du		#DIV/0! average per sf
<b>Soft Cost</b>			
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: _____)			
<b>Subtotal</b>		\$0	
<b>Financing Fees (Please maintain links to original calculations and note any changes)</b>			
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: _____)			
<b>Subtotal</b>		#DIV/0!	
<b>Carrying Costs</b>			
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: _____)			
<b>Subtotal</b>		#DIV/0!	
<b>Reserves and Contingency</b>			
Social Service Reserve			
Capitalized Operating Reserve	/unit		
Additional Operating Reserve (if applicable)			
Soft Cost Contingency			
<b>Subtotal</b>			#DIV/0! of soft costs
<b>Total Soft Costs</b>		#DIV/0!	
<b>Developer's Fee</b>			#DIV/0! of TDC less Dev Fee
<b>Total Development Cost:</b>		#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!	#DIV/0!
Developer Equity			#DIV/0!
Other source (Specify: _____)			#DIV/0!
Gap/(Surplus)		#DIV/0!	#DIV/0!
Total		#DIV/0!	#DIV/0!

**Seniors First RFP: Kingsborough and Morris Houses**

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
<b>Total Fixed Rate Cons. Interest</b>					<b>#DIV/0!</b>
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
<b>Total Variable Rate Cons. Interest</b>					<b>#DIV/0!</b>

**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!
<b>Negative Arbitrage</b>	<b>#DIV/0!</b>	

**LETTER OF CREDIT AMOUNT**

Bond Amount		#DIV/0!
Days Interest		#DIV/0!
LC Amount		#DIV/0!

SF DISTRIBUTION	GSF	Efficiency	NSF
#DIV/0!	Residential GSF	#DIV/0!	0
#DIV/0!	Commercial GSF	100%	0
#DIV/0!	Community GSF	100%	0
#DIV/0!	Parking GSF	100%	0
	0 Total Project GSF		0 Total Project NSF

UNIT DISTRIBUTION	# of Units	# of Rms/ DU	# Rooms	Average Net SF per Unit
Studio	0	2	0	
1 Bedroom	0	3	0	
2 Bedroom	0	4	0	
3 Bedroom	0	5	0	
Subtotal	0		0	
Super's Unit			0	
Total	0		0	0 Net Residential Square Feet
			#DIV/0!	Average Net SF per DU

COMMERCIAL AND ANCILLARY INCOME	# of Spaces Monthly Rent	Annual Income
Parking (Monthly Parkers)		\$0
Transient Parkers		\$0
Total Parking		\$0
Total s.f.	Annual Rent/s.f.	Annual Income
Commercial	0	\$0
Community	0	\$0
Laundry	# units Annual per unit	Annual Income
Laundry	0	\$0
Total Commercial & Ancillary Income		\$0 #DIV/0!

RESIDENTIAL INCOME				Electricity (No Electric Stove) Allowance		Electricity (WITH Electric Stove) Allowance		Gas Allowance
2017 HUD Income Limits		95,400 Family of Four 1,637 2 BR FMR		2 rooms studio	55	68	17	
				3 rooms 1 BR	57	72	17	
				4 rooms 2 BR	58	76	17	
				5 rooms 3 BR	75	97	18	

Select Utility Allowance		Electricity (No Electric Stove) Allowance	
--------------------------	--	---	--

Note: For market rate units, please hard code rents									
30% HUD IL		28,620		Our Space With Shelter Rents					
Unit size	HH size	HH factor	HH income	max gross monthly rent	utility allowance	max net monthly rent	Number of units	Annual Rent	
studio	1	0.60	17,172	429	-55	215			-
1 BR	1.5	0.75	21,465	537	-57	283			-
2 BR	3	0.90	25,758	643	-58	425			-
3 BR	4.5	1.04	29,765	744	-75	512			-
							0		-
27% HUD IL		25,758							
Unit size	HH size	HH factor	HH income	max gross monthly rent	utility allowance	max net monthly rent	Number of units	Annual Rent	
studio	1	0.60	15,455	386	-55	331			-
1 BR	1.5	0.75	19,319	483	-57	426			-
2 BR	3	0.90	23,182	579	-58	521			-
3 BR	4.5	1.04	26,788	669	-75	594			-
							0		-
37% HUD IL		35,298							
Unit size	HH size	HH factor	HH income	max gross monthly rent	rent less electricity	max net monthly rent	Number of units	Annual Rent	
studio	1	0.60	21,179	530	-55	475			-
1 BR	1.5	0.75	26,474	662	-57	605			-
2 BR	3	0.90	31,768	794	-58	736			-
3 BR	4.5	1.04	36,710	918	-75	843			-
							0		-
47% HUD IL		44,838							
Unit size	HH size	HH factor	HH income	max gross monthly rent	rent less electricity	max net monthly rent	Number of units	Annual Rent	
studio	1	0.60	26,903	673	-55	618			-
1 BR	1.5	0.75	33,629	841	-57	784			-
2 BR	3	0.90	40,354	1,009	-58	951			-
3 BR	4.5	1.04	46,632	1,166	-75	1,091			-
							0		-
57% HUD IL		54,378							
Unit size	HH size	HH factor	HH income	max gross monthly rent	rent less electricity	max net monthly rent	Number of units	Annual Rent	
studio	1	0.60	32,627	816	-55	761			-
1 BR	1.5	0.75	40,784	1,020	-57	963			-
2 BR	3	0.90	48,940	1,224	-58	1,166			-
3 BR	4.5	1.04	56,553	1,414	-75	1,339			-
							0		-
80% HUD IL		76,320							
Unit size	HH size	HH factor	HH income	max gross monthly rent	rent less electricity	max net monthly rent	Number of units	Annual Rent	
studio	1	0.60	45,792	1,146	-55	1,091			-
1 BR	1.5	0.75	57,240	1,432	-57	1,375			-
2 BR	3	0.90	68,688	1,718	-58	1,660			-
3 BR	4.5	1.04	79,373	1,985	-75	1,910			-
							0		-
100% HUD IL		95,400							
Unit size	HH size	HH factor	HH income	max gross monthly rent	rent less electricity	max net monthly rent	Number of units	Annual Rent	
studio	1	0.60	57,240	1,432	-55	1,377			-
1 BR	1.5	0.75	71,550	1,790	-57	1,733			-
2 BR	3	0.90	85,860	2,147	-58	2,089			-
3 BR	4.5	1.04	99,216	2,481	-75	2,406			-
							0		-

Market Rate		Monthly Rent	Number of units	Annual Rent
Unit size				
studio				-
1 BR				-
2 BR				-
3 BR				-
		Total units	0	
Total Annual Rental Income upon occupancy				
TOTAL ANNUAL PROJECT INCOME				

# Seniors First RFP: Kingsborough and Morris Houses

Site:

Units: 0

## MAINTENANCE & OPERATING EXPENSES

0	Units
0	Rooms

Expenses		per rm/du	
Supplies/Cleaning/Exterminating	\$ -		per room
Heating	\$ -		per room
Gas & 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)		\$0	annual + fring
porters		\$0	annual + fring
Elevator Maintenance & Repairs	\$ -		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
<b>M &amp; O Before Taxes and Debt Service</b>	<b>\$ -</b>	<b>Total</b>	
		<b>#DIV/0!</b>	<b>per room</b>
		<b>#DIV/0!</b>	<b>per unit</b>
Real estate taxes			
<b>TOTAL ANNUAL PROJECT EXPENSES</b>	<b>\$0</b>		
	<b>#DIV/0!</b>		<b>per unit</b>
	<b>#DIV/0!</b>		<b>per room</b>

**Seniors First RFP: Kingsborough and Morris Houses**  
**Site:**

**Units:** 0

**MORTGAGE SIZING**

<b>Income</b>			
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 &amp; Ancillary Income</i>			\$0
<b>Net Income</b>			<b>\$0</b>
<b>Expenses</b>			
Maintenance/Operating	#DIV/0!	per unit	\$0
Real estate taxes	#DIV/0!	per unit	\$0
Replacement Reserve	#DIV/0!	per unit	\$0
<b>Total Expenses</b>	<b>#DIV/0!</b>	<b>per unit</b>	<b>\$0</b>
<b>NET OPERATING INCOME</b>			
			<b>\$0</b>
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	
	1st Loan	2nd Loan	3rd Loan	4th Loan	Total
	#DIV/0!	\$ -	\$0	\$0	#DIV/0!
Rate	0.00%				
Term					
Yrs 1 - 30 Amt Amortized	#DIV/0!	\$0	\$0	\$0	
Balance	\$0	\$0	\$0	\$0	
Balloon %	#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:		



**Seniors First RFP: Kingsborough and Morris Houses**  
**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
<b>EFFECTIVE INCOMES</b>																
Residential Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Space Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ancillary Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>EXPENSES</b>																
M&O Expenses		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Building Reserve		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenses		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NOI</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Debt Service		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Net Cash Flow</b>		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Net Cash Flow in 15 years</b>																

Seniors First RFP: Kingsborough and Morris Houses  
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
<b>Acquisition Cost</b>	N	-	
<b>Construction Cost</b>			
<b>Contractor Price</b>			
Residential	Y	-	
Commercial Space	N	-	
Community Space	Y	-	
Parking	N	-	
Contingency	Y	-	
<b>Total Hard Cost</b>		-	-
<b>Soft Cost</b>			
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	-	
<b>Subtotal</b>		-	-
<b>Financing Fees (Please maintain links to original calculations and note any changes)</b>			
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	-	
<b>Subtotal</b>		#DIV/0!	-
<b>Carrying Costs</b>			
Construction Interest	Y	#DIV/0!	
Negative Arbitrage	N	#DIV/0!	
Mortgage Recortng Tax	N	-	
Water/Sewer & Real Estate Taxes	Y	-	
Utilities	Y	-	
Insurance	Y	-	
Construction Monitor	Y	-	
Marketing	N	-	
Security	Y	-	
<b>Subtotal</b>		#DIV/0!	-
<b>Reserves and Contingency</b>			
Social Service Reserve	N	-	
Capitalized Operating Reserve	N	-	
Additional Operating Reserve (if applicable)	N	-	
Soft Cost Contingency	Y	-	
<b>Subtotal</b>		-	-
<b>Total Soft Costs</b>		#DIV/0!	-
<b>Developer's Fee</b>	Y	-	
<b>Total Development Cost:</b>		#DIV/0!	-

Number of TC Units	
% TC Units	#DIV/0!
% Non Residential Costs	#DIV/0!
Aplicable 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	-

**Seniors First RFP: Kingsborough and Morris Units:**  
**Site:**

**0**

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:_____	
<b>25 SUBTOTAL</b>	<b>\$0</b>
26 General Conditions	
27 Overhead	
28 Profit	
<b>29 GRAND TOTAL</b>	<b>\$0</b>

## Seniors First RFP: Kingsborough and Morris Houses

Units:

### Site:

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

TOTAL BUILT FLOOR AREA (Gross Square Feet):

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

## Form L: Assets Statement

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### L- Assets Statement (Tab L)

[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:**

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#### 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

<b>Assets</b>	<b>Dollars (omit cents)</b>	<b>Liabilities</b>	<b>Dollars (omit cents)</b>
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 <b>Schedule A</b>		Debt Balances in Margin	
Real Estate Owned		Accounts with Brokers	
		Mortgages on Real Estate	
Cash Value of Life Insurance		Loans Against Life Insurance	
Other Assets* (Itemize)		Other Liabilities (Itemize)	
<b>Total Assets</b>		<b>Total Liabilities</b>	
		<b>Net Worth</b>	

\* 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.

# Form L

**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: \_\_\_\_\_

# Form M-1

## Form M: Development Team Information and Applicant Questionnaire

### M-1 – 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.

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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.

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## 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

# Form M-2

## M-2 – Not-For-Profit Organization: Applicant Description

Name of  
Organization: \_\_\_\_\_  
Office \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Executive Director: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

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

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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

---

Use additional sheets as necessary.

**M-2 – 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

## M-2 – 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

# Form N-1

**Site:** \_\_\_\_\_ **Developer:** \_\_\_\_\_

[illegible]

(a) **ROLE:** Indicate the role or roles you played in the development of each property listed. If developed as part of a joint venture, indicate such by adding JV to the respective role (e.g., D/JV). D=Developer; B=Builder; GC= General Contractor; CM=Construction Manager; F=Provided Financing; O=Other (specify)

(b) **TYPE:** Project Type: RH=Rental Housing; CH=Coop/Condo Housing; SF=Single Family Housing; O=Office; R=Retail; CF=Community Facility; M=Mixed Use

(c) **CATEGORY:** NC=New Construction; SR=Substantial Rehab; MR=Moderate Rehab

(d) **STATUS:** Indicate if project is Pre=Pre-development; UC=Under Construction; Com=Completed

(e) **GOVERNMENT PROGRAM:** Provide the name of the program, contact name, and telephone number.

(f) **CONSTRUCTION/PERMANENT LENDER:** Provide the name of the institution.

(g) **MANAGEMENT:** Indicate if you manage the project directly or use a property manager. Provide the name of the property manager used, if any. Indicate N/A if you no longer own the project.

# Form N-2

**Seniors First RFP: Kingsborough and Morris Houses**  
**Form N-2 – Residential Management Experience and Current Workload**

Name of Applicant: \_\_\_\_\_

Entity Whose Experience is Described Listed Below: \_\_\_\_\_

List below all properties managed currently or within the seven (7) year period preceding the deadline for submission of proposals in response to this RFP. Use additional pages as needed.

Property Address: Building Number, Street City, State, Zip	Housing Type (i.e. 1 - 4 family homes; multifamily rental; coop; condominium, shelter)	Number of DU's/ shelter beds	Dates of Management		Section 8? (Y/N)	LIHTC? (Y/N)	Public Hsg Units (Y/N)	Owner ("Self", or provide name and phone number):
			From	To				

# Form N-3

### N-3 – 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.