Seniors First RFP: Kingsborough and morris houses

Form A-1: Completeness Checklist

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

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