



NEW YORK CITY HOUSING AUTHORITY

REAL ESTATE DEVELOPMENT DEPARTMENT

January 18, 2024

Dear Partners,

2023 was a record-breaking year for NYCHA and the residents living in our PACT developments. Our resident-driven planning approach and collaboration with private partners facilitated the financial closing of over **\$1.8 billion in capital repairs - this is a historic level of investment** for the Authority and for the PACT program. Over 5,270 apartments converted to Project-Based Section 8, which is more than any single year since program inception. The PACT program also reached another milestone in 2023 – **we have now converted over 20,000 homes** to the Project-Based Section 8 program and have invested over **\$5.8 billion in capital repairs**.

Our partnerships enable us to deliver on our shared mission - to provide safe, healthy, affordable homes - because of significant financial investments and a focus on centering resident expertise.

To continue to build on the success of 2023, we are excited to announce the 2024 Pre-Qualified Partners Request for Qualifications (RFQ). This RFQ is designed to identify Developers, General Contractors, and Property Managers for NYCHA's Permanent Affordability Commitment Together (PACT) program. Pre-Qualified partners will continue to reinvest, restore, and rebuild in NYCHA's apartments by utilizing a variety of real estate strategies and tools provided by the U.S. Department of Housing and Urban Development.

We thank you for your continued interest and commitment to this work, NYCHA's mission, and improving the lives of our residents. We look forward to working in partnership with you to help solve some of the City's largest challenges.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Gouveia".

Jonathan Gouveia
Executive Vice President, Real Estate Development



NYCHA 2024 RFQ

NYCHA REAL ESTATE DEVELOPMENT REQUEST FOR QUALIFICATIONS #502073

PERMANENT AFFORDABILITY COMMITMENT TOGETHER (PACT) PROGRAM

EVENT

RFQ Published

Pre-Submission Conference

Questions Due

Responses Due

DATE

January 18, 2024

January 25, 2024 - 10AM

January 31, 2024

March 8, 2024 - 2PM

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In 2023, NYCHA converted a historic number of apartments to the Project-Based Section 8 program through the PACT program. **5,270+ units converted to Project-Based Section 8**, which is more than any single year in program history.

Our collaboration with residents and private partners facilitated the **financial closing of over \$1.8 billion in capital repairs**. This is a historic level of investment for the PACT program.


REAL ESTATE DEVELOPMENT



1. INTRODUCTION

The Real Estate Development Department (“REDD”) of the New York City Housing Authority (“NYCHA or the “Authority”) is excited to announce the 2024 Request for Qualifications (**RFQ #: 502073**) to identify qualified Developers, Property Managers, and General Contractors (collectively, “Pre-Qualified Partners” as further defined in Section 10 herein) to participate in delivering critical repairs to New York City’s (the “City”) public housing through the Permanent Affordability Commitment Together (“PACT”) program.

This RFQ will maintain and expand the current Pre-Qualified Partner List (as such term is defined in Section 10 below) for these categories only. Social Service Providers and entities potentially interested in partnering with NYCHA on other real estate development opportunities such as new construction are no longer required to become a Pre-Qualified Partner and do not have to submit to this RFQ.

REDD’s mission is to reinvest in, restore, and rebuild publicly controlled affordable housing in a way that reflects the priorities of the communities we serve. We deliver on our mission by securing capital sources and operational expertise through innovative partnerships that center resident expertise. REDD’s work is critical to achieving NYCHA’s overall agency mission to provide quality housing for New Yorkers that is sustainable, inclusive, and safe, while fostering opportunities for economic mobility. Our partnerships will continue to support NYCHA with other transformative real estate initiatives such as the transfer of development rights, complete redevelopment of NYCHA campuses – including the rebuilding of public housing units and the creation of new affordable and market-rate housing -- billions in funding will be generated for renovations for our community.

REDD is responsible for managing real estate development on NYCHA’s real property. Future real estate development opportunities and partnerships may be identified by REDD, other government agencies, private entities, or through civic engagement, and such opportunities may support a broad spectrum of needs for NYCHA and the greater City community. In addition to the PACT program, other development opportunities supported by REDD have included the creation of thousands of affordable apartments, public and charter schools, and supportive housing. To express interest in participating in, and to receive updates on opportunities such as new construction or other redevelopment work, entities can send their contact information to NYCHA via the online Applicant Webform: <https://forms.office.com/g/P0NbsQP8SC>

A. About PACT

PACT leverages programs of the U.S. Department of Housing and Urban Development (“HUD”) to preserve existing public housing stock. Under PACT, NYCHA will enter into public-private partnerships to undertake the major improvements to public housing developments while preserving long-term affordability and maintaining strong resident rights in line with public housing protections. NYCHA has an established goal to provide comprehensive repairs to at least 62,000 NYCHA apartments through the PACT program by the end of 2028. To date, NYCHA has closed on financing \$5.2 billion for capital repairs across the City. Over 20,000 apartments have converted to Project-Based Section 8 and over 17,000 units are in the planning and engagement phase of the program. NYCHA has made significant progress towards our goal of 62,000 units in the past several years.

PACT enables NYCHA to convert subsidy of its developments from public housing to Project-Based Section 8 in order to raise capital for repairs through a combination of the following HUD programs: (i) HUD’ Rental Assistance Demonstration program (“RAD”, as further defined below), and (ii) disposition under Section 18 of the Act (“Section 18”, as further defined in Section 10 herein).

Through PACT, the New York City Housing Development Corporation (“HDC”), the City’s municipal Housing Finance Agency, coordinates or provides senior, and in some cases, subordinate, construction and/or permanent loan financing funded by, but not limited to, taxable or (non-volume cap) tax-exempt bonds issued through HDC’s Multi-Family Housing Bond Resolution (the “Open Resolution”) or the newly created Housing Impact Bond Resolution (the “Impact Resolution”), a bond resolution created solely to facilitate NYCHA transactions. Below is more detailed information about the conversion methods contemplated for the PACT program.

Rental Assistance Demonstration (“RAD”)

RAD is an innovative HUD tool to preserve public housing and address capital needs. Under RAD, public housing authorities like NYCHA convert the funding source that supports a development from public housing subsidy (under Section 9 of the Act) to Section 8 subsidy, enabling NYCHA and its PACT partners to leverage private debt and equity to complete repairs. More information about RAD is available at: <https://www.hud.gov/rad/>.

Section 18 and Tenant Protection Vouchers (TPVs)

NYCHA uses the Section 18 disposition process to apply for Tenant Protection Vouchers (“TPVs”). This disposition method allows housing authorities to receive higher levels of federal subsidy from HUD than conversions purely under RAD. Doing so enables NYCHA and its development partners to leverage more private debt and equity, which better funds repairs in many of NYCHA’s highest-need developments (i.e., those that meet the federal cost obsolescence criteria). More information about Section 18 is available at: https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo.

2. REQUEST FOR QUALIFICATIONS

To address NYCHA's current challenges, we must create strong and successful partnerships. As such, NYCHA is committed to inclusivity and partnering with as many qualified non-profit and for-profit entities as possible to deliver on our mission.

NYCHA is seeking applications ("Applications") in response to this Request for Qualifications #502073 (inclusive of all appendices attached hereto, this "RFQ") from applicants ("Applicants") to be included in a list of "Pre-Qualified Partners" as defined below for the PACT program. This RFQ is open to developers, property management companies, and general contractors. Applicants selected under this RFQ shall become "Pre-Qualified Partners" that will be eligible to form "Project Teams" and submit proposals ("Proposals") to compete for forthcoming PACT conversion Projects (as the term "Project" is defined in Section 10). Social Service Providers and entities interested in other real estate development activities outside of the PACT program do not have to submit an Application to this RFQ and will not be included in any Project Teams that submit Proposals for upcoming PACT Projects.

Project Teams will be selected for Projects based on their ability to undertake the required capital upgrades, construction, and operations at each specific NYCHA public housing development, property, or set of public housing developments (each development a "Property," and collectively, the "Properties"). NYCHA is issuing this RFQ to expand the group of Pre-Qualified Partners and to update the credentials of Pre-Qualified Partners who successfully submitted to the Pre-Qualified Partners RFQ in 2023 and became Pre-Qualified Partners ("Existing Pre-Qualified Partners").

The partners working with NYCHA and our residents should reflect the diversity and strength of the City. NYCHA is looking for partners that demonstrate a range of experience, background, and perspective to achieve the best outcomes for our residents. NYCHA strongly encourages Small Business Enterprises ("SBEs"), Minority-Owned Business Enterprises ("MBEs"), Women-Owned Business Enterprises ("WBEs"), and Nonprofit ("Nonprofit") organizations to respond to this RFQ.

Applicants are reminded that NYCHA has implemented requirements for engagement and participation of MBEs and WBEs on PACT Projects. As such, future Project Teams must include at least one Pre-Qualified Developer that (a) is an M/WBE Developer or Nonprofit Developer and (b) has a Meaningful Role (as defined below) within the Project Team.

"Meaningful Role" within the Project Team is defined to include, but is not limited to, one or more of the following: (i) at least 30% overall equity ownership in the relevant Project ownership entity(ies), (ii) material decision-making authority and/or managing member status in the applicable joint venture, (iii) control and authorship of material Development work components, or (iv) fair participation (in NYCHA's and HDC's reasonable judgment) in the waterfall distribution returns to equity.

A. Threshold Criteria

Prospective partners who successfully meet the threshold and submission requirements outlined in this RFQ will be classified as a Pre-Qualified Partner in one or more categories based on the following threshold requirements (“Pre-Qualification Categories”). As part of the Application, Applicants must clearly indicate on the **Applicant Information Webform** (submitted via webform at <https://forms.office.com/g/P0NbsQP8SC>) which specific Pre-Qualification Category they are applying to obtain pre-qualification status for. If an Applicant does not meet these specific criteria, relevant “Additional Reporting Detail” must be provided and NYCHA will assess if the qualifications are sufficient to participate as a Pre-Qualified Partner in that Pre-Qualification Category. Please note that NYCHA will also consider the experience Principals (as defined in Section 10) bring from previous positions as a component of the relevant experience under consideration. Threshold Criteria is discussed further in Section 4.

Developer Thresholds	
Pre-Qualified PACT Partner	Additional Reporting Detail if Threshold is not met
<p>Completed at least one (1) residential rehabilitation/preservation project with a total development cost (“TDC”) of at least \$10 million within the past 5 years.</p> <p>Provide in Form 4 and highlight the completed Project(s) that meet the threshold requirement.</p>	<p>Please provide detail on the most relevant project(s) the Applicant has developed, including (1) total cost, (2) the number of units, and (3) whether this was a tenant-in-place rehabilitation, new construction, or other type of development. The experience provided should demonstrate the Applicant’s capacity for being successful in completing a tenant-in-place rehabilitation or preservation project.</p>
General Contractor Thresholds	
Pre-Qualified PACT Partner	Additional Reporting Detail if Threshold is not met
<p>Completed at least one (1) tenant-in-place rehab/preservation construction project of at least \$5 million in hard costs within the past 5 years. Experience with prevailing wage and labor monitoring.</p> <p>Provide in Form 4 and highlight the completed Project(s) that meet the threshold requirement.</p>	<p>Please provide detail on the largest project(s) the Applicant has acted in the general contracting capacity on, including (1) total hard costs, (2) total units and (3) whether or not this was a tenant-in-place rehabilitation, new construction, or other type of development. The experience provided should demonstrate the Applicant’s capacity for being successful in completing a tenant-in-place rehabilitation or preservation project.</p>

Property Manager Thresholds	
Pre-Qualified PACT Partner	Additional Reporting Detail if Threshold is not met
<p>Managed at least 100 units of affordable Section 8 or otherwise regulated housing in the past 5 years.</p> <p>Provide in Form 5A and 5B.</p>	<p>Please provide detail on the most relevant project(s) the Applicant has managed, including (1) total units, (2) if the management experience was for rehabilitated or newly-constructed properties, and (3) if the project was affordable Section 8 or otherwise regulated housing.</p>

Previous PACT Pre-Qualification RFQs

In December 2022, NYCHA released RFQ #406992 for Developers, General Contractors, Property Managers, and Social Service Providers (the “2023 Pre-Qualification RFQ”) to identify Developer, Property Manager, General Contractor, and Social Service Provider entities (as such terms are used in the 2023 Pre-Qualification RFQ) to partner with NYCHA in transferring and rehabbing NYCHA public housing units through the PACT program. This followed prior RFQ releases in April 2019, January 2020, February 2021, and January 2022.

In March 2023, NYCHA published a list of Pre-Qualified Partners (“2023 Pre-Qualified Partner List”) based on entities’ responses to the 2023 Pre-Qualification RFQ. Pre-Qualified Partners from the 2023 Pre-Qualified Partner List, excluding the Pre-Qualified Social Service Provider entities, were then eligible to form Project Teams comprised of other Pre-Qualified Partners and submit Proposals to PACT Requests for Expressions of Interest (“RFEIs”) released in 2023. A link to the published 2023 Pre-Qualified Partner List can be found on NYCHA’s PACT website: <https://www1.nyc.gov/site/nycha/about/pact/procurement.page>.

The process for becoming a Pre-Qualified Partner is anticipated to be re-opened in the first quarter of each calendar year to allow Existing Pre-Qualified Partners to update their information and for new Applicants to submit their Applications. NYCHA may, at its discretion, re-release this RFQ to pre-qualify additional Partners through the course of the year.

To address NYCHA’s high and unique capital needs at its public housing campuses, NYCHA reserves the right to change any part of a Project as deemed appropriate. Therefore, NYCHA can cancel solicitations, remove members of a Project Team, and add new members to a Project Team from a Pre-Qualified List or add new members that are not Pre-Qualified Partners. In addition, NYCHA may add a member to a Project Team who is not actively on a Pre-Qualified List but is determined by NYCHA to be qualified at the time of negotiations.

3. OVERVIEW OF THE PRE-QUALIFICATION AND SOLICITATION PROCESS

Existing Pre-Qualified Partners

To maintain their standing on the Pre-Qualified Partner List in 2024, all Existing Pre-Qualified PACT Partners will be required to send updates related to their entity and will be given the opportunity to supply NYCHA with documentation highlighting any relevant new experience. Existing Pre-Qualified Partners will respond to this RFQ as outlined in Section 5, *Submission Requirements*.

All Existing Pre-Qualified PACT Partners must submit the forms described herein to affirmatively state that there have been no material changes to their eligibility aside from changes in their relevant experience. For entities that were previously Pre-Qualified but failed to requalify during the 2023 RFQ (and are therefore not currently classified as an Existing Pre-Qualified Partner), a complete resubmission of all requirements is necessary for consideration to be added back on to the Pre-Qualified Partner List for 2024.

New Applicants and Updates to the Pre-Qualified Partners List

NYCHA will update the existing Pre-Qualified Partner List based on responses from “New Applicants” (Applicants who are not Existing Pre-Qualified Partners) and from the supplemental material submitted by Existing Pre-Qualified Partners. All Applicants must adhere to the requirements of this RFQ. New Applicants are responsible for providing all required materials for submission as detailed in Section 5, *Submission Requirements*. NYCHA will review each new Application based on the “Qualification Criteria” detailed in Section 4, *Qualification Criteria*. Those New Applicants whose Applications meet the Qualification Criteria will be designated a Pre-Qualified Partner under the appropriate Pre-Qualification Category or Categories they applied for and will be eligible to form Project Teams and respond to solicitations for future Projects. The list of Pre-Qualified Partners will be published in early 2024 to facilitate the creation of Project Teams. Upon publication of the new 2024 Pre-Qualified Partner List, only Pre-Qualified Partners identified on that list will be eligible to form Project Teams unless otherwise considered by NYCHA.

Release of Requests for Expression of Interest Projects

After re-issuing the Pre-Qualified Partner List for 2024, NYCHA will continue to issue new Requests for Expressions of Interest (“RFEI”) for upcoming PACT Projects through which NYCHA will award specific Projects to specific Project Teams. Pre-Qualified Partners will be invited to form Project Teams with other entities on the Pre-Qualified List established by this RFQ and compete for Projects. NYCHA will continue to release solicitations as new PACT Projects are identified and announced. NYCHA may release PACT Projects to the full list of Pre-Qualified Partners or may elect to release to a targeted subset of Pre-Qualified Partners.

NYCHA may disapprove the inclusion of any member of a Project Team and/or require a “Selected Partner” as defined in Section 10 to substitute other individuals or firms on the Project Team.

4. QUALIFICATION CRITERIA

Review Process

NYCHA will evaluate each Application submitted to this RFQ according to the “Completeness of Application and Conformance with the RFQ” and the “Threshold Requirements” as stated below considering the information provided in the Application, references, and any other information about the Applicant’s performance available to NYCHA. Based on a review of the materials provided, NYCHA will determine whether an Applicant is qualified to be considered a Pre-Qualified Partner and which Pre-Qualification Categories they are eligible for.

Completeness of Application and Conformance with the RFQ

The Application must contain all documentation required under Section 5, *Submission Requirements*. All required forms must be fully completed, signed by a Principal, and all other Application requirements met at the time of Application submission deadline. NYCHA, at its discretion, may notify an Applicant that additional information or clarification is necessary and ask the Applicant to submit such information in a timely manner as determined by NYCHA. If an Applicant currently does not meet the applicable threshold requirement for the specific Pre-Qualification Category for which the Applicant is applying, the Applicant is required to submit Additional Reporting Detail as described below or to re-apply to the RFQ during the next annual re-release.

Threshold Requirements

Prospective partners who successfully meet the threshold and submission requirements outlined in this RFQ will be classified as a Pre-Qualified Partner in one or more Pre-Qualification Categories based on the following threshold requirements. Applicants may apply to one (1) or more Pre-Qualification Categories for consideration under the same Application, and eligibility determinations for each Pre-Qualification Category will be made by evaluating the materials submitted for consideration.

If the Applicant does not meet these specific criteria, please provide the relevant ‘Additional Reporting Detail’ and NYCHA will assess whether the qualifications to participate as a Pre-Qualified Partner are satisfactory. Please note that NYCHA will also consider the experience Principals bring from previous positions as a component of the relevant experience under consideration.

A. For PACT Developer Applicants:

At least one Principal of the Applicant must have prior comparable development experience, defined as the successful completion – as Principal – of at least one (1) residential rehabilitation project with a total development cost of at least \$10 million within the past five (5) years from the RFQ submission deadline.

Please provide detail on the most relevant project(s) the Applicant has developed, commenting on (1) total cost, (2) the number of units, and (3) whether or not this was a tenant-in-place rehabilitation. In addition to any written and graphic materials, the details of the qualifying experience must be detailed by filling out the appropriate information in **Form 4: Development and General Contractor Experience**.

B. For PACT General Contractor Applicants:

The Applicant must have prior comparable tenant-in-place rehabilitation construction experience, defined as the successful completion of at least one (1) residential rehabilitation project with a total hard cost of \$5 million within the past five (5) years. General Contractor Applicants must also demonstrate experience with prevailing wage jobs and labor monitoring by indicating which projects were subject to these requirements in Form 4.

Please provide detail on the most relevant project(s) the Applicant has acted in the general contracting capacity on, commenting on (1) total hard costs, (2) total units and (3) whether or not this was a tenant-in-place rehabilitation.

In addition to any written and graphic materials, the details of the qualifying experience must be detailed by filling out the appropriate information in **Form 4: Development and General Contractor Experience**

C. For PACT Property Manager Applicants:

The Applicant must have prior comparable rental management experience, defined as the successful management of at least 100 units of affordable Section 8 or otherwise rent regulated housing within the past five (5) years.

Please provide detail on the most relevant project(s) the Applicant have managed, commenting on (1) total units, (2) if the management experience was for rehabilitated or newly-constructed properties, and (3) if the project was Section 8 or otherwise government-regulated/affordable housing.

In addition to any written and graphic materials, the details of the qualifying experience must be detailed by filling out the appropriate information in **Form 5A: Residential Management Experience and Form 5B: Residential Management Experience Questionnaire**.



5. SUBMISSION REQUIREMENTS

Each New Applicant shall submit a full electronic copy of the Application through NYCHA's iSupplier system in Adobe PDF format and Microsoft Excel as instructed below. Email submissions for New Applicants will not be accepted, and New Applicants are encouraged to establish an iSupplier login as soon as possible to avoid potential delays with submission. Please immediately contact prequalify@nycha.nyc.gov if you are experiencing issues with iSupplier.

Existing Pre-Qualified Partners are subject to different submission requirements, which are outlined below in Section 5B.

All Applications from New Applicants (as set forth in Section 5A below) and Application updates from Existing Pre-Qualified Partners (as set forth in Section 5B below) must be submitted by **2 PM on March 8, 2024** (the "Deadline Date"). No Applications will be accepted after 2 PM on the relevant Deadline Date unless such date is extended by NYCHA for all Applicants. NYCHA reserves the right to reject any and all of the Applications received under this RFQ.

Applicants must submit all forms and supporting documentation as described below for their Applications to be considered by NYCHA. Only Applications from "Principals," as defined in Section 10, *Definitions*, will be considered. All submissions become the property of NYCHA. Each Application must be tabbed as indicated below. Electronic copies should be submitted as a single combined PDF file of all materials and forms.

A. Submission Requirements for New Applicants:

All New Applicants must complete and submit the following relevant forms to be considered:

- **Applicant Information Webform**
 - Online Form: <https://forms.office.com/g/P0NbsQP8SC>
 - Check each Pre-Qualification Category you are applying for
- **Form 1: Applicant's Letter**
 - Submit in PDF format signed by a Principal of your organization
 - Required for all New Applicants
- **Form 2: Not-For-Profit Organization Information and Questionnaire**
 - Submit in PDF format signed by a Principal of your organization
 - Only required for New Applicants that are a Not-For-Profit Organization.
- **Form 3: Assets Statement**
 - Submit in PDF format signed by a Principal of your organization
 - Required for all New Applicants
- **Form 4: Development and General Contractor Experience Spreadsheet**
 - Submit as part of the combined PDF submission and also submit a standalone Excel file
 - Required if applying to become a Pre-Qualified Developer or General Contractor
- **Form 5A: Residential Management Experience Spreadsheet**
 - Submit as part of the combined PDF submission and also submit a standalone Excel file
 - Required if applying to become a Pre-Qualified Property Manager
- **Form 5B: Residential Management Experience Questionnaire**
 - Submit in PDF format

- Required if applying to become a Pre-Qualified Property Manager
- **Form 6: Applicant Description and Supplemental Questionnaire**
 - Submit in PDF format signed by a Principal of your organization
 - Required for all New Applicants

Contents of Application and Tabbing for New Applicants

TAB A: Applicant Description

The Applicant must indicate if they are applying to the RFQ as a PACT Developer, PACT Property Management Company, or PACT General Contractor, and demonstrate that they meet the applicable Threshold Requirement(s) in Section 4, *Qualification Criteria*. Applicants must use only one submission if applying for multiple Pre-Qualification Categories so long as each category they are applying for is clearly stated and each Threshold Requirement is met. Applicants are required to specifically state which categories they would like to be considered for and whether or not they meet the Threshold Criteria. The information submitted in TAB A on the specific categories the Applicant wishes to be considered for must match the Applicant Information Webform submission, which is required for all Applicants.

The Applicant must complete and submit **Form 1: Applicant's Letter**. If the Applicant is a joint venture, the Principals of each entity that comprises the joint venture must be identified, and a Principal of each entity must sign Form 1. If the Applicant is a not-for-profit entity or is partnering with a not-for-profit entity, the Applicant must identify as such in, and submit, **Form 2: Not-For-Profit Organization Information and Questionnaire**. The Applicant must also complete and include **Form 6: Applicant Description and Supplemental Questionnaire**.

The Applicant must provide resumes of key members of the team and/or brochures describing the Applicant and any similar projects in which the Applicant has been involved. This information may include descriptions of projects that the Applicant has developed, or clarification of information provided in the forms included in the Application.

The Applicant may also submit any additional information related to the Application that the Applicant wishes to include but that has not been specifically requested in this RFQ. This section of the Application may include articles and other material not specifically prepared for the Application in response to this RFQ, but that the Applicant believes will help NYCHA evaluate the Applicant's qualifications. All materials must be in a format that can be included under Tab A. Applicants must also disclose all previous participation in NYCHA and City-assisted projects.

The Applicant must list all projects in which they are currently involved and include estimated completion dates for each project. This information should be submitted in either a table or Gantt Chart format.

TAB B: Assets and Financial Statements

The Applicant must complete and submit **Form 3: Assets Statement** and provide audited financial statements from the three (3) most recent fiscal or calendar years for the Applicant, the Applicant's parent company, or a relevant related entity in the event the Applicant entity is newly formed. This is required for all New Applicants.

TAB C: Development Experience, Management Experience, and Current Workload

The Applicant must complete the below relevant forms. In addition to submitting the following Forms as part of a single PDF file, Applicants must include Excel files in their electronic

submission.

1. Development and General Contractor Experience (Form 4) – Developer and General Contractor Applicants only

Complete the form by providing the relevant development and general contractor experience your company has successfully completed (as applicable to the Pre-Qualification Categories you are applying for). If demonstrating that the threshold criteria is satisfied by a Principal from their previous experience at a different company or organization, please clearly state which Principal has the experience and explain their role in that Project in both the Form 4 submission as well as in the Tab A narrative. **Applicants must delineate which development experience(s) pass threshold by highlighting the appropriate rows in the spreadsheet.** Applicants must pay particular attention to correctly labeling the type of development or general contractor experience (rehabilitation, new construction, affordable, etc.) to clearly demonstrate how this experience is related to eligibility for consideration as a PACT Developer and/or PACT General Contractor.

2. Residential Management Experience (Forms 5A and 5B) – Property Manager Applicants Only

Complete the form by providing the relevant portfolio of properties your company or organization currently or previously managed. If demonstrating that the threshold criteria is satisfied by a Principal from their previous experience at a different company or organization, please clearly state which Principal has the experience and explain their role in managing those properties in both the Form 5A and 5B submissions as well as in the Tab A narrative. **Applicants must delineate which management experience(s) pass threshold by highlighting the appropriate rows in the spreadsheet.** Applicants must pay particular attention to correctly labeling the type of management experience (rehabilitation, new construction, affordable, etc.) to clearly demonstrate how this experience is related to eligibility for consideration as a PACT Property Manager. Additionally, please answer the questions detailed in **Form 5B: Residential Management Experience Questionnaire** on a separate page(s).

B. Existing Pre-Qualified Partner Submission Requirements:

Existing Pre-Qualified Partners will provide necessary updates to NYCHA Real Estate Development via email and the Applicant Information Webform as described below. If there have been any material changes to the entity's organizational structure or financial condition, those updates will be provided via iSupplier due to the potentially sensitive nature of the materials.

Applicant Information Webform: To ensure that NYCHA has the most current contact and organizational information and to clearly identify which categories the Applicant intends to be considered for Pre-Qualification, **all Existing Pre-Qualified Partner Applicants must complete the Applicant Information Webform at: <https://forms.office.com/g/P0NbsQP8SC>**

Material updates to Forms 1, 2, and 3: Any updates to Forms 1, 2, and 3 will be made via iSupplier due to the potentially sensitive nature of the materials. These forms should only be updated if there have been material changes to them since the Applicant's last approved submission.

Material updates to Forms 4, 5A, and 5B: Any updates to Forms 4, 5A, or 5B should be submitted via email to prequalify@nycha.nyc.gov. These forms are only needed if there have

been material changes or additional experience you would like NYCHA to have on record.

Form 6: All Existing Pre-Qualified Partners must re-submit Form 6 through emailing the completed document to prequalify@nycha.nyc.gov to remain a Pre-Qualified Partner. If an updated Form 6 is not received by the submission deadline, the entity will be removed from the Pre-Qualified Partner List.

Email submission requirements: Any forms sent via email must be sent to prequalify@nycha.nyc.gov and received before the submission deadline to be considered. The email subject line should be “2024 RFQ Updates – [ENTITY NAME].”

C. Additional Submission Information

Question Submissions

Submit any questions related to the RFQ here: <https://forms.office.com/g/6rKeQPTQB5> by January 31st, 2024. Please do not email questions.

Pre-Submission Conference

NYCHA will host one virtual Pre-Submission Conference on Thursday, January 25th at 10am. To RSVP for the Pre-Submission Conference, please fill out the following form: <https://forms.office.com/g/jD5Fq0DK4p>.

Electronic Submission and iSupplier Registration

For all New Applicants or any Existing Pre-Qualified Partner that needs to submit sensitive information, only electronic submissions submitted via iSupplier will be accepted and considered. Applicant must electronically upload a single PDF file containing all components of the package, which may not exceed 4G, into iSupplier. In addition to a combined PDF of the full application, New Applicants are requested to also upload Excel copies of Form 4 and Form 5A (as applicable). Instructions for registering for iSupplier can be found at:

<http://www1.nyc.gov/site/nycha/business/isupplier-vendor-registration.page>

After Applicant registers for iSupplier, it typically takes 24 to 72 hours for Applicant’s iSupplier profile to be approved. It is the Applicant’s sole responsibility to leave ample time to complete iSupplier registration and submit an Application through iSupplier before the Application Submission Deadline. NYCHA is not responsible for delays caused by technical difficulty or caused by any other occurrence. NYCHA will not accept Application submissions via e-mail or facsimile unless otherwise explicitly stated. The submission of attachments containing embedded documents or proprietary file extensions is prohibited.

If a joint venture is submitting an Application, the Application must be signed by each member of the joint venture, and a detailed description of the form of the joint venture must be included. NYCHA shall have the right to request any documents or instruments including, but not limited to, corporate resolutions, incumbency certificates, or other forms of verification for purposes of confirming that the signatory thereon is duly authorized to execute such Application on behalf of the Applicant, and the Applicant shall promptly furnish such documents or instruments to NYCHA if so requested.

An electronic version of the Applicant’s complete Application must be uploaded to iSupplier by no later than 2:00 p.m. on the Deadline Date of March 8, 2024.

6. CONDITIONS, TERMS, AND LIMITATIONS

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

1. Applications submitted shall be deemed to incorporate all the terms and conditions contained in this RFQ. Applicants will be deemed to have consented to such terms by submitting an Application in response to this RFQ.
2. The commencement of negotiations with an Applicant will depend on satisfaction of the documentation and review requirements described in this RFQ and will be subject to review by NYCHA. The continuation of negotiations with an Applicant may depend on the Applicant's provision of additional documentation as required by NYCHA.
3. An Applicant submitting an Application in response to this RFQ may be rejected if it or, if the Applicant is a business entity, any of its shareholders, officers, directors, partners, or members or Principals are determined, in NYCHA's sole discretion, to be within a category of persons or entities with whom or which the City, HDC, or NYCHA will not generally do business. The Applicant and all officers and Principals thereof will be required to complete a background questionnaire and shall be subject to investigation by NYCHA, HDC, and the New York City Department of Investigation. Any designation may be revoked in NYCHA's sole discretion in the event any derogatory information is revealed by such investigation.
4. No commission for brokerage or any other fee or compensation shall be due or payable by NYCHA, and the submission of an Application will constitute the Applicant's undertaking to indemnify and hold 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 Applicant, the selection of the Applicant's submission and invitation to the Applicant to respond to this RFQ, or the conditional selection of an Applicant pursuant to this RFQ.
5. The Applicant will not engage in any scheme or practice that seeks to solicit, pay, or receive as payment, or to deliver to anyone, any sum or thing of value (including, without limitation, the performance of any service) that may constitute or be construed as a bribe, kick-back, or other inducement that in any manner may prejudice NYCHA's interests or compromise the duty owed by anyone to NYCHA.
6. NYCHA is not obligated to pay, nor shall NYCHA in fact pay, any costs or losses incurred by any Applicant at any time, including any costs incurred by the Applicant in connection with the Applicant's response to this RFQ.
7. The Selected Partner, and in the event that the Selected Partner is a joint venture, each member of that joint venture, jointly and severally, shall forever defend, indemnify, and hold harmless NYCHA and its directors, members, principals, servants, officers, agents, representatives, affiliates, and employees from and against any and all obligations, liabilities, claims, demands, penalties, fines, settlements, damages, costs, expenses, and judgments of whatever kind or nature, known or unknown, contingent or otherwise arising from the Project, including, without limitation, personal or bodily injury (including death) of or to any person or persons, including, without limitation, from or related to the

presence, release, storage, transportation, or disposal of hazardous materials, or any damage to property of any nature.

8. No member or employee of the Congress of the United States or the New York State or City government, shall be permitted by the Applicant to share in any part of the Project or in any benefit that may arise from the Project.
9. NYCHA, HUD or any other federal, state or local agency providing funds to NYCHA, the New York City Comptroller, the New York City Department of Investigation, and the Comptroller General of the United States shall have the right to perform an audit of the Selected Partner's finances and an audit of the books and records related to its performance under the Project, including, without limitation, the financial arrangement with anyone that the Selected Partner may delegate to discharge any part of its obligations with respect to the Project.
10. NYCHA is under no legal obligation to lease the Properties. NYCHA may use the Applications submitted pursuant to this RFQ as a basis for negotiations with Applicants as NYCHA deems appropriate. NYCHA may reject at any time any or all Applications; may amend, modify or withdraw this RFQ in whole or in part; may negotiate with one or more Applicants; and/or may negotiate and lease the Properties on terms other than those set forth herein (including to parties other than those responding to this RFQ). NYCHA may also, at any time, waive compliance with, or change any other terms and conditions of, this RFQ; entertain modifications or additions to selected Applications; or withdraw or add individual sites or parcels from or to this RFQ if in NYCHA's judgment it is in the best interests of NYCHA to do so.
11. Selection of an Applicant's Application under this RFQ for the Pre-Qualified Partner List will not create any rights on the Applicant's part, including, without limitation, rights of enforcement, equity, or reimbursement or any right to be selected for any particular Project.
12. In the event of any variance between the terms of this RFQ and the terms of NYCHA documents for any particular Project (the "NYCHA Documents"), the terms of such NYCHA Documents will govern.

All determinations as to the completeness or compliance of any Applications, or as to the eligibility or qualifications of any Applicant, will be within the sole discretion of NYCHA.

7. CONFLICTS OF INTEREST

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

Persons in the employ of the City considering submission of an Application are advised that opinions regarding the propriety of their participating in the Project may be requested from the New York City Conflict of Interests 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 consideration. It is not necessary, however, that such an opinion be obtained prior to responding to this RFQ.

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

Applicants must not have any organizational conflict of interest, which is defined as a situation in which the nature of the obligations under the NYCHA Documents or with respect to a Project, and the Applicant's organizational, financial, contractual or other interests are such that execution of the NYCHA Documents may result in an unfair competitive advantage; or, the Applicant's objectivity in performing its obligations under the NYCHA Documents or with respect to a Project may be impaired. If after an award with respect to a Project, the Applicant discovers an organizational conflict of interest with respect to the NYCHA Documents or such Project, the Applicant shall make an immediate and full disclosure in writing to NYCHA, which shall include a description of the action which the Applicant has taken or intends to take to eliminate or neutralize the conflict. NYCHA may terminate the Projects and the NYCHA Documents if it would be in the best interest of NYCHA to do so.

8. CONFIDENTIALITY

Certain information that NYCHA may furnish in connection with this RFQ may be labeled as confidential and must be treated as proprietary information of NYCHA by each recipient of this RFQ. By the Applicant's receipt of this RFQ, the Applicant agrees not to (a) disclose any part or all of such confidential information furnished to the Applicant pursuant to this RFQ to any party, including, without limitation, any law firm or any corporate or government office, except to the extent essential to the preparation of the Applications or Proposals, and to secure from any party to whom a disclosure is made under this provision a confidentiality agreement, executed prior to any such disclosure, in which the recipient agrees to keep confidential and to not disclose any such confidential information to any other party (a "Confidentiality Agreement"), and (b) use such information for any purpose other than to prepare a response to this RFQ. Such Confidentiality Agreement must name NYCHA as an intended third-party beneficiary with the right to enforce all remedies in an event of any such breach or unauthorized disclosures.

An Applicant must clearly designate in its Application those portions of the Application, if any, that the Applicant believes are trade secrets or are maintained for the regulation of commercial enterprise that, if disclosed, would cause substantial injury to the competitive position of the Applicant. To the extent the law permits (i.e., Section 89 of the New York State Public Officers Law), NYCHA will use reasonable efforts to hold the designated portions of the Applications and future responses to project solicitations in confidence, subject to FOIL and the provisions of Section 6. All Applications and other materials submitted to NYCHA in response to this RFQ may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law ("FOIL provided such residents have agreed to keep the information contained therein confidential. The Applicant submitting an Application must designate those portions of the Application that it believes are exempt from FOIL. This characterization shall not be determinative but will be considered by NYCHA when evaluating the applicability of any exemptions in response to a FOIL request.

9. NYCHA DISCLAIMER

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 Properties including, without limitation, the following: (a) the value of the Properties; (b) the income to be derived from the Properties; (c) the nature, quality or condition of the Properties, including, without limitation, the manner, quality, state of repair or lack of repair of the Properties and the water, soil and geology thereof and any drainage from or onto the Properties; (d) the conformity of the Properties to any plans or specifications therefore; (e) the compliance of or by the Properties or their operation with any legal requirements including, without limitation, the Americans with Disabilities Act; any zoning rules, regulations, plans or resolutions; any applicable federal, state or local landmark designations; any loft board control, rent control, rent stabilization and/or any other rent regulation or requirements; any rules and regulations promulgated under or in connection with any of the foregoing; and the state of the land title whether or not same is reflected in recorded or unrecorded documents (f) the habitability, merchantability or fitness for a particular purpose of the Properties; (g) the current or future real estate tax liability, assessment or valuation of the Properties; (h) the availability or unavailability or withdrawal or revocation of any benefits or incentives conferred by any federal, state or municipal authorities; (i) the fact that all or a portion of the Properties may be located on or near a flood plain or an earthquake fault line; (j) any other matter with respect to the Properties; or (k) the accuracy of any exhibit or information provided relating to the Properties.

10. DEFINITIONS

All terms, unless defined otherwise in this RFQ, are as defined in Notice H 2019-09 PIH 2019-23 (HA) Rev 4 (September 5, 2019), as amended by Notice H-2023-08 PIH 2023-19 (HA) Supplemental Notice 4B (July 27, 2023) and as may be further amended or superseded from time to time by HUD (the “RAD Notice”). Terms not defined elsewhere are as follows:

Act

The United States Housing Act of 1937, as amended.

Pre-Qualified Partner List

The published list of Pre-Qualified Partners selected under this RFQ and eligible to submit Proposals for Projects. A link to the published Pre-Qualified Partner List can be found on NYCHA’s PACT website <https://www1.nyc.gov/site/nycha/about/pact/procurement.page>.

Pre-Qualified Partners

General contractors, property managers, and real estate developers selected under this RFQ to be considered for forthcoming projects.

Principal

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

Project(s)

Projects include PACT or other real estate activities which may include the creation of new affordable housing and other infill development.

Properties

NYCHA public housing comprising a Project for the purposes of this RFQ.

Rental Assistance Demonstration (RAD)

The HUD Rental Assistance Demonstration program authorized by and administered pursuant to P.L. 112-55 as amended, the RAD Notice, and such other notices and guidance issued by HUD in relation thereto, all as may be amended or superseded from time to time.

Section 18

Section 18 of the Act allows for the demolition and disposition of public housing property. HUD has promulgated regulations in 24 C.F.R. Part 970 detailing the administrative steps required for its approval of any demolition or disposition activity affecting covered public housing properties.

The Section 18 regulations may be found at:

http://www.hud.gov/offices/pih/centers/sac/demo_dispo/24cfr970.pdf

Section 18 is also administered pursuant to additional HUD guidance including, but not limited to, PIH Notice 2021-07 (HA) (January 19, 2021), found at [PIH2021-07 \(hud.gov\)](https://www.hud.gov/PIH2021-07) (“Section 18 Notice”).

Selected Partner

A Project Team comprised of Pre-Qualified Partners that is selected to undertake a Project.

[NYCHA Real Estate Development Partner RFQ - 2024](#)

11. APPLICANT FORMS

[page intentionally left blank- forms start on next page]

Form 1: Applicant's Letter

New York City Housing Authority
Procurement Department
90 Church Street, 6th Floor
New York, New York 10007
Attn: Dawn Greggs

Re: Response to Pre-Qualified Partners Request for Qualifications #502073

To Whom It May Concern:

This letter is being submitted in connection with my proposal ("Proposal") submitted in response to the Request for Qualifications ("RFQ") issued by the New York City Housing Authority ("NYCHA"). All terms not otherwise defined herein will have the same meaning as set forth in the RFP.

I have received, read, and understand the provisions of the RFQ. I understand that selection of an Applicant under the RFQ for disposition of the Properties and the development of the Project described in the RFQ will mean only that NYCHA will commence negotiations with such Applicant regarding the Project.

I recognize that any negotiations with NYCHA 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 NYCHA, which may only be incurred or entered into by a contract of sale and deed(s) pursuant to which the Properties will be conveyed to the Selected Applicant that have been (i) approved as to form by NYCHA's Law Department; (ii) approved by the NYCHA Board and HUD; and (iii) duly executed by the Selected Applicant and NYCHA. The Negotiation Letter sent to the Selected Applicant will only indicate NYCHA's intention to commence negotiations, which may ultimately lead to the execution of such an agreement.
2. The Applicant will not have permission to enter upon the Properties, which permission will only be granted, if at all, in the form of a License Agreement duly executed by the Applicant and NYCHA. The execution of any such License Agreement, if it occurs, will only indicate that NYCHA has granted permission for the Applicant to enter onto the Properties for the limited purposes stated in the scope of work set forth therein, and will not indicate that NYCHA reached any other agreement with the Applicant regarding the Properties or the Project.
3. The following requirements must be satisfied prior to the disposition of the Properties:

- a. The Selected Applicant, any other potential grantee of the Properties, and their respective Principals must successfully undergo a background check concerning their suitability to do business with NYCHA.
 - b. The Properties will not be conveyed 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 of New York (“City”), NYCHA, or other governmental entities, (ii) is in default on any obligations to NYCHA or the City, (iii) is a former owner of the Properties, 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 Properties and the tax exemption(s) to be provided, if any, will be consistent with applicable NYCHA and City policies.
 - d. The Selected Applicant must execute legal documents in form and substance acceptable to NYCHA, and in form approved by NYCHA’s Law Department.
4. During negotiations, the Applicant must diligently, competently, and expeditiously comply with all requirements communicated to the Applicant by NYCHA.
 5. The design of the Project must comply with any applicable NYCHA development requirements and guidelines.
 6. The Applicant will be solely responsible for ensuring that the proposed Project and associated design and financing of the same shall be physically viable and economically feasible.
 7. NYCHA may terminate negotiations with the Applicant at any time with or without cause. If negotiations are terminated by NYCHA, whether with or without cause, such termination will not give rise to any claim by the Applicant or its affiliates or contractors against NYCHA for damages, including, without limitation, for lost profits.
 8. NYCHA is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the Applicant at any time, including, but not limited to, the cost of: (i) any prior actions by the Applicant in order to respond to any selection process, or (ii) any future actions by the Applicant in connection with the negotiations, including, but not limited to, actions to comply with requirements of NYCHA or any applicable laws.

Very truly yours,

Signature

Title

Applicant

Date

Form 2: Not-for-Profit Organization Information and Questionnaire

Name of Applicant: _____

Only Applicants that include a not-for-profit entity as principal of the Developer or part of the Development Team shall complete this Form. Delete if not applicable.

Name of Organization: _____

Address: _____

City: _____ State: _____ ZIP Code _____

Executive Director: _____

Contact Person: _____

Title: _____

Telephone No. _____

FAX No. _____

Date Established: _____

Date Incorporated: _____

ROLE OF ORGANIZATION IN THE PROJECT

Describe the role that the not-for-profit organization will play, such as developer, marketing agent, etc.

CERTIFICATION

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

Name of Organization

Signature of Officer

Date

Print or Type Name and Title

NOT-FOR-PROFIT ORGANIZATION: DIRECTORS, OFFICERS, AND KEY STAFF

Name of Organization: _____

Provide the following information regarding your current Directors, Officers and Key Staff.

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

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 RFQ.

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 3: Assets Statement

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

Principal or Individual whose assets are described below:

1. Personal Information

Name:

Business Name:

Business Phone:

Residence Address:

City:

State:

Zip Code:

Business Address:

City:

State:

Zip Code:

Position (Title):

Years of Service:

Salary:

Bonus/Commission:

Other Income:

Source of Other Income:

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

If so, please describe:

Do you have any contingent liabilities?

If so, please describe:

2. Statement of Financial Condition

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

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

Schedule A: Marketable Securities Owned

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

Marketable Securities Owned	Dollars (Omit Cents)	Collateral?

3. Signature Page

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

Name of Principal: _____

Signature of Individual: _____

Print Name and Title of Individual: _____

Date: _____

Form 5B: Management Experience Questionnaire

Name of Applicant: _____

Management Entity: _____

Date of Submission: _____

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.



NEW YORK CITY HOUSING AUTHORITY

90 Church Street • NEW YORK, NY 10007

TEL: (212) 306-3000 • <http://nyc.gov/nycha>

LISA BOVA-HIATT
CHIEF EXECUTIVE OFFICER

Form 6: APPLICANT DESCRIPTION

All respondents to the Pre-Qualified Partners Request for Qualifications must complete this form and provide additional documentation as required in the form.

Name of Applicant: _____

Name of Contact Person: _____

Address: _____

Telephone No: _____ Email Address: _____

Is the Applicant a certified Minority-owned or Woman-owned Business Enterprise (M/WBE)? (for informational purposes only) Yes [] No [] (Provide Proof of Certification).

COMPOSITION OF APPLICANT ORGANIZATIONS:

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

2. For corporations, provide the names of the officers and any shareholders owning 10% or more.

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

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

* Role: D = Developer; PM = Property Management Company; GC = General Contractor; SSP = Social Service Provider

3. 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) Arson conviction or pending case? Yes [] No []

(2) Harassment complaint filed by the New York State Division of Rent Control or the New York State Division of Housing and Community Renewal? Yes [] No []

(3) Had an ownership or management interest in a property that was taken *in rem* by the City or assigned by a judge of Landlord and Tenant Court to a 7A Administrator or receiver? Yes [] No []



NEW YORK CITY HOUSING AUTHORITY

250 BROADWAY • NEW YORK, NY 10007

TEL: (212) 306-3000 • <http://nyc.gov/nycha>

LISA BOVA-HIATT
CHIEF EXECUTIVE OFFICER

- (4) NYCHA or City mortgage foreclosure or currently more than 90 days in arrears on any NYCHA or City loan? Yes [] No []
- (5) Default on any contract obligation or agreement of any kind or nature entered into with NYCHA or the City of New York or one of its agencies? Yes [] No []
- (6) In the past 5 years, failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency? Yes [] No []
- (7) In the last 7 years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings. Yes [] No []
- (8) In the last 5 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) Been convicted of fraud, bribery, or grand larceny? Yes [] No []

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

SUPPLEMENTAL QUESTIONS FOR ALL APPLICANTS

Answer the following questions. Use additional sheets as necessary. The definitions of terms contained in the Entity and Individual Disclosure Statement applies to these questions.

1. Has the Applicant, any of its employees, or any Related Entity, or any of their respective Principals or Officers, ever been the subject of, or questioned relating to, an investigation by any Government Agency, including, but not limited to, Federal, State, and Municipal Authorities? If yes, provide details.

2. Has the Applicant, any of its employees, or any Related Entity, or any of their respective Principals or Officers, ever been subpoenaed by any Governmental Agency? If yes, provide details.

3. Has the Applicant, any of its employees, or any related Entity, or any of their respective Principals or Officers, ever paid any money, gratuity, or conferred any other benefit, for any purpose, on any public official or any City employee? If yes, provide details.

4. Have there ever been any notifications or findings against the Applicant or any of its contractors/subcontractors of underpayments relating to prevailing wage violations? If yes, provide details.

5. Has the Applicant, any of its employees, or any Related Entity, or any of their respective Principals or Officers, ever been the subject of a monitorship or certification on any public contract or imposed by any government agency, authority or instrumentality? If yes, provide details.

6. Has the Applicant or its principals received any information, or have any reason to believe, that the Applicant, its Principals, or any of its employees, have been associated, or suspected of being associated, with organized crime? If yes, provide details.

CERTIFICATION

I certify that the information set forth in or attached to this RFQ Supplemental Questionnaire form is true and correct to the best of my knowledge and belief.

I am aware that the NYCHA is relying upon all of the information set forth in or attached to this Supplemental Questionnaire and that this Supplemental Questionnaire is submitted to induce NYCHA to approve this application.

I am aware that this Supplemental Questionnaire is part of a continuing application, and until such time as the application is finally and unconditionally approved by NYCHA, I will report any changes in or additions to the information set forth herein, and furnish such further documentation or information as may be requested by NYCHA, the City of New York, or any agency thereof. The making of any false statement in this Supplemental Questionnaire may result in the revocation of any designation under the Pre-Qualified Partners Request for Qualifications.

SIGNATURE:

PRINT NAME OF PERSON SIGNING ABOVE:

TITLE:

ENTITY (if any):

DATE: