

Exhibit D – Expectations for Projects

Any selected Response is subject to additional deliverables, protocols and procedures necessary in order for NYCHA to execute the Lease Agreement and approve construction activities on NYCHA property (the “**Closing Requirements**”). Such Closing Requirements include but are not limited to:

1. Lease Approval Protocols

Please note that any final Lease Agreement is subject to any and all applicable laws, rules, and regulations, including oversight and approval from the Department of Housing and Urban Development (HUD). Additional protocols may be necessary. NYCHA will work with the Project Developer to obtain any necessary approvals.

- **PASSPort** - PASSPort is an online disclosure system used by the Mayor’s Office of Contract Services that replaces the paper-based VENDEX system. Information regarding PASSPort is accessible at: [PASSPort Frequently Asked Questions | MOCS](#). Respondents can create a PASSPort profile and/or login to PASSPort at: [About PASSPort | MOCS](#). It is required that Respondents create a PASSPort profile and file all required disclosures ahead of time. Any entity that signs a lease with NYCHA, as well as any general contractor that intends to perform work on site, and all parent entities, will need to register with PASSPort and undergo background checks by the Office of the Inspector General as required by NYCHA rules and regulations. Please note that it is a prerequisite for the signing entity and general contractor to be on PASSPort with status “Filed” for NYCHA to proceed with a Vendor Name Check (“VNC”). NYCHA requires an approved VNC before a lease can be signed by the signing entity, or work performed on site by the general contractor.
- **Insurance and Riskworks** - NYCHA requires that anyone doing business with NYCHA provide insurance via Riskworks, NYCHA’s insurance tracking system, prior to signing the Lease Agreement. The expected insurance requirement template for the Lease Agreement is attached as **Exhibit F**.
- **Board Approval** - If the overall rent payments agreed to in the Lease Agreement exceed \$5,000,000 over the life of the Agreement, NYCHA will need to gain approval from its Board. NYCHA will handle this board approval process; a successful Respondent should just be aware that the board approval process normally takes three months, and that NYCHA may request additional information from the Respondent as part of this process. If the total value of the lease is less than \$5,000,000, Board Approval is not currently required.
- **Certifications** - Lessee, and any contractors and subcontractors that Lessee engages with to do work on NYCHA property, may be required to complete additional certifications as directed by NYCHA’s Law Department.

Items in Sections 2 and 3 are required after the Lease Agreement has been executed in order for the Project to proceed:

2. Pre-Construction and Construction Deliverables

- **Plans and Specifications** - Prior to construction, Respondent/Lessee will submit plans and specifications for each electric vehicle charging station to NYCHA for review and acceptance. NYCHA will review to determine any adverse impact on building operations, safety, or security, and may request revised plans if the Plans and Specifications would impact normal building operations. Additionally, Lessee will present the accepted plans to the Resident Association at the development(s) where work will take place. NYCHA will coordinate these presentations with Lessee and the Resident Association.
- **Electrical Service** - The Project Developer shall be responsible for securing new electrical service if needed for the Project(s), or if a Project is able to use existing NYCHA building electrical service, they must have their own meter or submeter for reimbursement to NYCHA.
- **Safety and Maintenance Procedures** - At least 60 days prior to permission to operate (PTO), Lessee will submit to NYCHA for review and acceptance its operations, maintenance, and safety procedures for the long-term operation of the electric vehicle charging station. This should include a proposed schedule for maintenance and repairs, a plan for system security and for identifying issues with the electric vehicle charging station over the life of the installation, and any information that on-site NYCHA staff will need to know. Please be aware that the Lessee will be fully responsible for the operation, safety, and security of their own electric vehicle charging stations. Please also see for reference the Safety and Security table attached as **Exhibit E**.
- **Restoration** - All asphalt, concrete, landscaping, and other areas that are disturbed during construction shall be remediated and returned to original condition, or equivalent condition as approved by NYCHA.
- **Construction Schedule and Parking** - Prior to construction and no later than 60 days after signing the Lease, Lessee will submit to NYCHA a construction schedule with scope of work to NYCHA. If the Lessee requires additional space within the parking lots for construction staging beyond the planned area of work, Lessee will need to arrange for alternate parking areas for displaced residents, to be pre-approved by NYCHA.
Please note that during construction NYCHA may perform periodic inspections to ensure adherence to safety and security protocols. HUD may also conduct inspections according to its rules and regulations.
- **Resident Association Presentation** - Prior to construction at each development, Lessee will present its Plans and Specifications to the Development's Resident Association and take into consideration any concerns raised by the residents on-site.
- **Pre-Construction Meeting** - Prior to construction at each development, Lessee will convene a pre-construction meeting including the affected development staff.
- **Contractor/Subcontractor Approvals** - Any contractor and/or subcontractor that Lessee uses to construct the electric vehicle charging stations will need to have

proof of insurance to work on NYCHA sites; this insurance will be provided via the Riskworks system that NYCHA uses to track insurance compliance.

- **Commissioning Protocol** - Prior to construction, Lessee will submit to NYCHA for review and approval the protocol that will be used in the commissioning inspections. NYCHA may choose to attend these commissioning inspections.
- **Hiring Plan and Reporting** - Lessee will provide a hiring and training plan and other forms as necessary to track the commitments made to hire and train NYCHA residents for this work. The Hiring Plan and compliance reports will be coordinated with NYCHA's Resident Economic Empowerment and Sustainability (REES) Department.

3. Deliverables During Operation, Maintenance, and Decommissioning

- **Permission to Operate** - NYCHA shall be provided a copy of the utility's Permission to Operate (PTO), if required, as soon as it is granted.
- **Commencement of Rent** - The collection of rent shall commence after construction is complete and the EV charging stall is operational.
- **Commissioning Inspection Report** - Lessee shall provide NYCHA with a summary of the commissioning inspection within 5 days of each inspection.
- **As-Built Plans** - Within 30 days of construction completion Lessee will provide the "as-built" drawings for each electric vehicle charging stations.
- **Decommissioning Plan and Security** - On or before PTO, Lessee will provide for review and approval a plan for decommissioning the system at the end of the Lease, including all steps to remove the electric vehicle charging stations and restore the premises. This will also include a proof of decommissioning security that will be used to fund the decommissioning activities, to ensure that the equipment is not abandoned on NYCHA property at the end of lease.
- **Advertising and marketing materials** - Lessee shall submit to NYCHA for review and approval any advertising or marketing materials that will be distributed to NYCHA residents and/or refer to NYCHA or the New York City Housing Authority in any way. NYCHA will preapprove templates and does not need to be notified any time a pre-approved template is distributed; however, NYCHA would need to be notified if the material is updated.