

# **PROPOSED CITY FISCAL YEAR 2021 COMMUNITY DEVELOPMENT PROGRAM**

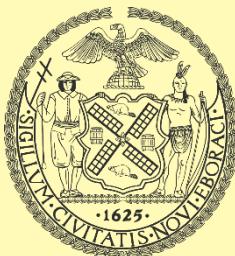
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**PROPOSED CFY 2021 BUDGET**

**PROPOSED ALLOCATION OF CALENDAR YEAR 2020  
/ CD 46 FUNDS**

**PROPOSED CALENDAR YEAR 2021 / CD 47 BUDGET**

**April 16, 2020**



**THE CITY OF NEW YORK**

**BILL de BLASIO, MAYOR**

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**MAYOR'S OFFICE OF MANAGEMENT AND BUDGET**

**COMMUNITY DEVELOPMENT UNIT**

**CITY OF NEW YORK**  
**MAYOR'S OFFICE OF MANAGEMENT AND BUDGET**  
**PROPOSED CITY FISCAL YEAR 2021**  
**COMMUNITY DEVELOPMENT PROGRAM**

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## **INTRODUCTION**

The Community Development Block Grant (CD or CDBG) is one of four formula Entitlement grants the City of New York receives annually from the U.S. Department of Housing and Urban Development (HUD). As a condition of receiving these funds, grantees must release for public comment and submit to HUD a Consolidated Plan that outlines how the grantee will use the funds to address its identified needs.

This document reflects the proposed City Fiscal Year (CFY) 2021 allocation of CD funds based on the Federal Fiscal Year (FFY) 2020 allocation of \$173,693,281, an increase of \$6,849,664 over the City's FFY 2019 award. In addition to this allocation, the budget is supported by program income and other supplemental revenue sources, which include prior-year accruals, loan proceeds, fees, fines, and the sale of land in Federal Urban Renewal Areas. The total Proposed CFY 2021 budget is \$280,205,000. These allocations will affect the CDBG portion of the 2020 (calendar year) Consolidated Plan. After City Council adoption of the City Fiscal Year (CFY) 2021 Budget, the changes will be incorporated into the 2020 Consolidated Plan One-Year Action Plan.

Please note that the allocation mentioned above is limited to the CDBG Entitlement allocation awarded as part of Congress's annual appropriations process. While the City was preparing its CFY 2021 budget, Congress passed and President Trump signed into law the Coronavirus Aid, Relief, and Economic Security Act (aka the CARES Act). This Act will provide NYC with an additional \$102 million in CDBG funding to be directed to activities that prevent, prepare for, and respond to COVID-19 (aka coronavirus). The City will release its plan for these funds in a subsequent public document.

Additionally, please note the allocations for City Fiscal Year 2021 and Calendar Year 2020 contained in this document reflect the City's proposals as of April 16, 2020. COVID-19 has led to rapid changes to the City's economy, health care systems, and access to public services and facilities. At this moment, it is impossible to know the final impacts COVID-19 will have on the City's CDBG budget. Any substantial changes will be noted in the City's 2020 Consolidated Plan.

### **Programmatic Changes in the CFY 2021 Budget**

Please note the following changes for CFY 2021:

- **Accessibility Improvements in City Schools:** The Department of Education (DOE) will use CD funds allocated in prior years to conduct accessibility-focused rehabilitation projects at public schools throughout the city. In CFY 2021, DOE will continue to receive CD funds for program staff.
- **Demolition Program:** The City will allocate a portion of its FFY 2020 increase to address a projected rise in the number of demolitions HPD must conduct in CFY 2021. The number of demolitions is dictated by the number of demolition orders issued by the Department of Buildings, and the amount of orders acted upon by the property owners. While HPD makes every effort to obtain owner compliance first, the number of demolitions that HPD must perform is partially out of its control.

- **Food Pantry Services:** The City has not allocated additional CD funds to this program for CFY 2021, as the program received its funds for Calendar Year 2020 in the CFY 2020 budget. This program received a one-year allocation of \$375,000 for CFY 2020: \$188,000 in Calendar Year 2019 and \$187,000 in Calendar Year 2020.
- **Neighborhood Preservation Consultants:** The City previously announced that, beginning July 1, 2019, it would no longer issue new CD-funded contracts due to the administrative burden of operating the program using Federal funds. In CFY 2020, the program received approximately \$75,000 for staff at the Department of Housing Preservation and Development (HPD) to oversee the program's closeout. As of July 1, 2020, this program will no longer be CD-funded.
- **Targeted Code Enforcement:** The City will allocate a portion of its FFY 2020 increase to hire additional Housing Code Inspectors. This increase will allow HPD to conduct more lead-based paint inspections in units where a child under the age of six is present.
- The City also implemented the following changes during Calendar Year 2019, which are now being reflected in its City fiscal year documents:
  - The DCP Comprehensive Planning and DCP Information Technology programs were combined and renamed DCP Comprehensive Planning, Data, and Tools. Individual program entries have been discontinued.
  - Due to the similarity in program missions, the Senior Resident Advisor program and Elderly Safe-at-Home program were combined. Program activities will now be reflected only in the Elderly Safe-at-Home program entry.
  - The Housing Policy Analysis and Statistical Research program has been renamed Housing Research and Evaluation.

Following is the proposed CD budget for CFY 2021.

## **PART I: PROPOSED CITY FISCAL YEAR 2021 CDBG BUDGET**

For City Fiscal Year 2021 (CFY 2021), the City proposes a Community Development Block Grant (CD or CDBG) budget of \$280.205M. The City's CD Year is based on the calendar year, January through December. Therefore, the first half of CFY 2021 (7/1/20 – 12/31/20) coincides with the last six months of CD 46, and the second half of CFY 2021 (1/1/21 – 6/30/21) coincides with the first six months of CD 47.

### Anticipated Funds to Supplement the CFY 2021 CD Budget

The City's Federal Fiscal Year 2020 Entitlement grant is \$173.694M. The City expects the availability of \$106.511M to supplement the Entitlement. Supplemental revenue sources include those currently available, plus those expected to become available during the fiscal year. The sources of these supplemental funds are as follows:

- Prior year accruals: Due to unanticipated circumstances, a portion of prior years' CD program allocations goes unspent. These accrued funds are then reprogrammed into the current CD year.
- Program income and applicable credits: Several CD-funded programs generate revenue through repayment and close-out of loans, fees, and fines that are returned to the CD Program, as well as the sale of land in Federal Urban Renewal Areas.

**PROPOSED CITY FISCAL YEAR 2021  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET  
(Millions of Dollars)**

PROGRAMS	CFY 2021
<b><i>HOUSING PROGRAMS</i></b>	<b>217.043</b>
<b>Housing Assistance</b>	<b>24.320</b>
HPD Emergency Shelters	24.320
<b>Code Enforcement</b>	<b>48.393</b>
Litigation	8.224
Targeted Code Enforcement	40.169
<b>Rehabilitation</b>	<b>105.069</b>
7A Program	0.872
Alternative Enforcement Program	9.988
Emergency Repair Program	42.203
Primary Prevention Program	0.609
Project Open House	0.199
Public Housing Rehabilitation Program	51.198
<b>Clearance</b>	<b>11.644</b>
Demolition Program	11.644
<b>Maintenance and Operation of Tax-Foreclosed Housing</b>	<b>19.292</b>
Maintenance and Operation of Tax-Foreclosed Housing	19.292
<b>Fair Housing</b>	<b>0.386</b>
HPD Fair Housing	0.386
<b>Administration</b>	<b>7.939</b>
HPD Administration	7.939

**PROPOSED CITY FISCAL YEAR 2021  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET  
(Millions of Dollars)**

PROGRAMS	CFY 2021
<b>ECONOMIC DEVELOPMENT PROGRAMS</b>	<b>2.297</b>
Avenue NYC	2.297
<b>SERVICE PROGRAMS</b>	<b>21.785</b>
<b>Parks &amp; Recreation Services</b>	<b>3.107</b>
GreenThumb	1.305
Minipools	0.565
Pelham Bay Park Administrator's Office	0.396
Prospect Park Administrator's Office	0.551
Van Cortlandt Park Administrator's Office	0.290
<b>Criminal Justice &amp; Legal Services</b>	<b>3.921</b>
Elderly Safe-At-Home	0.675
Safe Horizon	3.246
<b>Health Care &amp; Social Services</b>	<b>9.704</b>
Beacon School Program	5.606
DHS Homeless Services	3.545
Homeless Outreach and Housing Placement Services	0.553
<b>Housing Services</b>	<b>0.529</b>
Elderly Minor Home Repair Program	0.362
Housing Information and Education	0.167
<b>Education Services</b>	<b>4.524</b>
Adult Literacy Program	1.561
Early Care & Education Services	2.963

**PROPOSED CITY FISCAL YEAR 2021  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET  
(Millions of Dollars)**

PROGRAMS	CFY 2021
<b>LANDMARKS PRESERVATION AND CULTURAL AFFAIRS PROGRAMS</b>	<b>0.418</b>
Community Arts Development Program	0.304
Landmarks Historic Preservation Grant Program	0.114
<b>PUBLIC FACILITIES &amp; IMPROVEMENTS PROGRAMS</b>	<b>9.748</b>
<b>Open Space Programs</b>	<b>0.221</b>
Bronx River Project	0.221
<b>Neighborhood Facilities</b>	<b>9.527</b>
Accessibility Improvement in City Schools	0.378
Code Violation Removal in Schools	6.908
DFTA Senior Center Improvements	1.934
DHS Shelter Renovations Project Support	0.307
<b>PLANNING PROGRAMS</b>	<b>26.113</b>
DCP Comprehensive Planning, Data, and Tools	18.891
HPD Housing Research and Evaluation	5.641
LPC Planning	0.605
Rent Guidelines Board Support Staff	0.536
Scorecard Program	0.440
<b>ADMINISTRATION</b>	<b>2.801</b>
<b>TOTAL USES</b>	<b>280.205</b>

## **PART II: PROPOSED REVISED CALENDAR YEAR 2020/CD 46 BUDGET**

In addition to reflecting programs and budgets on a City fiscal year basis, the City's Community Development program must also identify its proposed programs and budgets on a calendar year basis to comply with the City's Consolidated Plan process. The City's CD program is in its 46th year. The Proposed Calendar Year 2020/CD 46 budget was originally published in the "Proposed City Fiscal Year 2020 Community Development Program" document and was approved by the New York City Council.

The following table shows proposed changes to the current Calendar Year 2020/CD 46 budget that would result from the City proposing its City Fiscal Year 2021 (7/1/20-6/30/21) budget. The changes to this budget are now necessary because the CD 46 program year overlaps two City fiscal years. CD 46 began on January 1, 2020 and will end December 31, 2020. City Fiscal Year (CFY) 2020 began on July 1, 2019 and will end June 30, 2020. CFY 2021 will begin on July 1, 2020 and will end June 30, 2021. At the time the CD 46 budget was adopted, the spending pattern for CFY 2021 was not known. Therefore, the CD 46 budget assumed that the spending pattern set by the CFY 2020 CD program for the first six months of CD 46 (1/1/20 – 6/30/20) would be maintained for the entire CD 46 program year. However, revisions to the Calendar Year 2020/CD 46 budget are necessary to reflect that spending in the July 1, 2020 to December 31, 2020 time period will conform to the pattern set by the new CFY 2021 CD program.

The first column of numbers indicates the current CD 46 funding levels for the programs, the second column indicates the proposed changes to those funding levels, and the third column reflects the Proposed Revised 2020/CDBG 46 Budget.

In the following chart, the \$103.199M in anticipated additional revenues available to fund CD 46 (including prior year accruals, applicable credits, and program income) are represented in addition to the Entitlement amount of \$173.694M.

**PROPOSED REVISED CALENDAR YEAR 2020 / CDBG FORTY-SIX BUDGET**  
 (Millions of Dollars)

PROGRAMS	CURRENT 2020 / CD 46 BUDGET	PROPOSED REVISED 2020 / CD 46 BUDGET	
		CHANGES	
<b><i>HOUSING PROGRAMS</i></b>	<b>209.798</b>	<b>3.622</b>	<b>213.420</b>
<b>Housing Assistance</b>	<b>22.595</b>	<b>0.862</b>	<b>23.457</b>
HPD Emergency Shelters	22.595	0.862	23.457
<b>Code Enforcement</b>	<b>44.575</b>	<b>1.908</b>	<b>46.483</b>
Litigation	7.840	0.192	8.032
Neighborhood Preservation Consultants	0.075	-0.038	0.037
Targeted Code Enforcement	36.660	1.754	38.414
<b>Rehabilitation</b>	<b>108.921</b>	<b>-1.925</b>	<b>106.996</b>
7A Program	1.536	-0.332	1.204
Alternative Enforcement Program	8.675	0.657	9.332
Emergency Repair Program	46.770	-2.283	44.487
Primary Prevention Program	0.543	0.033	0.576
Project Open House	0.197	0.001	0.198
Public Housing Rehabilitation Program	51.200	-0.001	51.199
<b>Clearance</b>	<b>8.156</b>	<b>1.744</b>	<b>9.900</b>
Demolition Program	8.156	1.744	9.900
<b>Maintenance and Operation of Tax-Foreclosed Housing</b>	<b>19.276</b>	<b>0.008</b>	<b>19.284</b>
Maintenance and Operation of Tax-Foreclosed Housing	19.276	0.008	19.284
<b>Fair Housing</b>	<b>0.434</b>	<b>-0.024</b>	<b>0.410</b>
HPD Fair Housing	0.434	-0.024	0.410
<b>Administration</b>	<b>5.841</b>	<b>1.049</b>	<b>6.890</b>
HPD Administration	5.841	1.049	6.890

**PROPOSED REVISED CALENDAR YEAR 2020 / CDBG FORTY-SIX BUDGET**  
 (Millions of Dollars)

PROGRAMS	CURRENT 2020 / CD 46 BUDGET	PROPOSED REVISED 2020 / CD 46 BUDGET	
		CHANGES	
<b>ECONOMIC DEVELOPMENT PROGRAMS</b>	<b>2.283</b>	<b>0.007</b>	<b>2.290</b>
Avenue NYC	2.283	0.007	2.290
<b>SERVICE PROGRAMS</b>	<b>21.949</b>	<b>0.012</b>	<b>21.961</b>
<b>Parks &amp; Recreation Services</b>	<b>3.085</b>	<b>0.011</b>	<b>3.096</b>
GreenThumb	1.348	-0.022	1.326
Minipools	0.566	0.000	0.566
Pelham Bay Park Administrator's Office	0.350	0.023	0.373
Prospect Park Administrator's Office	0.537	0.007	0.544
Van Cortlandt Park Administrator's Office	0.284	0.003	0.287
<b>Criminal Justice &amp; Legal Services</b>	<b>3.921</b>	<b>0.000</b>	<b>3.921</b>
Elderly Safe-At-Home	0.675	0.000	0.675
Safe Horizon	3.246	0.000	3.246
<b>Health Care &amp; Social Services</b>	<b>9.891</b>	<b>0.000</b>	<b>9.891</b>
Beacon School Program	5.606	0.000	5.606
DHS Homeless Services	3.545	0.000	3.545
Homeless Outreach and Housing Placement Services	0.553	0.000	0.553
Food Pantry Services Program	0.187	0.000	0.187
<b>Housing Services</b>	<b>0.528</b>	<b>0.001</b>	<b>0.529</b>
Elderly Minor Home Repair Program	0.362	0.000	0.362
Housing Information and Education	0.166	0.001	0.167
<b>Education Services</b>	<b>4.524</b>	<b>0.000</b>	<b>4.524</b>
Adult Literacy Program	1.561	0.000	1.561
Early Care & Education Services	2.963	0.000	2.963

**PROPOSED REVISED CALENDAR YEAR 2020 / CDBG FORTY-SIX BUDGET**  
 (Millions of Dollars)

PROGRAMS	CURRENT 2020 / CD 46 BUDGET	CHANGES	PROPOSED
			REVISED 2020 / CD 46 BUDGET
<b>LANDMARKS PRESERVATION AND CULTURAL AFFAIRS PROGRAMS</b>	<b>0.416</b>	<b>0.001</b>	<b>0.417</b>
Community Arts Development Program	0.302	0.001	0.303
Landmarks Historic Preservation Grant Program	0.114	0.000	0.114
<b>PUBLIC FACILITIES &amp; IMPROVEMENTS PROGRAMS</b>	<b>10.510</b>	<b>-0.381</b>	<b>10.129</b>
<b>Open Space Programs</b>	<b>0.219</b>	<b>0.001</b>	<b>0.220</b>
Bronx River Project	0.219	0.001	0.220
<b>Neighborhood Facilities</b>	<b>10.291</b>	<b>-0.382</b>	<b>9.909</b>
Accessibility Improvements in City Schools	0.000	0.189	0.189
Code Violation Removal in Schools	7.545	-0.318	7.227
DFTA Senior Center Improvements	1.932	0.001	1.933
DHS Shelter Renovations Project Support	0.814	-0.254	0.560
<b>PLANNING PROGRAMS</b>	<b>25.982</b>	<b>0.065</b>	<b>26.047</b>
DCP Comprehensive Planning, Data, and Tools	18.777	0.057	18.834
HPD Housing Research and Evaluation	5.625	0.008	5.633
LPC Planning	0.602	0.001	0.603
Rent Guidelines Board Support Staff	0.542	-0.003	0.539
Scorecard Program	0.436	0.002	0.438
<b>ADMINISTRATION</b>	<b>2.458</b>	<b>0.171</b>	<b>2.629</b>
<b>GRAND TOTAL USES</b>	<b>273.396</b>	<b>3.497</b>	<b>276.893</b>

### **PART III: PROPOSED CALENDAR YEAR 2021/CD 47 BUDGET**

Following is the proposed Calendar Year 2021/CD 47 budget (1/1/21 – 12/31/21). Please note that the spending pattern established in this budget is expected to be effective only for January 1, 2021 to June 30, 2021. Funds reserved for the last six months of CD 47 will be reallocated in accordance with the adopted City Fiscal Year 2022 CD budget.

At this time, the City estimates the CD 47 Entitlement grant amount will be \$173.694M. However, it should be noted that there is a strong possibility that the actual FFY 2021 entitlement will be different than the FFY 2020 grant. The City projects \$107.583M in additional revenues will be available to supplement the CD 47 grant. Additional revenues expected to be available include prior year accruals, applicable credits, and program income.

**PROPOSED CALENDAR YEAR 2021 / CDBG FORTY-SEVEN BUDGET**  
**(Millions of Dollars)**

PROGRAMS	CD 47
<b><i>HOUSING PROGRAMS</i></b>	<b>218.365</b>
<b>Housing Assistance</b>	<b>24.320</b>
HPD Emergency Shelters	24.320
<b>Code Enforcement</b>	<b>48.393</b>
Litigation	8.224
Targeted Code Enforcement	40.169
<b>Rehabilitation</b>	<b>106.391</b>
7A Program	0.872
Alternative Enforcement Program	9.988
Emergency Repair Program	42.203
Primary Prevention Program	0.609
Project Open House	0.199
Public Housing Rehabilitation Program	52.520
<b>Clearance</b>	<b>11.644</b>
Demolition Program	11.644
<b>Maintenance and Operation of Tax-Foreclosed Housing</b>	<b>19.292</b>
Maintenance and Operation of Tax-Foreclosed Housing	19.292
<b>Fair Housing</b>	<b>0.386</b>
HPD Fair Housing	0.386
<b>Administration</b>	<b>7.939</b>
HPD Administration	7.939

**PROPOSED CALENDAR YEAR 2021 / CDBG FORTY-SEVEN BUDGET**  
**(Millions of Dollars)**

PROGRAMS	CD 47
<b>ECONOMIC DEVELOPMENT PROGRAMS</b>	<b>2.297</b>
Avenue NYC	2.297
<b>SERVICE PROGRAMS</b>	<b>21.785</b>
<b>Parks &amp; Recreation Services</b>	<b>3.107</b>
GreenThumb	1.305
Minipools	0.565
Pelham Bay Park Administrator's Office	0.396
Prospect Park Administrator's Office	0.551
Van Cortlandt Park Administrator's Office	0.290
<b>Criminal Justice &amp; Legal Services</b>	<b>3.921</b>
Elderly Safe-At-Home	0.675
Safe Horizon	3.246
<b>Health Care &amp; Social Services</b>	<b>9.704</b>
Beacon School Program	5.606
DHS Homeless Services	3.545
Homeless Outreach and Housing Placement Services	0.553
<b>Housing Services</b>	<b>0.529</b>
Elderly Minor Home Repair Program	0.362
Housing Information and Education	0.167
<b>Education Services</b>	<b>4.524</b>
Adult Literacy Program	1.561
Early Care & Education Services	2.963

**PROPOSED CALENDAR YEAR 2021 / CDBG FORTY-SEVEN BUDGET**  
**(Millions of Dollars)**

PROGRAMS	CD 47
<b>LANDMARKS PRESERVATION AND CULTURAL AFFAIRS PROGRAMS</b>	<b>0.418</b>
Community Arts Development Program	0.304
Landmarks Historic Preservation Grant Program	0.114
<b>PUBLIC FACILITIES &amp; IMPROVEMENTS PROGRAMS</b>	<b>9.748</b>
<b>Open Space Programs</b>	<b>0.221</b>
Bronx River Project	0.221
<b>Neighborhood Facilities</b>	<b>9.527</b>
Accessibility Improvement in City Schools	0.378
Code Violation Removal in Schools	6.908
DFTA Senior Center Improvements	1.934
DHS Shelter Renovations Project Support	0.307
<b>PLANNING PROGRAMS</b>	<b>25.863</b>
DCP Comprehensive Planning, Data, and Tools	18.641
HPD Housing Research and Evaluation	5.641
LPC Planning	0.605
Rent Guidelines Board Support Staff	0.536
Scorecard Program	0.440
<b>ADMINISTRATION</b>	<b>2.801</b>
<b>GRAND TOTAL USES</b>	<b>281.277</b>

## **PART IV: CITY FISCAL YEAR 2021 ELIGIBILITY/NATIONAL OBJECTIVES**

The program entries throughout this document provide regulatory details for each program that will receive CD funds in CFY 2021. Below is an explanation of these details.

<b>Type</b>	<b>Information Provided</b>
Agency	<p>The program descriptions often include the acronym of the City agency or authority that administers the program. Below is a key to those acronyms:</p> <p>ACS: Administration for Children's Services DCLA: Department of Cultural Affairs DCP: Department of City Planning DFTA: Department for the Aging DHS: Department of Homeless Services DOE: Department of Education DoITT: Department of Information Technology and Telecommunications DYCD: Department of Youth and Community Development HPD: Department of Housing Preservation and Development LPC: Landmarks Preservation Commission MAY: Mayoralty MOPD: Mayor's Office for People with Disabilities NYC PARKS: Department of Parks and Recreation NYCHA: New York City Housing Authority OMB: Mayor's Office of Management and Budget SBS: Department of Small Business Services</p>
Program Name	Name of the CD-funded program.
Matrix Code & Eligibility Category	<p>The CD eligibility category identifies the type of activity funded (i.e., describes what the activity is <i>doing</i>). An activity must meet at least one eligibility category. Please refer to the CD regulations at 24 C.F.R. §§ 570.201-.206 for further information on these categories.</p> <p>The Matrix Code further drills down to the nature of the activity. For example, Public Facilities &amp; Improvements programs are signified by Matrix Code 03 and are usually followed by a letter that signifies the type of facility being renovated (e.g., 03A signifies a senior center, 03M signifies child care centers). Matrix Code definitions can be accessed at <a href="http://www.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf">www.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf</a>.</p> <p>For programs whose activities fit within several eligibility categories, the categories have been listed based on the amount of time the program spends on each, from most to least.</p>

<u>Type</u>	<u>Information Provided</u>
National Objective	<p>The CD national objective identifies the population or area(s) being served through a CD-funded program. The City's CD programs use two national objectives: activities that benefit low- and moderate-income persons (low/mod) and activities that aid in the prevention or elimination of slums or blight.</p> <p>With the exception of programs under the Planning and General Program Administration eligibility categories, every program must meet at least one national objective. Below is a key to the objectives listed:</p> <ul style="list-style-type: none"> <li>• <b>Low- and Moderate-Income Area Benefit:</b> A Low- and Moderate-Income Area activity is designed to serve low/mod persons residing in a primarily residential area where at least 51 percent of the residents are low/mod persons. The benefits of this type of activity must be available to all residents in the area regardless of income, age, etc.</li> <li>• <b>Low- and Moderate-Income Housing:</b> Low- and Moderate-Income Housing activities benefit either a) residential buildings in which at least 51 percent of the units will be occupied by low/mod households upon completion, or b) owner-occupied single-family homes where the owner's household income falls within the HUD-defined income limits.</li> <li>• <b>Limited Clientele:</b> A Limited Clientele activity benefits a specific group of persons rather than everyone in a particular area. Depending on the activity, beneficiaries may qualify for services based on their income, proximity to a public housing development, or characteristic that allows HUD to presume the beneficiary is low/mod [for a full listing of "presumed benefit" categories, please see 24 C.F.R. § 570.208(a)(2)(i)(A)].</li> <li>• <b>Slums or Blighted Area:</b> Activities funded under this objective address signs of blight in designated "Slum or Blighted Areas." The S&amp;B Area criteria is defined at 24 C.F.R. § 570.208(b)(1).</li> <li>• <b>Slums or Blight Spot:</b> Slums or Blight Spot activities eliminate blighting conditions in locations outside of designated slum or blighted areas. Programs eligible under this objective are limited to addressing public health and safety threats.</li> </ul>
National Objective Citation	This identifies the specific CD regulation at 24 C.F.R. Part 570 that is associated with the applicable national objective.

**PART V: PROPOSED CITY FISCAL YEAR 2021 CDBG PROGRAM  
PROGRAM AND PROJECT DESCRIPTIONS**

**HOUSING PROGRAMS**

*HOUSING ASSISTANCE*

**HPD EMERGENCY SHELTERS**

Matrix Code:	08 - Relocation 05Z - Public Services: Other
National Objective:	Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

The Department of Housing Preservation and Development's (HPD) Division of Property Management and Client Services (PMCS) operates Emergency Housing Services (EHS), which provides temporary emergency shelter and housing relocation services to residential tenants displaced by fires or vacate orders issued by the Department of Buildings, Fire Department, Department of Health, or HPD.

**Emergency Response**

HPD contracts and coordinates with the American National Red Cross (ANRC) on emergency response and immediate shelter services for displaced households. ANRC, as a first responder, assesses human service needs, including re-housing and sheltering needs. ANRC provides initial shelter services through commercial hotels for the first two to three days of displacement. During this time, ANRC attempts to relocate households back to their units of origin or with friends and relatives. Households that are not relocated by ANRC and are eligible for EHS services are referred to HPD. ANRC hotel costs for households who successfully register with EHS are eligible for reimbursement.

**Shelter Placement**

EHS's Central Intake assesses ANRC-referred households for eligibility and assigns shelter placements based primarily on unit availability, household size, and, if available, matching school affiliation, other community support systems, and special needs as appropriate. Households with children are placed in one of three Family Living Centers located in the Bronx, Brooklyn, or Manhattan. Adult-only households are placed in privately-owned hotels in the Bronx, Manhattan, or Queens.

Displaced households may also apply directly for temporary emergency shelter and housing relocation services at EHS offices.

## Case Management and Housing Relocation Services

### Moving and Storage Services

EHS staffers coordinate moving and storage services for registered clients through an HPD-contracted vendor. Moving services are limited to two moves per client. Storage services are available for all personal items, except for unsalvageable items from fire- or water-damaged units. Upon shelter exit into original or new housing, HPD coordinates the delivery of stored items to client homes.

### Family Living Centers (FLC)

EHS contracts with community-based service providers to operate Family Living Centers (FLC) that provide shelter, case management, and rehousing services to EHS's client households with children. Services include housing assistance and coordination, benefits advocacy, employment and/or vocational assistance and support, counseling and case management, documentation replacement, and referrals for services outside the scope of EHS. Contractors also coordinate youth recreational and family support activities.

### Single Room Occupancy (SRO) Hotels

EHS utilizes Single Room Occupancy (SRO) hotels on a per diem basis for adult-only client households. EHS Case Managers service households that are placed in SRO hotels. They provide case management services that ensure rehousing and relocation readiness and assist in permanent housing placement. Services include housing search and placement, applying for subsidized housing programs and rent subsidies, benefits advocacy, employment and/or vocational assistance and support, referrals for other needed services, and documentation gathering and replacement.

### OENS Special Enforcement Unit

The Special Enforcement Unit (SEU), staffed by housing inspectors, community associates, and real property managers, provides essential code enforcement support to EHS. The goal of the unit is to decrease the length of stay of clients by restoring households to their original apartments. SEU monitors landlords' performance in correcting the hazardous conditions that caused the vacate order. SEU files Code Enforcement vacate orders with the County Clerks' Offices to place owners on notice of possible relocation liens that may be filed against their properties as a result of relocation costs expended by HPD. SEU also may make a referral to the Housing Litigation Division to initiate litigation against owners who fail to comply with vacate/repair orders in a timely manner. The housing inspectors and support staff are CD-funded.

### Homeless Placement Services

Homeless Placement Services (HPS), within HPD's Division of Housing Opportunity & Program Services, facilitates the placement of shelter clients into homeless set-aside units. These units are a combination of newly constructed and rehabilitated apartments in housing projects that have been subsidized by HPD and/or the NYC Housing Development Corporation. In addition to HPD Emergency Shelter clients, HPS makes referrals of income-eligible clients from DHS and HRA shelters to developers with vacant set-aside units. HPS coordinates the screening and lease-up process and provides ongoing oversight of projects with set-asides to ensure compliance with the homeless restriction.

## *CODE ENFORCEMENT*

### LITIGATION

Matrix Code:	15 - Code Enforcement 14I - Lead-Based Paint / Lead Hazard Test / Abatement
National Objective:	Low- and Moderate-Income Area 208(a)(1) Slums or Blight Spot 208(b)(2)

The Housing Litigation Division (HLD), within HPD's Office of Enforcement and Neighborhood Services (OENS), initiates and is a party to litigation in the Housing Court of the New York City Civil Court. The attorneys and support staff assigned to HLD are approximately 74 percent CD-funded. CD generates revenue from civil penalties assessed against property owners for violations of the State and City Housing Codes.

HLD initiates actions in the Housing Court against owners of privately-owned buildings to enforce compliance with the housing quality standards contained in the New York State Multiple Dwelling Law and the New York City Housing Maintenance Code (Housing Code). HLD attorneys also represent HPD when tenants initiate actions against private owners seeking the repair and correction of violations. HPD is a named party to such actions as required by law. The goal of these court proceedings is to obtain Orders to Correct, civil penalties, and, where appropriate, contempt sanctions in order to compel owners to comply with the Housing Code.

HLD initiates a variety of Housing Code compliance cases. When owners do not provide heat and/or hot water to tenants, HPD's Division of Code Enforcement inspectors place violations. HLD then initiates heat and/or hot water cases, seeking orders to direct owners to restore the heat and/or hot water. HLD attorneys also request civil penalties and, in the case of extremely recalcitrant owners, may seek an order of criminal contempt with incarceration.

Comprehensive cases seek the correction of all outstanding violations in a building. Typically, comprehensive cases are initiated against owners of buildings with substantial Housing Code violations, or against owners who fail to provide building services. HLD initiates comprehensive litigation against owners of "Single Room Occupancy" buildings (SROs), as well as owners with apartment units.

HLD brings cases with claims against owners who have falsely certified that violations have been corrected or against owners who have failed to register their multiple dwellings with HPD as required by law. After a Housing Code violation is placed on a building, the owner has an opportunity to certify that the violation has been corrected. Code Enforcement staff re-inspects the violation to determine the validity of that certification. Owners who falsely certify are subject to further fines and still obligated to correct the outstanding violations. Additionally, owners of multiple dwellings are required to register annually with HPD. This facilitates HPD code enforcement efforts by allowing easy identification of building ownership. Owners who fail to register their buildings seriously impede HPD's code enforcement efforts.

HLD initiates litigation to have 7A Administrators appointed to privately-owned buildings that have been abandoned by their owners and/or where conditions are dangerous to the tenants' life, health or safety. The goal of the 7A Program is to improve the quality of life for low-income people living in buildings that have experienced severe decay and/or a lack of services because of landlord neglect or abandonment. HLD attorneys seek the appointment of a 7A Administrator who will assume management of the building, oversee required repairs, and obtain court authorization for HPD-funded repairs. HLD also represents HPD when tenants are the petitioners in such cases, or when the owner seeks to have the 7A Administrator discharged and the building returned to the owner's control.

HLD also seeks access warrants to permit HPD to inspect and, if appropriate, make emergency repairs in buildings where owners have denied access to HPD code inspectors or to representatives from HPD's Emergency Repair Program or its contractors to take necessary action to correct immediately hazardous conditions in a building.

In addition, HLD commences false certification cases when owners have falsely certified correction of lead paint violations issued under Local Law 1 of 2004. The attorneys and staff assigned to the enforcement of lead violations are 100 percent CD-funded.

Through its Judgment Enforcement Unit, HLD collects money judgments from owners, which entails locating assets of responsible individuals/companies and restraint and/or seizure of accounts and property.

Code Inspectors and other personnel from the Division of Code Enforcement and the Special Enforcement Unit work with HLD on its cases and tenant-initiated actions. Inspections directly supporting HLD's litigation efforts are requested at various stages of court proceedings to document and support legal positions. The inspectors are responsible for researching complaints prior to court proceedings, providing testimony in court, and conducting follow-up inspections to ensure compliance with court-ordered actions.

#### HLD Administration

Other support staff within HLD oversees and coordinates several administrative functions. These functions include paralegal services, litigation support, data operations, management services, office management, investigations, and supervision of all administrative units within the Division.

#### Certification of No Harassment (CONH) Unit

Under local law, the owner of an SRO multiple-unit dwelling must obtain a "Certification of No Harassment" from HPD before applying to the New York City Department of Buildings for a permit to demolish or reconfigure the building. The purpose of this requirement is to protect tenants from harassment by ensuring owners do not start a proposed demolition or construction project by harassing tenants into leaving. Upon receiving an application, HLD investigates whether harassment occurred during the statutory review period. HLD attorneys review the investigatory report and issue a final determination granting or denying the CONH application. If there is reasonable cause to believe that harassment occurred, HLD issues an initial determination and commences a case opposing the owner's CONH application at the Office of Administrative Trials

and Hearings (OATH). At the hearing's conclusion, the OATH administrative judge issues a report and finding. Based on that finding, HPD will issue a final determination granting or denying the CONH application.

A finding of harassment prevents the owner from obtaining a demolition or alteration permit for three years. HPD also performs this function for applications filed with respect to property in various special zoning districts, including the Special Clinton Zoning District, Greenpoint-Williamsburg anti-harassment district, the Special West Chelsea District, the Special Hudson Yards District, and a portion of the Special Garment Center District, which are subject to similar provisions (though not limited to SROs) under the Zoning Resolution. In those districts, a finding of harassment means that any alteration or demolition must include a set percentage of low-income housing.

HPD uses CD funds for a limited pilot expansion of the Certificate of No Harassment program, which targets specific neighborhoods containing buildings with the highest rates of physical distress or ownership changes, or City-sponsored neighborhood-wide rezoned areas where heightened protection against harassment is essential to equitable development. In addition, targeted buildings also include those with findings of harassment, full vacate orders, and those with active participation in HPD's Alternative Enforcement Program.

## TARGETED CODE ENFORCEMENT

Matrix Code:	15 - Code Enforcement 14I - Lead-Based Paint / Lead Hazard Test / Abatement
National Objective:	Low- and Moderate-Income Area 208(a)(1) Slums or Blight Spot 208(b)(2)

HPD uses CD funds for code enforcement initiatives in deteriorated and deteriorating neighborhoods. Areas are eligible for CD funds if they meet the following criteria:

- At least 51 percent of the population is at or below 80 percent of the Area Median Income; and
- At least 50 percent of the area is categorized as residential in nature; and
- At least 15 percent of the occupied rental units are in multiple dwellings with three or more maintenance deficiencies.

In most cases, the areas correspond with specific sub-borough areas, as defined by the U.S. Census Bureau for purposes of the New York City Housing and Vacancy Survey. City tax levy is used for code enforcement initiatives in areas that do not meet the stated criteria.

Tenants call 311 or use 311ONLINE or 311MOBILE to lodge complaints regarding conditions that violate the NYC Housing Maintenance Code or the NYS Multiple Dwelling Law (collectively, "Housing Codes"). The 311 operators work for the Department of Information Technology and Telecommunications (DoITT) and are CD-funded under the Targeted Code Enforcement program for the time they spend on housing complaint calls from CD-eligible areas.

HPD uses CD funds for Housing Code Inspectors, clerical staff, and personnel who perform code-related activities in CD-eligible areas for the Division of Code Enforcement (DCE).

### Housing Code Inspections

Housing Code Inspectors are responsible for assuring owner compliance with the Housing Codes in privately-owned multiple-unit dwellings and tenant-occupied apartments in one- and two-family houses to promote quality housing for New York City residents. Inspectors are assigned to the following units funded through Targeted Code Enforcement: the Code Enforcement Borough Offices, the Lead-Based Paint Hazard Inspection Unit, and the Proactive Enforcement Bureau (PEB). Housing Code Inspectors are also assigned to the following units paid through other CD-funded HPD programs: HPD Emergency Shelters' Special Enforcement Unit (SEU) and the Alternative Enforcement Program.

Housing Code Inspectors are available 24-hours a day, seven days a week to respond to emergency conditions; the majority of complaint inspections take place between 12:00 p.m. and 10:00 p.m. Inspectors investigate complaints made by tenants through the 311 system, Housing Court, Community Boards, elected officials, etc. Where appropriate, inspectors issue violations of the Housing Codes. Inspectors also re-inspect violations certified as corrected by the owner, conduct dismissal request inspections (for owners wishing to clear their record of existing violations), provide in-office services to tenants and owners, and support the Housing Litigation Division (HLD) and the New York State Housing Court system in tenant-landlord actions. Inspectors also may issue vacate orders and respond to emergencies such as fires and structurally unsafe buildings.

During each inspection, apart from the complaint condition(s), inspectors are required to check an apartment for nine conditions affecting tenant health and safety:

- Illegal locking window gates or obstruction of a fire escape window;
- Lack of child-proof window guards on non-egress windows;
- Double-cylinder locks requiring a key to unlock the door from the inside;
- Local Law 1 of 2004 violations for lead-based paint hazards;
- Missing or inoperable smoke detectors;
- Missing or inoperable carbon monoxide detectors;
- Lack of self-closing apartment entrance and common area doors, where required;
- Presence of visible mold; and
- Evidence of rats, mice, and roaches.

Inspectors are instructed to issue any immediately hazardous violations that they observe in their line of sight. Upon the issuance of most “C” violations (immediately hazardous violations), requests for emergency repairs are transmitted electronically to the Emergency Services Bureau (ESB) for appropriate follow-up action.

Clerical staff performs functions such as tenant callback (to verify that a condition still exists prior to sending an inspector out to a building) and processing owner certifications and dismissal requests for re-inspection of violations. They also handle administrative tasks such as routing, filing, and assisting the public.

#### Lead-Based Paint Hazard Inspection Unit

Housing Code Inspectors are also assigned to the Lead-Based Paint Hazard Inspection Unit. In addition to inspecting for all violations of the Housing Codes, these inspectors conduct inspections for lead-based paint hazards with X-Ray fluorescence (XRF) analysis machines. These machines enable the inspector to test peeling/deteriorated painted surfaces for lead content. If the lead content exceeds the level allowed by Local Law 1 of 2004, the inspectors issue a lead-based paint violation, which the landlord cannot contest. These inspectors re-inspect lead-based paint violations certified as corrected by building owners, as required by Local Law 1 of 2004. Also, a small group of inspectors conduct inspections in buildings where a child with lead-poisoning has been identified by the Department of Health and Mental Hygiene. Because these inspectors primarily complete XRF inspections for lead-based paint, the staff assigned to this unit is 100 percent CD-funded.

#### Proactive Enforcement Bureau (PEB)

The Proactive Preservation Initiative is an approach to identifying deteriorating physical conditions in buildings in CD-eligible areas and addressing those issues through a combination of assistance and enforcement. PEB is primarily comprised of Housing Code Inspectors. PEB performs an initial roof-to-cellar inspection (after posting notice to tenants) and a re-inspection 45 days later. Throughout this process, HPD field staff is available to work with owners to ensure they understand the process of correcting and certifying violations and to assist with addressing issues that may hinder an owner's ability to correct the conditions. If the 45 day re-inspection does not show any improvement, the building may be referred to the Housing Litigation Division for appropriate action in Housing Court.

#### Registration Assistance Unit

The NYC Housing Maintenance Code requires that all multiple dwelling owners register their property annually with HPD (Housing Maintenance Code §27-2097). Owners of one- and two-family dwellings are also required to register if the owner does not live on the premises. The property registration process is a pivotal step in the code enforcement and emergency repair process, as it provides information to contact owners or managing agents regarding complaints, Notices of Violation, and emergency repairs. HPD's Registration Assistance Unit (RAU) has primary responsibility for the property registration process. RAU assists owners with correcting registration errors, does data entry of submitted information, processes payments for certified copies of registration forms, and certifies copies of registration forms for both owners and tenants.

#### Note on Cost Allocation

With the exception of the Lead-Based Paint Hazard Inspection Unit and the Proactive Enforcement Bureau, Targeted Code Enforcement is approximately 65 percent CD-funded. This percentage is based on a HUD-approved cost allocation plan for the time that inspectors spend on housing complaints in CD-eligible areas.

Targeted Code Enforcement generates CD revenue when owners of multiple dwellings pay fees related to registering their buildings with HPD, fees resulting from heat and hot water violations, and inspection fees levied against properties that receive reoccurring violations as defined by local law. This revenue is also cost-allocated between CD and City tax levy to reflect those owners whose properties are within CD-eligible areas and those outside.

## *REHABILITATION*

### 7A PROGRAM

Matrix Code:	14H - Rehabilitation Administration
National Objective:	Slums or Blight Area 208(b)(1)
	Slums or Blight Spot 208(b)(2)

Article 7-A of the New York State Real Property Actions and Proceedings Law authorizes the New York City Housing Court to appoint administrators to operate privately-owned buildings where delinquent owners have abandoned their buildings or dangerous conditions exist that affect the life, health, and safety of the tenants. Under Article 7-A, HPD is authorized to initiate legal action when serious emergency conditions exist in occupied residential buildings where the property owner has not addressed such conditions over an extended period of time. Tenants may also initiate legal action for this purpose. The buildings that enter the 7A Program are severely distressed and are often buildings in which property owners have expressed no interest in maintaining or have abandoned. The 7A Program stabilizes and preserves these housing units and provides habitable housing for the tenants. 7A buildings enter the program after years of neglect and deferred maintenance. 7A buildings are generally located in blighted areas, are under-occupied, and occupants tend to have very low incomes.

As part of HPD's Division of Special Enforcement, the 7A Program responds to referrals by visiting and evaluating distressed residential buildings to determine if their conditions meet Article 7-A criteria. If a residential building is recommended for intake into the 7A Program, the 7A Unit performs a feasibility inspection, after which the 7A Program will recommend to HPD's Housing Litigation Division (HLD) whether or not to support the 7A action. HPD may initiate a 7A proceeding or may choose to support tenant-initiated 7A litigation through HLD.

7A staff also reviews applications from organizations seeking to become court-appointed 7A Administrators.

7A Administrators:

- Collect rent;
- Make necessary repairs to stabilize the building and address hazardous conditions;
- Correct violations;
- Provide heat, hot water, and utilities;

- Improve maintenance services; and
- Obtain loans from HPD to perform major repairs.

Once a 7A Administrator is appointed, the HPD 7A staff:

- Meets with tenants;
- Coordinates building repair plans;
- Monitors compliance with court stipulations;
- Works with Administrators to ensure that violations are addressed;
- Authorizes Administrators to obtain legal assistance funds to aid them in bringing court proceedings against tenants for non-payment;
- Conducts extensive research on owners seeking discharge of buildings that are under 7A Program management;
- Ensures that 7A buildings are registered annually; and
- Prepares preliminary documents for the 7A Regulatory Agreement.

7A Financial Assistance (7AFA) loans are available for 7A Administrators to use for substantial stabilization and repair or to replace systems where collected rents cannot support the cost of this work. The 7AFA loans are exclusive to 7A Administrators, who are authorized to borrow funds from HPD. The 7AFA Unit staff underwrites the loan and prepares loan packages for 7A buildings. When work is complete, the 7AFA loan, along with any emergency repair charges, becomes a lien that is placed on the property. The staff ensures liens are recorded with the Department of Finance (DOF) and supplies loan balances to facilitate the discharge of the buildings to its owners. Starting July 1, 2020, CD funds will no longer be used for 7AFA loans. 7AFA loans will only be funded with City capital for systems replacement and repair work beginning City Fiscal Year 2021. CD funds may support emergency repairs if the rent roll is not sufficient. This program generates CD revenue and program income when emergency repairs and prior year CD-funded 7AFA loans are repaid by buildings that can support such a payment. CD funds pay for staff within the 7A Financial Assistance Unit.

#### ALTERNATIVE ENFORCEMENT PROGRAM

Matrix Code:	14B - Rehabilitation: Multi-Unit Residential
National Objective:	Slums or Blight Spot 208(b)(2)

The Alternative Enforcement Program (AEP) is intended to address the serious physical deterioration of the most distressed buildings in New York City. Through AEP, the Department of Housing Preservation and Development (HPD) can order the property owner to repair or replace building systems as well as to address outstanding violations. If the owner fails to comply, AEP can address building systems and violations using CD funds. AEP staff is also supported by CD funds.

Using criteria set forth in the City's Administrative Code, 250 multiple dwellings are designated annually for participation in AEP. The multiple dwellings selected are high consumers of HPD's enforcement services, which include the Division of Code Enforcement, the Emergency Repair Program (ERP), and the Housing Litigation Division (HLD).

HPD will notify an owner that his or her multiple dwelling has been chosen for participation in AEP and the owner will have four months to do the following:

- Correct 100 percent of violations directly related to providing heat and hot water violations;
- Correct 100 percent of class "C" hazardous mold violations;
- Correct 80 percent of class "B" hazardous mold violations;
- Correct 80 percent of all vermin violations;
- Correct 80 percent of all other class "B" hazardous and class "C" immediately hazardous violations;
- Pay all outstanding HPD emergency repair charges and liens or enter into an agreement with the Department of Finance to pay such charges; and
- Submit a current and valid property registration statement.

If the owner fails to meet all of the requirements for discharge within the first four months, HPD will perform a building-wide inspection and issue an Order to Correct, identifying the building systems that need to be replaced in order to address the underlying conditions (to minimize recurrence of those conditions). Once an Order is issued, HPD will impose fees to the property for being in the program and as a result of conducting specific inspections. Should an owner fail to comply with the Order, HPD may perform the work. This program generates CD revenue when owners pay for the cost of the work done by the City as well as for program inspection fees.

### EMERGENCY REPAIR PROGRAM

Matrix Code:	06 - Interim Assistance 14B - Rehabilitation: Multi-Unit Residential 19E - CDBG Operation and Repair of Foreclosed Property 14I - Lead-Based Paint / Lead Hazard Test / Abatement
National Objective:	Low- and Moderate-Income Area 208(a)(1) Slums or Blight Spot 208(b)(2) Low- and Moderate-Income Housing 208(a)(3)

The Emergency Repair Program (ERP), within HPD's Emergency Operations Division (EOD), works to correct immediately hazardous emergency conditions for which a Housing Inspector has cited an emergency repair-generating class "C" violation in a privately-owned residential building or for which another City agency has cited an emergency condition. In addition, the EOD monitors repairs in tax-foreclosed residential properties. ERP consists of the following areas: Emergency Services Bureau, Emergency Repair and Environmental Hazards Unit, and the Utilities and Fuel

Unit. CD revenue generates when private owners pay for associated repair work performed by the City.

#### Emergency Services Bureau

The Emergency Services Bureau (ESB) is responsible for contacting owners or managing agents and tenants of buildings where “C” violations requiring emergency repair(s) have been issued by Housing Inspectors. These violations are electronically transmitted to the ESB through the HPDINFO computer system.

Primarily using property registration information (property owners are required to register with HPD annually), ESB contacts the building owner as soon as a class “C” violation is issued. The staff advises the owner of the condition, of the time to certify correction of the condition, and of the consequences of not correcting and certifying the correction of the violation. The staff also contacts tenants to determine owner compliance. Both the owners and tenants receive notices regarding the emergency repairs and provide contact information for ESB in case of questions or issues. Whenever HPD cannot certify the work to address a class C violation was completed, the violation is forwarded to the Emergency Repair and Environmental Hazards Unit (EREH) for corrective action.

#### Emergency Repair and Environmental Hazards

Intake Unit staff receives emergency repair referrals from ESB. Field inspectors visit buildings to prepare work scopes, monitor work in progress, and sign off on final completion for repairs (e.g., boiler repairs, collapsing ceilings, cascading leaks, raw sewage cleanout, and pipe repair). Repair crews perform small lead-based paint repairs.

Vendor Tracking staff monitors the progress of jobs awarded to outside vendors. Staff ensures that contractors start and complete the work according to contract dates, arranges for technical staff to inspect contractors' work in progress and upon completion, tracks service charge requests, attempts to resolve access issues, and obtains vendor affidavits certifying completion of work by a vendor for both refused access and no access issues.

EREH also receives and re-inspects lead-based paint hazard violations, issued under Local Law 1 of 2004, which have not been corrected and certified by the property owner. Under Local Law 1, a “lead-based paint hazard violation” is defined as: “The existence of lead-based paint in any dwelling unit in a multiple-unit dwelling where a child of applicable age resides if such paint is peeling or is on a deteriorated subsurface.” As of October 1, 2006, the applicable age is six or under pursuant to New York City Council Resolution §27-5056.18. The unit may perform XRF testing to verify the existence of lead paint hazards that have not been tested. If a lead-based paint violation exists and the landlord fails to address the condition, EREH may use either in-house staff or contract out for remediation and dust clearance testing. By law, HPD must remediate lead violations not addressed by the owner within 45 days of a re-inspection of the condition. Using the same inspection, scope, and contracting process, EREH also addresses lead-based paint hazards in City-owned residential properties.

EREH is also responsible for processing referrals received from the Department of Health and Mental Hygiene's Lead Poisoning Prevention Program, scoping and contracting out for lead-based paint abatement, and dust clearance testing.

HPD repair crews perform minor lead-based paint work such as room preparation, moving furniture, covering surrounding areas with plastic, removing paint, washing walls, using HEPA vacuums on various surfaces, and removing window sashes and moldings when necessary.

EREH conducts asbestos surveys, prepares laboratory analysis of bulk material, and asbestos project monitoring for City- and privately-owned buildings as required. Responsibilities include developing specifications and cost estimates for the abatement of asbestos, mold, and lead-based paint, as well as monitoring contractor performance and compliance.

#### Utilities and Fuel Unit

The Utilities and Fuel Unit responds to violations issued for a lack of electricity, gas, or fuel. The unit works with the utility companies and fuel vendors to ensure that basic services, such as heat and hot water, are restored to buildings where the owners have failed to provide them.

### PRIMARY PREVENTION PROGRAM

Matrix Code:	14H - Rehabilitation Administration 14I - Lead-Based Paint / Lead Hazard Test / Abatement
National Objective:	Slums or Blight Spot 208(b)(2)

The Department of Housing Preservation and Development's Primary Prevention Program (PPP), funded in part by the Federal Lead Hazard Reduction Demonstration Grant Program, reduces lead-based paint hazards and other housing-related health risks in units occupied by low-income and at-risk households. In conjunction with the Department of Health and Mental Hygiene, PPP targets areas with high incidence rates of childhood lead poisoning and implements a combination of partial abatement and interim treatment to prevent lead poisoning and address health risks. Residential buildings anywhere in New York City are eligible for PPP enrollment under the current Federal grant cycle. When enrolling buildings, the program attempts to target specific neighborhoods with higher levels of child lead poisoning. Buildings with units occupied by pregnant women or where a child under the age of six lives or visits on a regular basis are prioritized. Vacant units with lead hazards are also eligible.

To be eligible, buildings must be built prior to 1960 and meet the following occupant income requirements:

- In multiple dwellings, at least 50 percent of the dwelling units in the building must be occupied by households earning less than, or equal to, 50 percent of the Area Median Income;
- The remaining 50 percent of the dwelling units in the rental building may be occupied by households earning up to, or equal to, 80 percent of the Area Median Income (except in

buildings with five or more units, up to 20 percent of units may be occupied by households earning over 80 percent of the Area Median Income); and

- Owner-occupied homes are also eligible if the household earns less than 80 percent of the Area Median Income.

The scope of work for PPP's lead hazard control measures includes a mixture of paint stabilization and abatement of housing unit components that test positively for lead. The Federal Lead Hazard Reduction Demonstration Grant Program also includes Healthy Homes Supplemental funding, which can be used to address additional health risks (e.g., mold growth, vermin infestation, conditions that pose a risk of falls or other injuries, fire/electrical hazards).

PPP will also use City capital funds allocated as part of the Mayor's LeadFreeNYC initiative for lead paint remediation in buildings that are undergoing moderate rehabilitation through the Green Housing Preservation Program or Multifamily Housing Rehabilitation Program.

CD funds pay for the staff that oversees the program.

#### PROJECT OPEN HOUSE

Matrix Code:	14A - Rehabilitation: Single-Unit Residential 14B - Rehabilitation: Multi-Unit Residential 05B - Public Services: Services for Persons with Disabilities
National Objective:	Low- and Moderate-Income Housing 208(a)(3) Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

The Mayor's Office for People with Disabilities operates Project Open House, which uses CD funds to remove architectural barriers from the homes of New York City residents who have disabilities. The extent of the work depends on the physical condition of the applicant and their particular needs. Projects may include, but are not limited to, grab bar installations, main entry components (ramp, lift, and door), and kitchen and bathroom modifications. When the structural nature or other impediments of the building do not allow for structural modification to the entry or ingress/egress requirements, funding of equipment (e.g., mobile stair lift) can be considered and utilized if appropriate. Project Open House affords program recipients greater independence through increased accessibility of their living environment.

The following criteria are used to determine grant recipients:

- Applicant must have a permanent disability;
- Must be a legal resident of New York City;
- Income eligibility under U.S. Department of Housing and Urban Development's (HUD) Section 8 income limits; and
- Need for increased independence.

For more information on the Project Open House program, please visit the following site:  
<http://www1.nyc.gov/site/mopd/initiatives/project-open-house.page>.

### PUBLIC HOUSING REHABILITATION PROGRAM

Matrix Code:	14C - Public Housing Modernization 14H - Rehabilitation Administration 14I - Lead-Based Paint / Lead Hazard Test / Abatement
National Objective:	Low- and Moderate-Income Housing 208(a)(3)

The New York City Housing Authority (NYCHA) will use CD funds for various rehabilitation activities within residential buildings. Work may include, but is not limited to, lead-based paint inspection and testing, façade improvements pursuant to NYC Local Law 11, construction project management, and apartment rehabilitation/upgrades upon turnover. CD will also be used to fund NYCHA's Capital Projects Division staff, which oversees construction and renovation projects within NYCHA developments, staff within the Department of Housing Preservation and Development (HPD) who will process NYCHA's requests for reimbursement, and staff within the NYCHA Lead Exemption Unit at HPD that reviews and processes lead exemption applications for NYCHA residential buildings.

### *CLEARANCE*

### DEMOLITION PROGRAM

Matrix Code:	04 - Clearance and Demolition
National Objective:	Slums or Blight Area 208(b)(1) Slums or Blight Spot 208(b)(2)

The Demolition Unit within HPD's Emergency Operations Division has the authority to contract out for demolitions when an owner fails to do so pursuant to a Department of Buildings (DOB) declaration of emergency, as established by the New York City Administrative Code. The Code further requires the treatment of any structure that may become "dangerous or unsafe, structurally or as a fire hazard, or dangerous or detrimental to human life, health, or morals." Pursuant to DOB guidelines, this would include deteriorated residential and commercial structures determined to be unsafe and/or debilitated in any area, including Urban Renewal Areas.

DOB issues Unsafe Building violations for buildings or properties that are dangerous or unsafe throughout the city. If the owner does not correct the unsafe condition, DOB may initiate an Unsafe Building proceeding in Supreme Court. The court may issue a precept, which provides a determination of the remedy required to abate the unsafe condition and directs the City to correct the condition unless an owner does so in a timely manner. Depending on the situation, the remedy may consist of sealing the property, making repairs such that the condition of concern is addressed, or demolishing the structure.

For both emergency declarations issued by the DOB or court ordered precepts, HPD's Demolition Unit is responsible for surveying the site, providing a scope of work and cost estimate, and overseeing and approving all demolition activities or other remedial work required. CD funds many full and partial demolitions of privately-owned residential and commercial properties, and some City-owned properties. When DOB directs HPD to perform necessary work in accordance with an emergency declaration or precept, HPD engages a contractor to take the appropriate action to correct the condition. Correcting the condition may include demolition (CD or City tax levy funded), shoring/bracing (City tax levy funded), or sealing (City tax levy funded). Asbestos testing and abatement may be paid for with CD or City tax levy funds.

In accordance with the Administrative Code, HPD bills owners for the City's expenses for demolition work. CD generates revenue when private owners pay for CD-funded demolitions performed by the City.

#### *MAINTENANCE AND OPERATION OF TAX-FORECLOSED HOUSING*

#### MAINTENANCE AND OPERATION OF TAX-FORECLOSED HOUSING

Matrix Code:	19E - CDBG Operation and Repair of Foreclosed Property 14I - Lead-Based Paint / Lead Hazard Test / Abatement 14B - Rehabilitation: Multi-Unit Residential 08 - Relocation
National Objective:	Low- and Moderate-Income Housing 208(a)(3) Low- and Moderate-Income Area 208(a)(1)

Through foreclosure for tax delinquency (in rem), the City assumed ownership and management responsibility of formerly privately-owned residential buildings. These buildings are most often located within distressed neighborhoods and are in need of various levels of renovation. The Maintenance and Operation of Tax-Foreclosed Housing (MOTH) program benefits the low- and moderate-income people that occupy these buildings.

Following are activities conducted under MOTH in City-owned tax-foreclosed housing:

HPD performs general maintenance and conducts necessary repairs and rehabilitation either through in-house staff or through private contractors. Repairs include plumbing and electrical work, seal-ups, boilers, and roofs. Funds are also used to renovate common building areas such as hallways. Finally, CD funds pay for the costs of fuel and utilities.

CD-funded support staff is responsible for the oversight of maintenance and repair efforts. Responsibilities include:

- Responding to emergency complaints regarding heat and other essential services;
- Organizing, processing, and filing work order requests;

- Performing field inspections, holding technical interviews with potential contractors, and processing contractor pre-qualification applications and re-certifications;
- Inspecting, monitoring, and surveying repairs;
- Managing the process of bidding, awarding, and processing publicly competitive sealed bids above \$90,000; and
- Supervising fiscal support operations and processing invoices for inspection and payment.

Under a competitively bid contract with a private vendor, superintendents provide janitorial services in City-owned residential buildings.

#### Tenant Interim Lease (TIL)

Through the Affordable Neighborhood Cooperative Program, City-owned buildings participating in TIL become independent housing cooperatives under a Housing Development Fund Corporation (HDFC) structure where tenants become homeowners. TIL encompasses several training contracts that enable HPD to work with tenants and Tenant Associations (TAs) in becoming owners. The TIL staff, which is CD-funded, consists of Building Coordinators, Financial Reviewers, and Program Compliance and Operations Coordinators who oversee and monitor TA activities for compliance with applicable laws and regulations. TIL staff provides constructive guidance for TAs and coordinates with the Office of Development regarding development and disposition of TIL buildings into private ownership.

Under the TIL program, the TAs are responsible for all building maintenance issues and rely on rent collection to support operating expenses, with HPD covering the cost of repairs as needed. HPD uses CD funds for fuel and common area utility expenses.

#### Sale of City-Owned Buildings

HPD transitions its City-owned buildings into ownership by tenants, nonprofit organizations, or private entrepreneurs through the programs of its Division of Property Disposition and Finance (PDF). CD funds continue to maintain these buildings until the City can achieve its goal of selling the buildings and returning them to the tax rolls. The following programs are the primary avenues by which City-owned buildings are returned to private ownership. The staff that oversees these programs is not CD-funded.

- Affordable Neighborhood Cooperative Program

The Affordable Neighborhood Cooperative Program (ANCP) finances City-owned TIL properties that have been slated to undergo rehabilitation and eventually transfer to tenant ownership as cooperative HDFCs upon successful completion of rehabilitation and milestones associated with tenant ownership.

HPD partners with nonprofit and for-profit developers that work with TAs to facilitate the rehabilitation of their buildings while leveraging private financing with City capital funds. The developers work with the TAs during the predevelopment phase. At the construction loan closing, title is transferred to a third-party nonprofit to manage the buildings as partner developers begin construction. At conversion to permanent financing, the title is transferred

to the residents as a cooperative HDFC, provided they have met the necessary milestones associated with tenant ownership.

- Multifamily Preservation Loan Program

The Multifamily Preservation Loan Program (MPLP) designates qualified sponsors to acquire and rehabilitate City-owned multi-family properties that will remain as rental properties. HPD uses City capital funds to provide loans at below market-rate interest. HPD subsidy is combined with construction and permanent financing sources provided by, but not limited to, private institutional lenders, New York City Housing Development Corporation (HDC), and Low-Income Housing Tax Credits (LIHTC).

Third Party Transfer – Operation/Repair of Non-City-Owned Tax-Foreclosed Property

In the past, the City's real property tax policy resulted in long-term City ownership and management of large numbers of tax delinquent residential properties. Not only did the policy fail to address the underlying reasons for tax delinquency and abandonment, but the City was unable to quickly resell the properties to responsible private owners. In 1996, as part of its Anti-Abandonment initiative, the City obtained legislative changes that have altered the process by which it forecloses on tax delinquent residential properties. Through Local Law 37, rather than the City taking title to these distressed properties, the City may petition the Court to convey the property to a qualified third party.

HPD clusters properties into scattered-site projects and through a Request for Qualifications (RFQ) process, selects the responsible new for-profit and nonprofit owners who will ultimately take title to each project. Until the properties can actually be transferred to a permanent owner, Neighborhood Restore Housing Development Fund Corporation, a nonprofit entity, assumes interim ownership, provides technical assistance, and oversees management by the prospective owners. The prospective owners manage the properties and secure rehabilitation financing prior to the final transfer, which is expected within one to two years of initial conveyance. Rehabilitation financing may include City capital, private debt, and/or LIHTC. During the interim ownership period, HPD provides seed loans (not CD-funded) to Neighborhood Restore to fund property management costs. A subset of the TPT building portfolio receives automatic CD-funded fuel deliveries.

City-owned properties are sometimes added into TPT projects requiring similar milestone duties as in the Multifamily Preservation Loan Program. MPLP properties are seldom financially feasible to be developed as a standalone project. Thus, the program may cluster City-owned properties with others that are geographically nearby (e.g., TPT properties) if necessary. These properties would be developed as affordable rental options.

## ***FAIR HOUSING***

### **HPD FAIR HOUSING**

Matrix Code:	21D - Fair Housing Activities
National Objective:	Not Applicable for Planning or Administrative Programs

HPD's Fair Housing Program, within the division of Economic Opportunity and Regulatory Compliance, is focused on raising the awareness of building owners and project sponsors of their duty to comply with the Federal Fair Housing Act and the NYC Human Rights Law. The City's Human Rights Law is inclusive of the Federal Fair Housing Act and prohibits housing discrimination based on a person's race, color, religion, sex, disability, national origin, familial status, sexual orientation, age, alienage and citizenship status, marital status, partnership status, lawful occupation, gender, or lawful source of income. The City's law also prohibits bias-related harassment.

The City provides a fair housing website, *Fair Housing NYC*, which is coordinated by the New York City Commission on Human Rights (CCHR) and HPD Fair Housing. The website promotes awareness and enforcement of fair housing practices and provides the public with a broad range of fair housing-related content and referral services. The site includes summaries of relevant laws, examples of discriminatory practices and policies, and links to CCHR and HPD resources. The summaries can be downloaded and printed in the most widely used languages in New York City: English, Spanish, Korean, Haitian Creole, Russian, and Mandarin. The site can be accessed at: <https://www1.nyc.gov/site/fairhousing/index.page>.

HPD holds regular workshops to educate partners and members of the public about fair housing rights and responsibilities, particularly involving the marketing process. For example, the "Fair Housing in Practice" workshops held every other month target building owners and sponsors in HPD affordable housing programs who are about to begin marketing their buildings.

HPD Fair Housing responds to and coordinates with CCHR regarding complaints that come to the agency through the Fair Housing NYC website, the dedicated Fair Housing phone line, or through 311 and participates in various fair housing-related special projects, such as helping to coordinate activities related to Fair Housing Month.

### **Fair Housing Policy and Investments**

HPD also uses CD funds for staff that develops policies and tracks the progress of the City's efforts to comply with the U.S. Department of Housing and Urban Development's requirement to affirmatively further fair housing.

The Fair Housing Policy and Investments team (FHPI), within HPD's Division of Housing Policy, helps to coordinate the City's comprehensive fair housing planning process, *Where We Live NYC*, in coordination with HPD's Office of Neighborhood Strategies and the New York City Housing Authority. *Where We Live NYC* is an inclusive, comprehensive, collaborative planning process to

build the next chapter of fair housing policy for New York City and to ensure alignment with the City's obligations to affirmatively further fair housing.

FHPI also works with offices across the agency to identify potential impediments to fair housing choice and supports program areas in aligning new and existing initiatives with fair housing principles. Finally, FHPI works with Legal Affairs in providing legal counsel, when appropriate, related to fair housing litigation.

## *ADMINISTRATION*

### HPD ADMINISTRATION

Matrix Code: 21A - General Program Administration

21H - HOME Admin / Planning Costs

National Objective: Not Applicable for Planning or Administrative Programs

Staff performs administrative functions for several of HPD's CD-funded programs in the following units:

#### Invoice Review

The Division of Accounts Payable is responsible for reviewing and approving all contractor invoices related to the Emergency Operations Division (EOD), which includes repair work for both City- and privately-owned properties. The Division also reviews invoices and processes vouchers for utility and fuel payments for in rem properties, advertising, supplies, and construction and related contracts.

#### Fiscal ERP Accounting

The Emergency Repair Program (ERP) generates program revenue through the collection of owner payments for invoices issued by the Fiscal ERP Accounting Unit. If a bill is not satisfied, the City places a lien on the associated property, which is removed when the landlord or purchaser makes full payment.

#### Bureau of Maintenance Procurement

EOD's Bureau of Maintenance Procurement bids out and awards repair work to private contractors for both privately-owned (under ERP) and in rem buildings.

#### Timekeeping and Payroll

The Timekeeping Unit inputs, reviews, verifies, and adjusts timekeeping data for HPD employees. The unit also tracks and monitors leave balances and issues, processes resignations and terminations, and responds to employee inquiries. The Payroll Unit processes payroll changes including direct deposit changes, refunds or changes of union deductions, assignment differentials and jury duty payments, research and resolution of discrepancy inquiries, monetary settlements for grievances, and changes in Federal, State, and City withholdings. The Benefits Unit manages the administration of Workers' Compensation, retirement, healthcare enrollment/changes, and leaves of absence. The Talent and Retention Acquisition Specialist recruits, interviews, and posts job

openings. The CD-funded Timekeeping, Payroll, Benefits, and Talent Unit staff is assigned to work units comprised of employees who perform only CD program functions, such as the Division of Property Management and Division of Code Enforcement.

#### HPD Tech

HPD Tech oversees the maintenance and operation of systems that support CD-eligible programs within the Office of Enforcement and Neighborhood Services (OENS). This includes enhancing systems that track CD-eligible programs such as ERP and the Alternative Enforcement Program (AEP). In addition, HPD Tech staff maintains the HPDINFO system that tracks violations, open market orders, and other building specific data, and helps determine how much work is done in CD-eligible census tracts. HPD Tech staff works closely with OENS on the maintenance of the Routesmart GIS component and interfacing with the AEP and ERP modules. Staff supports Real Time Field Force, a new technology that allows Code Inspectors in the field to transmit inspection data in real time, which will result in expedited violation notices, faster assignments of emergency inspections, and the overall improvement of efficiency and customer service. HPD Tech also supports the application development of the Certificate of No Harassment (CONH) system requiring building owners to comply with CONH policies.

#### Research and Reconciliation

Owners are entitled to question emergency repairs made through the EOD, Demolition Program, or AEP. The Research and Reconciliation Unit provides an independent review to ensure the owner was properly notified of the violation and appropriately billed. The office examines agency records to substantiate the charges/liens imposed against privately-owned buildings where an emergency condition has been corrected.

#### HOME Program Project Support

CD funds support positions for CD-eligible activities funded through the City's allocation of the Federal HOME Investment Partnerships Program (HOME). HOME funds may be used to develop and support rental housing and homeownership affordability through tenant-based rental assistance (which is not eligible for CD project support), rehabilitation, conversion, acquisition of real property, and new construction.

CD also pays for the staff that is responsible for HOME and Low-Income Housing Tax Credit monitoring and compliance activities and oversight of the HOME-funded down payment assistance program.

## ECONOMIC DEVELOPMENT PROGRAMS

### AVENUE NYC

#### *Commercial Revitalization*

Matrix Code:	18B - Special Activities by CBDOs 18B - ED Technical Assistance 19C - CDBG Non-profit Organization Capacity Building
National Objective:	Low- and Moderate-Income Area 208(a)(1) Limited Clientele: Nature and Location 208(a)(2)(i)(D)

#### *Organizational Development*

Matrix Code:	19C - CDBG Non-profit Organization Capacity Building
National Objective:	Low- and Moderate-Income Area 208(a)(1) Limited Clientele: Nature and Location 208(a)(2)(i)(D)

#### *Façade Improvement*

Matrix Code:	18B - Special Activities by CBDOs
National Objective:	Low- and Moderate-Income Area 208(a)(1) Limited Clientele: Microenterprise 208(a)(2)(iii)

The Avenue NYC Commercial Revitalization and Organizational Development programs promote the economic viability of neighborhood business districts. Avenue NYC is intended to help local businesses directly engage local residents and preserve neighborhoods. The target areas selected experience varying degrees of stagnation, deterioration, or disinvestment, and the incomes of the areas' populations are primarily low to moderate. Projects usually have a local community sponsor, frequently a nonprofit Community-Based Development Organization (CBDO), that represents the needs of local merchants, property owners, and local residents.

Avenue NYC has been a foundational program for SBS' Neighborhood Development Division, and through its longevity and comprehensive suite of commercial revitalization tools, tactics, and best practices, has played a central role in establishing and supporting a citywide network of place-based organizations through grantee cohorts and organizational capacity building. The hyper-local nature of this network makes it a nimble and responsive resource in our ever-changing small-business landscape.

#### Commercial Revitalization

The Avenue NYC Commercial Revitalization program will continue its focus on multi-year commitments aimed at building organizations' capacity to better understand neighborhood needs, develop impactful programs, and sustain their work over a longer term. During the grant term, the program will support grantees in hiring a dedicated, full-time Avenue NYC Program Manager who will participate in a cohort-based training program, conduct an in-depth district assessment, and execute commercial revitalization programs. The district assessment will inform the activities that

the organization will implement during the remainder of the grant term. The following eligible activities represent the basic Commercial Revitalization program areas:

- Merchant Organizing and Engagement: Assist in program creation, outreach, and organizing efforts in the creation or reactivation of a merchant's association, working towards establishing a self-sufficient, incorporated not-for-profit organization to serve the commercial corridor.
- Business Support and Commercial Vacancy Reduction: Enhance and/or retain the retail mix of a commercial corridor to better serve the community through programs that are created or enhanced to attract new businesses, reduce the overall retail vacancy rate, and expand the type of retail to meet the needs of the target area.
- Public Space Activation and Management: Create public programming designed to activate the public space within target area(s). Supporting and developing activities that highlight, promote, and/or feature local businesses and that are designed for the benefit of local residents.
- Commercial District Marketing and Promotion: Develop new or continued marketing and/or promotional campaign(s) that highlight the target area(s). Promotional campaigns should be focused on attracting or informing residents within the identified target area(s).
- Neighborhood Beautification Program Development: Create or expand programming designed to facilitate the improvement of the public space within the target area(s). CD funds would be used toward programming and program development, and not for capital costs under this program area.
- Business Improvement District Feasibility Analysis: Conduct outreach, engagement, and initial assessment of the target area to gauge interest in pursuing the creation of a Business Improvement District.
- Storefront Improvement Program Development: Design, develop and implement a façade improvement program that provides design, promotional, and technical assistance to a predetermined number of properties within the target area(s). CD funds may not be used for capital costs under this program area.

### Organizational Development

To ensure the long-term vitality of the City's diverse commercial districts, the Avenue NYC Organizational Development program builds the capacity of nonprofit CBDOs that support commercial districts across the five boroughs. SBS partners with nonprofit organizations to deliver trainings, tools, and one-on-one assistance to enhance project execution, management, leadership, and strategic capabilities of CBDOs. The program targets staff at different levels within a CBDO and facilitates knowledge transfer by highlighting industry best practices and strategies. The program offers assistance such as:

- Cohort-based leadership and staff capacity development programs;
- One-on-one technical assistance in non-profit compliance;
- Board governance;
- Organizational management;

- Financial management;
- Strategic planning;
- Developing fundraising plans and strategies;
- Program design and evaluation;
- Effective community engagement;
- Marketing (e.g., social media marketing, graphic design, and video storytelling); and
- Other nonprofit management areas.

Avenue NYC grantee selection is guided by the following criteria:

Eligibility:

- Applicants must be nonprofit community-based development organizations (or nonprofit organizations that support CBDOs) working in low- and moderate-income neighborhoods within the five boroughs of New York City.
- Avenue NYC grantees must target commercial districts serving residential areas designated by the Department of Housing and Urban Development (HUD) as low- and moderate-income neighborhoods, and at least 51% residential. Designation prescribes that at least 51 percent of the residents in the census tracts surrounding the targeted commercial district (also known as the service area) must be low- and moderate-income persons living in households with incomes below 80 percent of the median household income.

Applicant & Proposal Evaluation:

Applications are evaluated on a competitive basis and evaluation of three criteria:

- Organization: Assessment of the organizational need, strengths, challenges, goals, vision and capacity.
- Commercial District: Analysis of the applicant's understanding of the targeted commercial district, including strengths and needs.
- Commercial Revitalization Services: Evaluation of the proposed commercial revitalization services, their connection to district challenges and needs, ability to leverage the district's assets, and low- and moderate-income resident engagement.

Proposed Areas:

The following is a list of areas that are proposed for CD funding consideration in CFY 2021. The program may identify new areas but only after evaluating applications and awarding funds.

- Bronx: Hunts Point, Longwood, Norwood/Bedford Park, Parkchester/Soundview, Westchester Square
- Brooklyn: Bay Ridge, Bedford-Stuyvesant, Bensonhurst, Brownsville, Crown Heights, Flatbush, Prospect-Lefferts Gardens

- Manhattan: Central Harlem, Chinatown, Lower East Side, Washington Heights
- Queens: Arverne/Edgemere, Downtown Jamaica, Far Rockaway, Jackson Heights/Elmhurst, Jamaica East, Jamaica South, Rockaway Peninsula, South Richmond Hill, Sunnyside

#### Partnership Pilot

To expand on the impact of the Avenue NYC program, SBS' Neighborhood Development Division will pursue a unique partnership with the NYC Department of Cultural Affairs (DCLA). Through this strategic partnership, SBS and DCLA will launch a pilot initiative that partners CDBOs and cultural stakeholders to examine and create frameworks for arts and culture's role in commercial districts. Three to four Avenue NYC grantees from varying neighborhoods will be selected through a competitive application process to receive additional funding through DCLA to develop strategies that enable arts and culture to be a part of the organization's commercial revitalization work. This pilot will also convene grantees across DCLA's Community Arts Development Program and SBS's Avenue NYC Program for peer sharing and learning sessions to develop tools, skills, and dynamic approaches for integrating arts and culture into commercial revitalization efforts.

## SERVICE PROGRAMS

### *PARKS & RECREATION SERVICES*

#### GREENTHUMB

Matrix Code:	05Z - Public Services: Other 03E - Public Facilities and Improvements: Neighborhood Facilities
National Objective:	Low- and Moderate-Income Area 208(a)(1) Limited Clientele: Income Survey 208(a)(2)(i)(B) Limited Clientele: Nature and Location 208(a)(2)(i)(D)

Established in 1978, GreenThumb is the nation's largest urban gardening program, assisting over 575 neighborhood groups and 800 schools in the creation, maintenance, and enhancement of gardens aimed at increasing civic participation and neighborhood revitalization through collective stewardship. GreenThumb began in response to the City's financial crisis during the 1970s, which resulted in a serious loss of population and housing in city neighborhoods. A tremendous amount of land was left vacant, adding an unattractive and unsafe element to these communities. GreenThumb's assistance helped volunteers transform derelict land into active and attractive community resources.

Administered by the Department of Parks and Recreation (NYC Parks), GreenThumb provides materials, education, programming, and technical support and manages the license agreements and registrations for all community gardens. CD funds support community gardens in low- and moderate-income (low/mod) census tracts; City tax levy funds are used for gardens in non-CD-eligible neighborhoods. A majority of the gardens are under the jurisdiction of NYC Parks, while the rest are on land under the jurisdiction of other governmental entities or privately-owned entities such as land trusts.

GreenThumb gardens are managed by local volunteers who share an interest in community development. The gardeners live or work nearby and many are schoolteachers, students, retirees, local business owners, artists, and/or active community residents. For some gardeners, community gardens increase access to fresh and healthy food that is not otherwise easily available. Indeed, the GreenThumb program and its gardeners have spearheaded the national community gardening, open space, and urban farming movements.

GreenThumb organizes three large annual events including:

- Spring GrowTogether conference: showcases over 70 workshops that attract approximately 1,500 gardeners, greening partners, and the general public;
- Open Garden Day NYC (June): community gardens across NYC host free events; and
- Harvest Fair (fall): gardeners show off their summer bounty; compete for blue ribbons in vegetable, flower, and herb categories; and participate in the Fresh Chef Contest in which

participants use fresh produce, largely sourced from gardens, to create a nutritious meal and promote healthy eating.

GreenThumb distributes all materials at workshops that are developed in partnership with gardeners and greening organizations and are designed to enhance gardeners' horticultural, construction, and community development skills. For CFY 2021, GreenThumb expects to offer over 150 workshops and events that will serve approximately 5,500 participants. In addition, community garden groups independently organize thousands of free events, ranging from arts and cultural programs to educational workshops, that serve over 100,000 New Yorkers annually.

GreenThumb also supports registered Grow to Learn school gardens. Outreach efforts include site visits and visioning sessions by the School Gardens Outreach Coordinator. Education is provided through hands-on trainings, workshops, and professional development seminars in conjunction with the NYC Department of Education. GreenThumb provides technical assistance and delivers lumber, mulch, soil, and compost. CD funds support school gardens that primarily benefit students from low- and moderate-income households.

GreenThumb maintains a website ([www.GreenThumbnyc.org](http://www.GreenThumbnyc.org)); social media accounts on [Facebook](#), [Twitter](#), and [Instagram](#); and publishes quarterly program guides. Every four years, GreenThumb publishes the GreenThumb Gardener's Handbook, which includes important requirements and policies and a wealth of resources offered by GreenThumb and its partners.

### MINIPOOLS

Matrix Code: 05D - Public Services: Youth Services  
National Objective: Limited Clientele: Nature and Location 208(a)(2)(i)(D)

The Department of Parks and Recreation's Minipools program offers safe swimming opportunities for children ages six to 11, as well as for toddlers accompanied by an adult. CD funds are used to pay for seasonal lifeguards, Parks Enforcement security personnel, and the staff that operate the filtration systems to maintain water quality and perform custodial services. The nine CD-funded Minipools operate during the summer months and are located near New York City Housing Authority developments. These sites are:

<u>Sites</u>	<u>Locations</u>	<u>Adjacent NYCHA Sites</u>
<u>Bronx</u>		
Edenwald Playground	Schieffelin Avenue and East 229 <sup>th</sup> Street	Edenwald Houses
<u>Brooklyn</u>		
Albert J. Parham Playground	DeKalb Avenue and Clermont Avenue	Walt Whitman Houses, Raymond Ingersoll Houses
Fox Playground	Avenue H and East 54 <sup>th</sup> Street	Glenwood Houses
Glenwood Playground	Farragut Road and Ralph Avenue	Glenwood Houses

<u>Sites</u>	<u>Locations</u>	<u>Adjacent NYCHA Sites</u>
<u><b>Manhattan</b></u>		
Abraham Lincoln Playground	East 135 <sup>th</sup> Street and Fifth Avenue	Abraham Lincoln Houses, Jackie Robinson Houses
Frederick Douglass Playground	West 102 <sup>nd</sup> Street and Amsterdam Avenue	Frederick Douglass Houses
Tompkins Square Park	East 10 <sup>th</sup> Street and Avenue A	Jacob Riis Houses, Lower East Side Houses, Lillian Wald Houses, Samuel Gompers Houses, Baruch Houses
<u><b>Staten Island</b></u>		
Gen. Douglas MacArthur Park	Jefferson Street and Seaver Avenue	Berry Houses
Old Town Playground	Parkinson Avenue and Kramer Street	South Beach Houses

### PELHAM BAY PARK ADMINISTRATOR'S OFFICE

Matrix Code: 05Z - Public Services: Other  
20 - Planning

National Objective: Low- and Moderate-Income Area 208(a)(1)

The Pelham Bay Park Administrator's Office provides services for the largest park in the Bronx, serving low- and moderate-income borough residents. The Administrator's Office coordinates and implements the following:

- Conservation and recreation activities;
- Special projects and events;
- Natural area restoration and horticultural improvements;
- Public programs;
- Volunteer programs;
- Administrative and liaison functions with the park's primary community group, the Friends of Pelham Bay Park, and other community and user groups;
- Public relations and community outreach;
- Capital planning; and
- Delivery of services to ensure park safety and security.

CD-funded staff includes the Pelham Bay Park Administrator, Natural Areas Manager, Forest Crew Member, and Special Events Coordinator. Equipment may also be purchased when funds are available.

Pelham Bay Park is adjacent to the neighborhoods of Co-op City, Pelham Bay, Baychester, and City Island, and is easily accessible by public transportation. A Federally-funded user study of Pelham Bay Park indicated the majority of visitors to the park come from CD-eligible Bronx census tracts. In CFY 2021, CD funds will also be used to update the user study.

For more information on Pelham Bay Park, please visit [www.pelhambaypark.org](http://www.pelhambaypark.org) or [www.nycgovparks.org/parks/pelhambaypark](http://www.nycgovparks.org/parks/pelhambaypark).

### PROSPECT PARK ADMINISTRATOR'S OFFICE

Matrix Code: 05Z - Public Services: Other  
20 - Planning

National Objective: Low- and Moderate-Income Area 208(a)(1)

The Prospect Park Administrator's Office coordinates and implements the following for the park, which serves the borough of Brooklyn:

- Conservation and recreation activities;
- Educational programs;
- Volunteer programs;
- Special projects and events;
- Administrative and liaison functions with the nonprofit Prospect Park Alliance;
- Public relations and community outreach;
- Capital planning and investments; and
- Delivery of services to ensure park security and upgrading.

CD-funded staff administers the park's volunteer programs and oversees special events and everyday programming. Equipment may also be purchased when funds are available.

Prospect Park ties together the park's natural environment, Brooklyn's history, and the visitors' urban experience in ongoing public programs offering quality environmental education and family learning. The Prospect Park Audubon Center in the Boathouse has developed a curriculum of urban environmental education programs open to academic groups and the public. The Center combines exhibits, nature trails, and citizen science projects to meet the varying instructional levels required for educators, students, and the public. The Center's interactive initiative, "Pop-up Audubon," brings educational programs out to the public at various park locations. The Lefferts Historic House offers a series of seasonal and special events for children and families that interpret everyday life in the farming village of Flatbush in the 18<sup>th</sup> and 19<sup>th</sup> centuries.

Prospect Park relies on volunteer efforts to keep its grounds functioning and attractive. Volunteer events are held four days per week during the April-November season and thousands of volunteers participate.

Through its Youth Employment Program, the Park offers summer and weekend jobs for more than 30 teenagers who are mostly from Brooklyn's underserved areas. The Program frames working in the park in the broader context of career opportunities, including opportunities working in the natural environment, historic house museum, and nature center. These opportunities to work in non-traditional fields help young people think in terms of their futures. Program participants are recruited from local high schools, including the Brooklyn Academy of Science and the Environment. These young people serve as key park ambassadors and assist in managing Brooklyn's only remaining forest with the Woodlands Youth Crew and through public engagement at the Prospect Park Audubon Center and Lefferts Historic House. The Employment Program is designed to give participants an increased sense of responsibility and to instill basic work habits such as punctuality, teamwork, and self-discipline. Positions are designed to give committed youth a multi-year employment experience.

Restored by the Prospect Park Alliance, the 40-acre Parade Ground offers tennis, basketball, netball, and volleyball courts and baseball, soccer, and football fields for local schools, leagues, and clubs for children and adults. Prospect Park is home to seven playgrounds, including some of the most interesting and dynamic in the city. Located around the park's perimeter, they offer children engaging opportunities for safe and imaginative play.

A Federally-funded user study of Prospect Park indicated the majority of park visitors come from CD-eligible Brooklyn census tracts. In CFY 2021, CD funds will also be used to update the user study.

For more information about Prospect Park, please visit the following websites: [www.nycgovparks.org/parks/prospectpark](http://www.nycgovparks.org/parks/prospectpark) or [www.prospectpark.org](http://www.prospectpark.org).

#### VAN CORTLANDT PARK ADMINISTRATOR'S OFFICE

Matrix Code: 05Z - Public Services: Other  
20 - Planning

National Objective: Low- and Moderate-Income Area 208(a)(1)

The Van Cortlandt Park Administrator's Office oversees the third largest park in New York City and predominantly serves low- and moderate-income residents of the Bronx. CD-funded staff includes the Park Administrator, the Special Events Coordinator, and an Office Manager. Along with a Parks-funded Deputy Administrator and a Natural Areas Manager, they oversee four offices listed below:

- Ranaqua to coordinate with the Borough Administration;
- Van Cortlandt Garage for the forest restoration and turf and trails crews;
- Park's headquarters building for the maintenance and operations staff; and
- Van Cortlandt Golf House for teen and volunteer programs.

Staff at these offices oversees all park programming, maintenance, and operations in addition to capital projects and community outreach.

The CD-funded Special Events Coordinator oversees permitting for hundreds of events, from family barbecues to the New York Philharmonic Concert, that come to the park. The park offers free public programming including the Barefoot Dancing Series in the spring and summer, monthly volunteer forest work days, and weekly Bird Walks conducted from April to November.

NYC Parks' Van Cortlandt Park Natural Areas Management Plan and the Van Cortlandt Park Master Plan 2034 include horticultural and natural area plans. These documents currently guide work on the park's physical aspects.

CD-funded staff coordinate the programs and concerns of many diverse park user groups, including the Van Cortlandt Park Alliance, Van Cortlandt Track Club, Friends of Canine Court, National Society of Colonial Dames in the State of New York, Friends of the Old Croton Aqueduct Trail, Woodlawn Taxpayers Association, Women of Woodlawn, Bronx Community Board 8, NYC Audubon, Bike NY, Transportation Alternatives, and many sports and athletic leagues.

Van Cortlandt Park is adjacent to the Kingsbridge, Norwood, and Woodlawn communities and is easily accessible by public transportation. A Federally-funded user study of Van Cortlandt Park indicated the majority of park visitors come from CD-eligible Bronx census tracts. In CFY 2021, CD funds will also be used to update the user study.

Equipment may also be purchased when funds are available.

For more information about Van Cortlandt Park, please visit the following websites: <https://vancortlandt.org/> or [www.nycgovparks.org/parks/VanCortlandtPark](http://www.nycgovparks.org/parks/VanCortlandtPark).

#### *CRIMINAL JUSTICE & LEGAL SERVICES*

#### ELDERLY SAFE-AT-HOME

Matrix Code:	05A - Public Services: Senior Services
	05B - Public Services: Services for People with Disabilities
National Objective:	Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

The Elderly Safe-at-Home program provides services geared towards enhancing the general quality of life of elderly and non-elderly residents with disabilities who reside in 11 NYCHA developments. This program employs dedicated employees that provide on-site social services to help improve safety and security and enhance health and well-being. As a result, residents continue to live independently in their homes and prevent premature placement in nursing homes or other forms of institutionalization.

This program provides support and crime prevention services, crisis intervention, and crime victim assistance to address and prevent crimes perpetrated against this vulnerable population. The

program also assists residents with maintaining daily life, accessing public entitlements, and coordinating services with outside providers. Residents can meet with an assigned worker in a social service office or in their homes. Workers are also expected to conduct regular home visits and telephone reassurance.

This program also recruits and trains resident volunteers who are organized into a floor captain/buddy system and maintain daily contact with residents in their respective developments. The floor captains are the eyes and ears of the program. They are often the first to detect if something is wrong or identify an incident requiring immediate attention and are obligated to report back to program staff. This program also offers workshops on crime prevention, safety and security, and crime victims' rights and the criminal justice process. Information on these and other topics are disseminated through pamphlets and regularly scheduled meetings at program sites. Residents who need more comprehensive crime victim services are referred to community-based organizations and/or City agencies that specialize in this field.

These services are provided to residents in the following developments:

Bronx

Boston Road Plaza	2440 Boston Road
Bronx River Addition	1350 Manor Avenue
Butler Houses	1402 Webster Avenue
Courtlandt Avenue Senior Center	372 East 152 <sup>nd</sup> Street
Jackson Houses	799 Courtlandt Avenue
Morris I & II	3663 Third Avenue
Randall-Balcom	2705 Schley Avenue

Brooklyn

Marcus Garvey/Reverend Brown Houses	1630 St. Marks Avenue
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Manhattan

LaGuardia Addition	282 Cherry Street
UPACA 5 & 6 / Morris Park Senior Citizens Home	1940 Lexington Avenue

Queens

Latimer Gardens/Leavitt Houses	139-10 34 <sup>th</sup> Avenue
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SAFE HORIZON

*Hotlines*

Matrix Code:	05G - Public Services: Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
National Objective:	Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

*Court-Based Services*

Matrix Code:	05Z - Public Services: Other
National Objective:	Low- and Moderate-Income Area 208(a)(1)

Through a contract with the NYC Mayor's Office of Criminal Justice, the nonprofit organization Safe Horizon provides a continuum of services to crime victims, witnesses, and their families in order to reduce the psychological, physical, and financial hardships associated with victimization. The program's mission is to provide support, prevent violence, and promote justice for victims of crime and abuse, their families, and communities.

Safe Horizon offers CD-funded support and concrete services through its 24-hour Crime Victims and Domestic Violence Hotlines as well as its Criminal and Family Courts in Brooklyn, Queens, and the Bronx. Services include: safety assessment and risk management; crisis intervention; advocacy; information and referral; individual counseling; help with document replacement; assistance in applying for Office of Victim Services Compensation for uninsured medical care, lost income, counseling, and funeral expenses; assistance with obtaining an order of protection; restitution; services for intimidated victims and witnesses; reception centers; and day care for children at court. CD-funded services are directed to low- and moderate-income persons. Additionally, the 24-hour Domestic Violence Hotline is also the primary linkage for domestic violence shelters in New York City.

Safe Horizon's headquarters are located at 2 Lafayette Street in Manhattan. The CD-funded office locations are:

Bronx Criminal Court

Reception Center

215 East 161<sup>st</sup> Street, 3<sup>rd</sup> Floor

Bronx Family Court

Reception Center

Children's Center

900 Sheridan Avenue, Room 1-40

900 Sheridan Avenue, Room 1-40

Brooklyn Criminal Court

Children's Center

Reception Center

120 Schermerhorn Street, 8<sup>th</sup> Floor

120 Schermerhorn Street, 6<sup>th</sup> Floor

Brooklyn Family Court

Reception Center

Children's Center

330 Jay Street, 12<sup>th</sup> Floor

330 Jay Street, 1st Floor

Queens Criminal Court

Reception Center

125-01 Queens Boulevard, Room G7

Queens Family Court

Children's Center

Reception Center

151-20 Jamaica Avenue, Room 180

151-20 Jamaica Avenue, 2<sup>nd</sup> Floor

Hotlines

Domestic Violence Hotline

Crime Victims Hotline

(800) 621-HOPE (4673)

(866) 689-HELP (4357)

## *HEALTH CARE & SOCIAL SERVICES*

### BEACON SCHOOL PROGRAM

Matrix Code: 05Z - Public Services: Other  
National Objective: Limited Clientele: Nature and Location 208(a)(2)(i)(D)  
Low- and Moderate-Income Area 208(a)(1)

The Beacon School Program provides comprehensive services to youth and community residents. Located in public schools across New York City, each Beacon transforms its host school into a resource for the whole community by offering an integrated range of programming tailored to local needs. In keeping with the broad mission to serve members of multiple age groups, the Beacons are especially well-placed to provide activities and services for New York City's diverse communities and respond to the changing needs of neighborhoods, including those where there are significant numbers of recent immigrants. Services are provided along major core service areas that include: Education and Academic Support, Community Building/Leadership, Health: Healthy Living/Healthy Relationships/Physical Fitness, Employment and Financial learning opportunities, and Recreation/Enrichment.

The core areas are delivered through three distinct activity structures: drop-in activities where participants engage in recreational opportunities and self-directed study; planned activities where participants explore new interests and develop skills; and community events where the community has an opportunity to engage in various happenings such as community beautification and health fairs. Typical program activities include homework help, tutoring, literacy programming, arts and crafts courses, and leadership development opportunities such as the Youth Council. All Beacons have an Advisory Council consisting of community residents, principals, local police officers, and program participants to provide a platform for voice and input, enhance communication among all stakeholders, and improve community resources. Overall, Beacons offer a safe place to engage in recreational activities, discover new interests, acquire skills, and find opportunities to contribute to the community, guided and supported by program staff.

Beacons operate services for youth and community residents year-round. All Beacons are required to operate a minimum of 42 hours per week over six days, in the afternoons and evenings, on weekends, school holidays, and during school recess. During the summer, Beacons operate for a minimum of 50 hours per week, Monday through Friday.

CD funds support the following schools, which primarily serve low- and moderate-income areas or populations, and one DYCD staff-member who oversees the program.

#### Bronx

I.S. 117	1865 Morris Avenue
I.S. 217 (School of Performing Arts)	977 Fox Street
I.S. 219	3630 Third Avenue
P.S. 11	1257 Ogden Avenue
P.S./I.S. 224	345 Brook Avenue

	<u>Brooklyn</u>
Evergreen Middle School for Urban Exploration J.H.S. 218 Mott Hall IV	125 Covert Street 370 Fountain Avenue 1137 Herkimer Street
	<u>Manhattan</u>
M.S. 328	401 West 164 <sup>th</sup> Street
	<u>Staten Island</u>
I.S. 49	101 Warren Street

### DHS HOMELESS SERVICES

Matrix Code: 03T - Operating Costs of Homeless Programs  
 National Objective: Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

The 30<sup>th</sup> Street Men's Shelter is a multi-functional building with a total of 850 shelter beds located at 400-30 East 30<sup>th</sup> Street, Manhattan. This site acts as the Department of Homeless Services' main point of entry for all single adult men as well as adult families and, as such, acts as DHS's primary location for Intake and Diversion efforts. Intake and Diversion for single adult men is focused on a strengths-based assessment of each client and their available resources, and provides valuable services including, but not limited to, family mediation, emergency one-shot deal applications, referral for short- and long-term rehabilitation, and financial assistance for family reunification. On a daily basis, 145 beds are made available for Intake and Diversion efforts.

In addition, the 30<sup>th</sup> Street Men's Shelter also serves as two different programmatic shelters. The 30<sup>th</sup> Street Assessment program shelters 230 men on a nightly basis and serves as one of four assessment shelters for men in the shelter system. Social services are tailored to a 21-day assessment of clients and recommendation for program type. The 30<sup>th</sup> Street General Shelter has capacity for 475 clients and offers case management and employment-related assistance with long-term placement as the goal of social services.

As shelters, both programs provide three meals a day, clean linens and toiletry essentials, a lock/locker to secure valuables, a safe and respectful environment, and case management services. Case management services are built around each individual's unique set of strengths and aid the client as they move from emergency shelter to permanent independent living. Case management services include entitlement enrollment, employment assistance, financial management, substance abuse/mental illness support, medical management, and permanent housing assistance. CD funds pay for a portion of the contract with a private security firm at the 30<sup>th</sup> Street Men's Shelter in an effort to provide a safe environment for the residents.

### HOMELESS OUTREACH AND HOUSING PLACEMENT SERVICES

Matrix Code: 03T - Operating Costs of Homeless Programs  
 National Objective: Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

Through a contract with the Department of Homeless Services, in collaboration with the Department of Health and Mental Hygiene, Project Hospitality provides homeless outreach and housing placement services to homeless persons who also may have mental health and/or substance use/dependence problems and occupy the Staten Island Ferry Terminal or other locations throughout Staten Island.

The primary goal of the Homeless Outreach and Housing Placement Services program is to provide an array of services to homeless clients aimed at connecting them to housing. Many clients face a multitude of issues including mental health challenges and substance use/dependence problems. Project Hospitality's trained staff provides support 24 hours/seven days a week to connect homeless individuals with appropriate and needed services. Outreach teams canvas the Staten Island Ferry and other known locations throughout Staten Island where homeless individuals often frequent. Individuals are offered and provided services such as transportation, showers, food, and shelter. In addition, Outreach Teams also respond to the 311 Homestat initiatives.

Homeless Outreach and Housing Placement workers approach, engage, and try to work intensively with homeless people to move them out of the Staten Island Ferry Terminal or off the streets. Outreach workers engage and counsel such persons, perform assessments, and refer homeless persons to a variety of services to address their most immediate needs. They organize such emergency services as medical detoxification, psychiatric evaluation, stabilization, bed care, and emergency health care.

The goal of this model is to reduce the number of homeless persons who live in places not meant for human habitation and to expeditiously place them in safe havens, transitional settings, or permanent housing, as appropriate to their needs, with the long-term goal of permanent housing for all homeless persons on Staten Island.

## *HOUSING SERVICES*

### ELDERLY MINOR HOME REPAIR PROGRAM

Matrix Code:	05A - Public Services: Senior Services
National Objective:	Limited Clientele: Income Exclusive 208(a)(2)(i)(C)

Abandonment of privately-owned homes by senior citizens is a serious concern. Such abandonment has a negative impact on individual citizens, neighborhoods, and the cost of local government services. The causes of senior citizen housing abandonment may include the homeowner's lack of money to pay for needed repairs and maintenance, their physical inability to handle the maintenance needs of their property, and the lack of information on available resources and services for home maintenance. As the demographic profile of New York continues to age, and as senior homeowners themselves experience declining health, this social problem requires increased attention and action. A cost-effective approach is to provide senior citizens with the means to maintain their homes, thereby preserving neighborhoods.

This program, administered by the New York Foundation for Senior Citizens, Inc. (NYFSC), through a contract with the NYC Department for the Aging (DFTA), attempts to address many of the conditions that lead to home abandonment. Some of the services provided are minor home repairs, outreach, and coordination with other agencies that handle problems faced by older adults in New York City. The program is available on a citywide basis to persons 60 or older and who are at or below the Section 8 income limits.

Household income is defined as: benefits of Social Security, Supplemental Security Income (SSI), pension, employment, rental income, declared interest/dividend income, and contributions from family on a regular basis. Clients must submit photocopies of income and homeownership records (tax bill or mortgage bill). Condo and co-op clients must have their board's permission for work to be done.

The Elderly Minor Home Repair Program is publicized with the assistance of DFTA, senior citizen centers, elected officials, local newspapers, and NYFSC's social media (Facebook, Twitter, Instagram). In addition, flyers are posted in libraries, post offices, and barbershops/beauty salons. Presentations are also given at senior centers, DFTA Case Management Programs, NY Connects Programs, Inter-Agency Council on Aging meetings, senior/health fairs, clubs, retiree groups, etc. For more information on the program, please call (212) 962-7655 or visit <https://www.nyfsc.org/support-services/repair-safety-services/>.

## HOUSING INFORMATION AND EDUCATION

Matrix Code: 05B - Public Services: Services for Persons with Disabilities  
National Objective: Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

Housing Information and Education, which is administered by the Mayor's Office for People with Disabilities, seeks to increase awareness and opportunities for people with disabilities to obtain or retain accessible, affordable housing. It provides:

- Information and referrals relating to housing discrimination, fair housing laws, and barrier removal programs;
- Information on disability-specific resources and helps constituents find the assistance and resources they need;
- Technical and legal guidance relating to the design and construction of accessible and affordable housing;
- New York City Building Code compliance, modifications, updates, interpretations, and recommendations for architects, engineers, designers, developers, landlords, co-op boards, condominium associations, small neighborhood businesses, housing real estate brokers, etc.;
- The identification of additional accessible and affordable options through a partnership with the Department of Housing Preservation and Development;

- Housing referrals to disability advocates and service organizations that operate housing locator programs and maintain a list of accessible and affordable housing; and
- Outreach to architects, builders, and community groups.

For information on the Housing Information and Education program please visit the following site:  
<https://www1.nyc.gov/site/mopd/index.page>.

## *EDUCATION SERVICES*

### ADULT LITERACY PROGRAM

Matrix Code:	05H - Public Services: Employment Training
National Objective (ABE):	Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)
National Objective (ESOL):	Limited Clientele: Income Survey 208(a)(2)(i)(B)

Literacy skills have become increasingly important in the twenty-first century. Literacy proficiency enables adults to find and keep employment that allows for a decent standard of living and a career ladder, to become involved with schools to support their children's education, and to actively participate in civic life. An estimated 36 percent of all City adults have literacy proficiency at the lowest level while approximately 1 in 7 New Yorkers over the age of 18 does not have a high school diploma. Additionally, the number of City adults who reported being able to speak English "less than well" in the U.S. Census Bureau's American Community Survey for 2010 is 26 percent.

To be literate today means being able to read and write to acquire knowledge, solve problems, and make personal, academic, and professional decisions. Almost all U.S. students can "read" by third grade; that is, they can recognize and decode words. But reading for comprehension requires a set of knowledge-based competencies in addition to word-reading skills.

The Department of Youth and Community Development uses CD funding for contracts with adult literacy providers that provide Adult Basic Education (ABE), High School Equivalency (HSE) test preparation, and English for Speakers of Other Languages (ESOL) programs. The fundamental goal of the Adult Literacy Program is to help New Yorkers attain the reading, writing, and communication skills they need to gain employment and/or pursue further education. Furthermore, instruction is provided in contexts that are immediately relevant to participants' lives. Contextualized topics often include career exploration and development, finances, healthcare, civics, parenting, etc. The program provides comprehensive instructional and support services to students who are at least 16 years of age, are not enrolled or required to be enrolled in secondary school, and who lack sufficient educational skills or are unable to speak, read, and/or write the English language well enough to participate in education or training programs conducted in English.

## EARLY CARE AND EDUCATION SERVICES

Matrix Code:

05L - Public Services: Child Care Services

National Objective:

Limited Clientele: Income Survey 208(a)(2)(i)(B)

As part of the Mayor and Chancellor's Equity and Excellence for All agenda, the New York City Department of Education (DOE) is committed to providing high-quality early childhood care and education that gives all children a strong foundation in school and life. To that end, the City has recently brought all contracted birth-to-five early care and education services under the management of the DOE with the goals of increasing quality, equity, access, and sustainability. Creating a unified birth-to-five early care and education system will benefit children, families, and providers. It will enable consistent, high-quality standards and greater curricular alignment from early childhood through second grade, streamline and simplify enrollment, and encourage socioeconomic integration at a classroom level.

The goal of the City's extended day/year services in the early care and education system is to provide families who qualify based on their income and needs a safe environment for group and family day care services that address the developmental, social, educational, and nutritional needs of their children.

All extended day/year programs contracted with DOE's Division of Early Childhood Education are designed to ensure that quality services are provided to children. Short whole group and small group activities, choice time where children are able to work with a variety of materials, and outdoor playtime are a few of the activities offered. A parent advisory committee is an integral part of the program. Programs also offer and encourage family engagement activities and community participation.

The City expects the following extended day/year vendors will be funded with a combination of CD and non-CD funds:

Site

Location

Bronx

Betances Early Childhood Development Center  
(operated by Sheltering Arms NY)

528 East 146<sup>th</sup> Street

Brooklyn

New Life Child Development Center

1307 Greene Avenue  
408 Grove Street  
295 Woodbine Street

Manhattan

Rena Day Care Center

639 Edgecombe Avenue

## **LANDMARKS PRESERVATION AND CULTURAL AFFAIRS PROGRAMS**

### **COMMUNITY ARTS DEVELOPMENT PROGRAM**

Matrix Code:	20 - Planning
National Objective:	Not Applicable for Planning and Administrative Programs

The NYC Department of Cultural Affairs' (DCLA) Community Arts Development Program (CADP) initiative, Building Community Capacity (BCC), takes a collaborative and comprehensive approach to building cultural capacity in targeted low- and moderate-income neighborhoods. In response to, and to complement NYC's urban planning processes, DCLA created BCC to ensure that culture is included as part of the City's interagency efforts around neighborhood planning, and that local cultural stakeholders have agency and voice in their community's development efforts.

Through this multi-year program, DCLA seeks to strengthen the cultural ecosystem in NYC communities targeted by this Mayoral administration for cross-agency support, while also integrating cultural assets and activities into overall community development. BCC was designed to ensure that current community development efforts include the voices and active participation of New York's cultural community in a way that strengthens the neighborhoods' capacities beyond the length of the City's formal interventions, allowing for positive social change that can be sustained over the long term.

With continued work in Morrisania (Bronx), Bushwick (Brooklyn), and Far Rockaway (Queens), BCC participants will build upon the program's research findings and will bring together and support diverse cultural stakeholders as they engage in community coalition-building, infrastructure development, and strategic implementation.

The program engages participants with an enhanced program methodology and new tools for developing a collective vision of what local stakeholders want their community to be, and for transforming priority goals into relevant and achievable activities. One of these new tools is the *Building Community Capacity Handbook*, a clear and comprehensive manual that includes the program's methodology, roles and responsibilities, scheduled activities, and core deliverables. It also provides many practical tools, templates, insights, and resources that participants can use and adapt as they work with their community.

In response to the escalating challenges brought about by the COVID-19 pandemic, DCLA will adapt BCC's goals and methodology for a new one-year initiative (name TBD). Designed to enhance community development efforts conducted by participants of the NYC Department of Small Business Services' (SBS) Avenue NYC program, this new initiative will prepare community-based development organizations to create a framework for community development and commercial revitalization that is inclusive of arts and culture. An estimated three to four Avenue NYC grantees from varying neighborhoods will be selected through a competitive application process to receive additional CADP CD funding. Additionally, DCLA and SBS staff will work together to develop tools, skills, and dynamic approaches for integrating arts and culture into commercial revitalization efforts.

DCLA's Community Arts Development unit, which receives both CD and City tax levy funds, provides technical assistance and oversight of BCC. For further information regarding CADP, please visit [www.nyc.gov/html/dcla/html/funding/cadp.shtml](http://www.nyc.gov/html/dcla/html/funding/cadp.shtml).

## LANDMARKS HISTORIC PRESERVATION GRANT PROGRAM

### *Homeowner Grants*

Matrix Code:	16A - Residential Historic Preservation
National Objectives:	Low- and Moderate-Income Housing 208(a)(3) Slums or Blight Spot 208(b)(2)

### *Nonprofit Grants*

Matrix Code:	16B - Non-Residential Historic Preservation
National Objectives:	Low- and Moderate-Income Area 208(a)(1) Limited Clientele: Presumed Benefit 208(a)(2)(i)(A) Slums or Blight Spot 208(b)(2)

The Historic Preservation Grant Program provides financial assistance to rehabilitate, preserve, and restore publicly-, privately-, or nonprofit-owned historic properties that are designated individual New York City landmarks, within designated New York City historic districts, or listed on or eligible for listing on the National Register of Historic Places. To qualify for an interior restoration grant, the building's interior must be designated.

Eligible properties cannot have unpaid real estate taxes, water/sewer charges, or un-rescinded notices of violation issued by the Landmarks Preservation Commission (LPC) or the Department of Buildings.

### Homeowners Grants

This component provides grants to homeowners who reside in their buildings, or whose buildings are occupied by low- to moderate-income households. The grants are intended to assist homeowners in repairing and restoring the façades of their buildings. Homeowners are eligible to receive historic preservation grants if they meet one of the following criteria:

- Their household income, or the incomes of at least 51 percent of the households occupying the building, does not exceed Section 8 low- or moderate-income limits; or
- The condition of their home's façade is detrimental to the public's health and safety. Such conditions address HUD eligibility criteria for activities that aid in the prevention or elimination of slums or blight on a spot basis. Homeowners' incomes under this category may not exceed the Area Median Income. In addition, depending on the level of their income, homeowners must contribute between 10 and 50 percent of the total project cost towards their project. This contribution may be from owner equity, loan proceeds, or other grants.

### Nonprofit Grants

This component provides historic preservation grants to nonprofit organizations organized under Section 501(c)(3) of the Internal Revenue Code.

Nonprofit organizations that own their designated buildings may be eligible to receive historic preservation grants if they meet one of the following criteria:

- They serve a low- and moderate-income area or clientele that is deemed to be CD-eligible; or
- Their buildings require work to eliminate specific conditions detrimental to public health and safety. Organizations that do not serve low- and moderate-income areas or persons must contribute at least 50 percent of the value of the LPC grant towards the cost of their project.

Both homeowner and nonprofit applicants are identified through general LPC outreach and publications, direct mailings, and through staff presentations to block and neighborhood associations.

## PUBLIC FACILITIES & IMPROVEMENTS PROGRAMS

### *OPEN SPACE PROGRAMS*

#### BRONX RIVER PROJECT

Matrix Code: 05Z - Other Public Services  
National Objective: Low- and Moderate-Income Area 208(a)(1)

The Bronx River Project works to restore the Bronx River and create a continuous greenway along its length. The program has several funding sources including City tax levy, private gifts, and State, other Federal, and private grants. CD funds are used to purchase education and outreach materials, office supplies, field equipment, and restoration supplies, as well as the support of program consultants and ecological restoration personnel. The CD funding fully covers the Bronx River Conservation Manager position and two Crew Leader positions. NYC Parks coordinates closely with the Bronx River Alliance to implement programs along the river as follows:

Education: The Education Program provides hands-on outdoor learning opportunities for thousands of students and educators in communities along the Bronx River. The program has four components:

- Educator support: professional development workshops, materials and equipment for self-guided teaching and fostering a network of educators who engage their students in outdoor, experiential learning on the Bronx River.
- Hands-on learning: encourage the use of the river as an outdoor laboratory, including interactive field trips, canoe trips, workshops, service-learning projects and inquiry-based instruction.
- Community science: creating protocols and programs that are replicated by other organizations; compiling and sharing data sets with educators, decision-makers, and the public at large.

Nurturing environmental leadership: creating a bridge between youth from environmental justice communities and opportunities in the environmental sector (internships, apprenticeships, advanced study, careers, and advocacy). Thousands of educators have taken advantage of the 23-mile-long outdoor classroom to create deep connections to nature for students, some for the first time.

Outreach Program: The Outreach Program draws thousands of people to the river through public events, including the Amazing Bronx River Flotilla and the International Coastal Cleanup Day, and dozens of other activities including volunteer-led walks, clean-ups, restoration projects, movie nights, and performing arts programs along the river. NYC Parks staff engages community-based organizations, institutions, and neighborhood ambassadors to take ownership of sections along the Bronx River.

Ecology Program: The Ecological Restoration and Management Program works to protect, restore, and manage the Bronx River through field work and policy leadership. Guided by an Ecology

Team comprised of scientists and community and agency representatives, the program tackles the most pressing ecological issues that affect the river corridor. The Bronx River Conservation Crew has a full-time presence on the river, implementing, monitoring, and maintaining the river and upland restoration efforts. The Crew is recruited locally, with an emphasis on creating job opportunities for Bronx residents, who in turn train hundreds of youth each year and expose them to green career paths in their own neighborhoods. To date, the Crew and volunteers have planted more than 110,000 trees, shrubs, and plants; removed over 675 tons of garbage; supported oyster and fish reintroduction projects; helped create a new fish passage; and have kept the river clean and accessible to tens of thousands of paddlers through year-round blockage and litter removal.

In CFY 2021, an important new feature will be in place, the Bronx River House, located in Starlight Park. A state-of-the-art green building, River House will be a riverfront center for the coordination of restoration and greenway activities, including offices for the Alliance, a classroom, community meeting room, and boathouse.

In February 2009, NYC Parks began phased consolidation of the parkland along the entire New York City length of the river into a single Bronx River District (District 14). The first phase includes existing parks in the Bronx River Greenway north of Pelham Parkway. A second phase was implemented in 2019, expanding the maintenance district southward as new, contiguous parks come into being. A single Bronx River District fosters more effective river- and greenway-wide programming, implementation of river-length ecological projects, and maintenance activities to uphold the environmental standards of the greenway's parks and pathways.

## *NEIGHBORHOOD FACILITIES*

### ACCESSIBILITY IMPROVEMENTS IN CITY SCHOOLS

Matrix Code:	03E- Public Facilities and Improvements: Neighborhood Facilities
National Objective:	Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

The Department of Education (DOE) will use CD funds allocated in prior years to provide accessibility improvements in City schools in order to increase the percentage of schools fully or substantially accessible to people with disabilities. Proposed improvements are geared towards making schools accessible to the general public, which will provide greater ease of ingress/egress for students, parents, employees, and community members. Activities may include, but are not limited to, providing and installing accessible entrances (e.g., entrance doors, ramp installation and upgrades, extension of ramp handrails, automatic door openers, accessible door handles/bevels, compliant door hardware, doorbells within reach range at entrances); widening doorways; installing room labels with braille; removal of projecting items; installing lifts and ramps over changes of elevations in corridors; adjusting reach ranges for water fountains, Automated External Defibrillators, and fire extinguishers; installing and renovating elevators or accessible chair lifts; and providing accessible seating and path of travel in auditoriums.

DOE will use the current allocation of CD funds for oversight staff to ensure CD-funded work complies with applicable regulations.

### CODE VIOLATION REMOVAL IN SCHOOLS

Matrix Code:	03E - Public Facilities and Improvements: Neighborhood Facilities 04A - Clearance: Cleanup of Contaminated Sites
National Objective:	Limited Clientele: Income Survey 208(a)(2)(i)(B) Slums or Blight Spot 208(b)(2)

The Department of Education (DOE) uses CD funds to prevent or remove code violations in New York City schools. Activities the program may undertake are listed as follows:

- The installation, repair, or replacement of:
  - Emergency lighting;
  - Elevator guards, elevators, and escalators;
  - Electrical systems and wiring;
  - School doors including corridor doors and door closers;
  - Bathrooms and water closets;
  - Fire safety systems, including fire-rated doors and hardware, panic hardware, fire alarm systems, fire suppression systems, fire extinguishers, flame-proofing curtains, and sprinklers/standpipes;
  - Potable water systems and sewage systems;
  - Kitchen ventilation/exhaust systems;
  - Heating/cooling/refrigeration systems, including boilers and radiator shields;
  - Sidewalks; and
  - Other building components such as bleachers, retaining walls, interior masonry, plaster, flooring, ceilings, and mandated signage.
- Environmental health inspections;
- Testing for and remediating lead in drinking water fixtures;
- Repairs to address NYS Department of Environmental Conservation violations; and
- Playground resurfacing provided there is no increase in the playground area and no excavation is proposed (to avoid archaeological concerns).

DOE will also use CD funds for personnel dedicated to the scheduling of lead testing and remediation work by DOE vendors and for oversight staff to ensure CD-funded work complies with applicable regulations. The oversight staff will be charged to the CDBG Administration program.

## DFTA SENIOR CENTER IMPROVEMENTS

Matrix Code: 03A - Public Facilities and Improvements: Senior Centers  
National Objective: Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

The Department for the Aging (DFTA) uses CD funds to renovate and rectify code violations in senior centers. Activities may include:

- The installation of lighting and emergency lighting systems, security systems, air conditioning/heating/ventilation systems, kitchen fire extinguishing systems, hot water heaters, and fire doors;
- Accessibility improvements including installing ramps, elevators, and accessible restrooms;
- The upgrade/replacement of windows, flooring, kitchens, bathrooms, and plumbing components;
- Ceiling and roof rehabilitation;
- Rewiring; and
- Security improvements.

DFTA may also use CD funds for consultant services such as architectural and engineering work. Work may take place at the following senior centers in CFY 2021:

### Center

### Location

#### Bronx

City Meals on Wheels  
Co-op City Neighborhood Senior Center  
Heights Center for Senior Citizens  
Northeast Bronx Senior Citizen Center  
R.A.I.N. Nereid Avenue  
SEBCO Neighborhood Senior Center

309 Drake Street  
2049 Bartow Avenue  
200 West Tremont Avenue  
2968 Bruckner Boulevard  
720 Nereid Avenue  
887 Southern Boulevard

#### Brooklyn

AMICO  
Brooklyn Chinese-American Association  
CCNS Narrows  
Jay Senior Center  
Pete McGuiness Senior Center

5901 13<sup>th</sup> Avenue  
545 60<sup>th</sup> Street  
933 54<sup>th</sup> Street  
TBD  
715 Leonard Street

#### Manhattan

ARC Ft. Washington  
Carter Burden Center for the Aging  
City Hall Senior Center  
CPC Open Door Senior Center  
Encore Community Services Senior Center

516 West 181<sup>st</sup> Street  
351 East 74<sup>th</sup> Street  
100 Gold Street  
168 Grand Street  
220 West 49<sup>th</sup> Street

FIND Woodstock Neighborhood Senior Center	127 West 143 <sup>rd</sup> Street
Mott Street Senior Center	180 Mott Street
Our Lady of Pompeii	25 Carmine Street
Sirovich Senior Center	331 East 12 <sup>th</sup> Street
Washington Heights Senior Center	650 West 187 <sup>th</sup> Street

Queens

CCNS Bayside Senior Center	221-15 Horace Harding Expressway
CCNS Catherine Sheridan Senior Center	35-24 83 <sup>rd</sup> Street
Korean American Senior Center	203-05 32 <sup>nd</sup> Avenue
Newtown	TBD

Staten Island

Great Kills Friendship Club	11 Sampson Avenue
Mount Loretto Friendship Club	6581 Hylan Boulevard

**DHS SHELTER RENOVATIONS PROJECT SUPPORT**

Matrix Code:	04A - Clean-up of Contaminated Sites
National Objective:	Limited Clientele: Presumed Benefit 208(a)(2)(i)(A)

DHS uses CD funds for staff that oversee efforts to address lead-based paint in City- and nonprofit-owned homeless shelters. Actual rehabilitation costs in shelters will be paid with non-CDBG funds.

DHS Special Project managers are responsible for the following tasks:

- Inspect, coordinate, and oversee activities of contracted vendor performing work in shelter units;
- Create and manage project work orders, including performing site visits on a regular basis to monitor the progress of tasks assigned to the contractors;
- Review and approve related DHS contractor invoices;
- Monitor performance and prepare reports to identify and correct potential issues; and
- Resolve problems that arise in meeting schedule and costs.

## PLANNING PROGRAMS

### DCP COMPREHENSIVE PLANNING, DATA, AND TOOLS

Matrix Code:	20 - Planning
National Objective	Not Applicable for Planning or Administrative Programs

In line with the Department of City Planning's mission to plan for the City of New York, DCP utilizes the CDBG program to improve housing conditions and carry out economic development activities in low- and moderate-income areas. The Department's various divisions work to advance five strategic objectives through the CDBG program, which include (1) catalyzing long-term neighborhood improvement through integrated planning, (2) encouraging housing production, affordability, and quality, (3) promoting economic development and job growth, (4) enhancing the resiliency and sustainability of neighborhoods, and (5) supplying objective planning information and expertise to a broad range of planning functions and stakeholders.

CD funds support planning and information technology staff intended to assist the public as they plan for the future of their neighborhoods. Planners provide facilitation services and technical expertise, while the Department's IT team provides digital tools and objective data to assist communities in furthering their understanding of the city. Funds are also used to support contractual and professional services, supplies, materials, equipment, and software and hardware maintenance for the on-going maintenance of various data and tools that are used citywide to facilitate research, aid planning work, and inform policymaking.

Comprehensive planning functions include the following divisions:

#### Strategic Planning

Strategic Planning oversees DCP's functional planning activities and coordinates land use planning policy based on identified planning issues and strategies. Economic, housing, infrastructure, and community facility planning staff help formulate long-term development and policy objectives for the city. Activities also include preparing key strategic planning documents, directing major citywide studies, and working closely with the City Planning Commission on planning and development issues.

#### Borough Offices

The Department's five borough offices develop local zoning and land use policy and prepare comprehensive neighborhood plans. Borough offices maintain links to the city's varied communities by providing outreach and technical assistance to the boroughs' community boards, civic organizations, and elected officials regarding zoning and land use. Borough offices participate in the review of public and private development actions to ensure conformance with local area needs and plans.

#### Capital Planning

The Capital Planning division works with other City agencies to gather data regarding City facilities, their capacity, utilization, and services to create planning data sets that can be used for

community planning activities. The division also provides analyses and information to agency partners for the creation of the City's 10-Year Capital Strategy and community facility siting. Finally, Capital Planning assists the borough offices in neighborhood planning activities and serves as staff to the City's Neighborhood Development Fund. The Capital Planning division enhances the Department's ability to provide community planning services to NYC neighborhoods.

#### Housing, Economic, and Infrastructure Planning (HEIP)

HEIP develops citywide plans and policies addressing housing, economic, and infrastructure issues. It conducts comprehensive economic, employment, and housing analyses and studies. The division reviews and analyzes land use proposals, assists in initiating zoning text and map amendments, and coordinates preparation of the Consolidated Plan. The Population Division within HEIP conducts demographic studies and advises on demographic, immigration, and census policy issues. It distributes census data, analyses, and maps on the Department's website and is the City's liaison to the U.S. Census Bureau.

#### Planning Coordination

The Planning Coordination Division is responsible for wide-ranging activities that support management of the Department's work program and execution of City Charter-mandated responsibilities. These activities include managing the agency's land use project pipeline; executing GIS analyses and mapping projects to support internal, partner agencies, and City Hall needs; preparing annual Charter-mandated reports and related publications, such as the Mayor's Management Report, Citywide Statement of Needs, and Statements of Community District Needs; conducting interagency coordination and community outreach where applicable; managing the pipeline and providing technical assistance with respect to siting of City facilities; and overseeing the 197-a community-based planning process.

#### Regional Planning

The Regional Planning Division manages a work pipeline of regional data analysis and research focused on population, housing, employment, migration, and commutation trends used to advise on key planning issues affecting the city and wider tri-state region. The division plays a primary role in supporting and strengthening DCP's coordination with regional partners, including regional governments and stakeholders, on long-term population and employment forecasting, regional scaled planning projects, and regional growth and planning policies.

#### Urban Design

Urban Design is the design department for the agency. Drawing on expertise in architecture, landscape architecture, and urban design, the department assists on projects affecting infrastructure design, master planning, overall massing and architectural expression, streetscape, landscape, and sustainable design. In addition to serving all five borough offices, the department also provides design assistance to other City agencies. The department assists in developing City planning policy to support excellence in urban design, reviews large-scale project applicants for modification and approval, and designs urban projects in-house where the timeframe requires immediate results. The department also conducts urban design studies ranging in scope from small-scale, site-specific projects to more comprehensive neighborhood plans and citywide initiatives.

### Waterfront and Open Space

The Waterfront and Open Space Unit prepares comprehensive and local area plans, advises on citywide waterfront and open space policy issues, and reviews proposed actions on the city's waterfront for consistency with the Waterfront Revitalization Program.

### Zoning

Zoning maintains the Zoning Resolution, the laws governing land use in New York City. The Division conducts planning studies to modify and update the Resolution so that it better addresses the needs of the city. The planning studies range in scope from those focused to facilitate development on a specific site to those that deal comprehensively with large sectors of the development community (e.g., the need to facilitate the development of affordable and supportive housing), or with areas of the city where special purposes are identified (e.g., the flood zones where rules need to be modified to allow for more resilient development). These studies result in major modifications to the Zoning Resolution. The Division oversees the publishing of those changes in print and online. On a daily basis, the Division provides general zoning information to the public and other City agencies.

As part of this program, DCP will also use CD funds to continue to expand translation services at public hearings and to fund staff who will automate the City's Environmental Quality Review process.

The following sections within DCP's Information Technology Division support the agency's planning work and provide invaluable planning data and tools to the public:

#### A. Citywide Geographic Application Services (Citywide Geo) and Enterprise Data Management (EDM):

Citywide Geo and EDM collectively develop and maintain specialized geographic data processing capabilities that support the planning activities of DCP and other City agencies, including Federally funded programs such as CDBG. Major products include:

- The Geosupport System: Developed and maintained as a citywide service, Geosupport is currently used by more than 40 City agencies to support planning and operational activities. Geosupport processes NYC geographic locations, such as addresses and street intersections, standardizes and validates locations, and relates these to various political and administrative districts, such as community districts, census tracts, and school districts. The system provides detailed census tract information for any location in the city, including its CD-eligibility (whether it is within a census tract that is more than 51.0 percent low- or moderate-income and 50.0 percent residential in nature). The Geosupport System is available for Windows-based PCs, IBM Mainframes, and Linux, and is available for download on DCP's website and on the Department of Information Technology and Telecommunications' (DoITT) servers. PCs and Web-based applications can access any of these versions through a tool called GeoX or through DoITT's GeoClient API (Geosupport in the Cloud).
- Property Address Directory (PAD): PAD contains geographic information about New York City's approximately one million tax lots and the buildings on these lots. PAD serves as one of the foreground component files in DCP's Geosupport System. Although PAD is

created and formatted specifically for use with the Geosupport software, DCP also creates an extract of the file as a .csv file available to the public through the BYTES of the BIG APPLE™ product line. ITD creates new releases of PAD four times a year, reflecting tax lot geography changes, new buildings, and other property-related changes.

- Transitional Property Address Directory (TPAD): TPAD is a supplement to PAD and a key component of Geosupport. TPAD contains information about the tax lots in New York City and is updated on an on-going basis (unlike PAD). The initial input to TPAD comes from the BIN-on-Demand program, which allows the Department of Buildings to assign a Building Identification Number (BIN) to new construction jobs at the stage where a developer files permits. If the developer's plans are approved, or the building is completed, the status of the BIN in TPAD is updated to reflect this, whereas the BIN is not added to PAD until construction is completed. When a BIN in TPAD is added to PAD and released to the user community, it is removed from TPAD. TPAD is also used to indicate if a building will be demolished and the corresponding BIN will be removed from the system.
- Updated Property Address Directory (UPAD): UPAD is an ancillary file that contains property level address, tax parcel, and BIN updates made to Geosupport's PAD file since its last quarterly release. This file is released biweekly, giving Geosupport users access to recent updates.
- Linear Integrated Ordered Network (LION): EDM maintains digital street files and administrative and political district boundary files. Many of the Geosupport System's functions are based on the data in LION, which is widely used for computer mapping of community facilities, demographic data, and other data supporting planning analysis. The LION file is extracted from the Citywide Street Centerline file (CSCL), an enterprise GIS and data maintenance system, which is also used to support the City's emergency services' Computer Aided Dispatch system.
- Digital Tax Map (DTM) Layers: Digital layers that overlay the DTM are used widely for computer mapping of property-related data including land use, public ownership, and public facilities, and support a wide variety of community planning activities.
- Primary Land Use Tax Lot Output (PLUTO): PLUTO contains extensive land use, zoning, and geographic data that are used with various databases and mapping software. Data updates are completed twice a year. PLUTO data are used in other DCP applications, including MapPLUTO and ZoLa (NYC's zoning and land use map). NYC planners and communities use PLUTO data to undertake planning work. Available for free on DCP's website, PLUTO gives communities an understanding of neighborhood land use and built conditions at the tax lot level.
- BYTES of the BIG APPLE™: BYTES is a family of software, data, and geographic base map files available for free download on DCP's website and through the Open Data Portal. These products include PLUTO and MapPLUTO, files of property related attributes, a geocoding application (Geosupport Desktop Edition), and datasets of zoning, waterfront, City facilities, administrative and political districts, streets, and other features. Key data sets are available as mapping services. These products are updated four times a year in tandem with each Geosupport release.

### GIS Team

EDM also houses City Planning's GIS Team, which maintains the data and application infrastructure used by DCP's planning and other professional staff for desktop geographic inquiry and analysis. The GIS Team manages the ArcGIS/SQL Server database of geographic data used by over 150 DCP staff in developing plans, analyzing land use applications, and providing related information to the public.

The team oversees the production of BYTES of BIG APPLE™ and maintains resources, including versions of LION, districts, MapPLUTO, and GIS representations of zoning and related features. The team members also coordinate with other agencies to provide geographic data resources (such as DoITT's planimetric features and orthophotos, and the Department of Finance's Digital Tax Map) that support planning activities in CD-eligible areas.

The team develops customized applications and interfaces to enhance access to and use of the various geographic resources both within the agency and for the public. In addition, the team provides assistance in the use of the geographic information and software for agency planning and community development initiatives and leads agency-wide Data Users' Group meetings.

### B. Application Development (AppDev):

AppDev collects, processes, and provides land use, housing, economic, and demographic data that are used for developing neighborhood and community development plans, major citywide studies, and tax revenue and economic studies. The data are provided in different formats, including report tables, listings, and data files. Specifically, data files and reports are produced for the Consolidated Plan, the Annual Performance Report, the Statement of Needs' Gazetteer and Maps, the Community District Needs Statements, and the agency's Neighborhood Rezoning and Planning Studies.

AppDev also develops and maintains on-line database systems that provide easy access to data. These database systems include:

- Community District Needs Statements and Community Board Budget Requests are Charter mandated and integral parts of the City's budget process. Working with the Mayor's Office, DCP created a form that allows Community Boards to submit their needs and requests electronically and also created three series of reports: 59 Community Board reports; 61 agency reports that summarize citywide trends, agency specific analyses of Community District needs, and budget requests; and eight summary reports that focus on specific policy areas. EDM also maps Community Board Budget Requests.
- E-Designation is an information system that contains detailed data on Environmental Designations adopted by the City Council. The system includes Environmental Restrictive Declarations and is a critical planning tool to ensure adherence to environmental protections.
- Privately Owned Public Spaces (POPS) is a database built to record and track privately-owned public spaces. The database tracks commitments that developers have made to local communities and to the City by documenting each POPS location and its current and proposed conditions.

- Zoning Application Portal (ZAP) is a single application that tracks land use projects from pre-certification through termination. ZAP is a multi-phased project that replaced LUMIS, LUCATS and imPACT in April 2018 and will include a document repository, reporting capabilities, an applicant portal, and a public interface. The system will make available all applications filed with the City and allows the public access to milestone data, reports, and the applications itself. It also includes a public facing search portal known as ZAP search, built by the Planning Labs team.

AppDev also assists other DCP divisions involved with citywide comprehensive planning functions by developing and/or maintaining various PC databases, the FISA Budget Report Generation System, the Waterfront Revitalization Program (WRP) System, the PC and Network Services Inventory/Purchase Order System, the Zoning Resolution Subscription Database, and the Consolidated Plan Mailing Database.

#### C. Special Projects and Web Operations:

The Special Projects and Web Operations Unit executes select agency projects, ensuring high quality products and services, and supports the agency's planning work by promoting user-friendly, engaging, accessible, and up-to-date information through the website for dissemination to the general public.

The Special Projects and Web Operations Unit coordinates with DoITT to assure adherence with citywide standards and requirements for the website. The Web Team works with professional staff throughout DCP to assure timeliness and accuracy of the content presented. It maintains information about:

- DCP's mission and strategic plan, news, contact information, and job postings;
- NYC zoning, including zoning maps, zoning resolution, and a zoning reference section with an overview of zoning districts and zoning tools;
- The land use process, including a portal of information for applicants, meeting schedules, calendars, City Planning Commission reports, environmental review documents, and information on community-based planning and the Waterfront Revitalization Program;
- Studies and proposals throughout the city;
- Population information (data, maps, and analyses), neighborhood information, and community district profiles; land use information; and documents related to the City's Consolidated Plan; and
- Digital geographic and property/land use data.

The Special Projects and Web Operations Unit also builds applications in conjunction with the other units of ITD and helps other divisions to make use of special technologies to develop materials for public presentations.

#### D. Planning Labs:

Planning Labs was created in 2017 to embrace open technology, agile development, and user-centered design, and to build impactful products with NYC's Urban Planners. Planning Labs works

with various DCP teams to deliver outstanding websites and data tools that tell stories, streamline workflows, and make New York's Open Data more accessible.

**E. PC and Network Services (PCNS):**

PCNS provides services related to agency PCs, laptops, mobile devices, software, and audio/visual equipment, and manages the local and wide area networks at DCP's five office locations. Services include telecommunication with CityNet (mainframe applications), CityShare (the intranet for City employees), the internet, and to agency-issued devices.

PCNS maintains network security and has developed various strategies for that purpose. These strategies include maintaining back-up systems on all agency servers and cooperating with City oversight agencies to protect against deliberate and accidental system corruption. PCNS procures and maintains network hardware and operating systems, which are upgraded as technology changes and new services are required.

PCNS also maintains PCs and related hardware/software for DCP that enable planners to prepare maps, slideshows, and standard documents. The Desktop Support staff responds to requests for assistance with computer-related problems. In addition, PCNS evaluates new needs for hardware/software that will enhance the productivity of the DCP staff. Technicians research and evaluate products and recommend cost-effective solutions.

## **HOUSING RESEARCH AND EVALUATION**

Matrix Code:	20 - Planning
National Objective:	Not Applicable for Planning or Administrative Programs

The Department of Housing Preservation and Development (HPD) Division of Housing Policy (DHP) within the Office of Policy and Strategy is responsible for applying policy, data, and financial analysis in team-based projects as well as designing and executing data collection and statistical analyses in support of HPD's programming and policy agenda. DHP develops evidence-based policies that further the City's housing goals, investigates and defines policy issues and generates alternatives, and establishes and clarifies HPD program missions and objectives to stakeholders. DHP has three units: Research and Evaluation, Policy Development and Special Initiatives, and Fair Housing Policy and Investments. Please note that Fair Housing Policy and Investments is CD-funded under the HPD Fair Housing program.

**Research and Evaluation**

The Research and Evaluation team (R&E) is responsible for the design and execution of data collection and statistical analysis related to HPD's programming and policy agenda as well as various analyses of New York City's population and housing stock. R&E plans and conducts major housing-related research and large-scale data collection, processing, and analyses, primarily for the legally required New York City Housing and Vacancy Survey (HVS).

A citywide representative survey, the HVS provides comprehensive, detailed data on the city's population, households, housing stock, vacancies, housing structural and maintenance conditions,

and other characteristics such as household incomes and employment, rents, and neighborhood conditions. It is a critical resource utilized by City agencies, City Hall, and the City Council. Numerous City entities rely on the HVS for information on the city's housing stock and population. Data from the HVS have been used multiple times in making the City's case for or against changes to Federal policy. The HVS is needed to establish the official citywide vacancy rate, which is required for the City Council's determination of a housing emergency as the necessary condition for continuing rent control and rent stabilization. In addition, academic researchers, nonprofit organizations, and advocacy groups depend on important information from the HVS and incorporate it into their work.

R&E also provides reliable data needed for sound planning, policy analysis, research, and program development and prepares and submits to the City Council the Report of Initial Findings of the HVS, which presents an analysis of key data on the rental vacancy rate, housing inventory, housing conditions, and other housing market situations. R&E is also HPD's liaison to the Rent Guidelines Board, securing and administering an annual support contract.

#### Policy Development and Special Initiatives

The Policy Development and Special Initiatives (PDSI) unit within DHP provides guidance and insight on high-priority policy initiatives, advancing solutions that further the agency's mission. PDSI is an interdisciplinary team composed of policy and data analysts, technical researchers, and project managers. The unit applies policy, data, and financial analysis in team-based projects to overcome critical challenges, efficiently leverage key resources, and maximize opportunities internal and external to the agency.

PDSI is relied on within HPD and the Division of Housing Policy for both short- and medium-term policy analysis and research. PDSI initiatives respond to three main types of work:

- Large-scale strategic priorities of the agency, such as the *Where We Live NYC* fair housing process;
- Proposed or enacted federal, state, and local legislation that affects the work of the agency; and
- Ad hoc requests from managers around the agency for quantitative analysis, such as aiding in the tracking of HPD-financed affordable housing by the Office of Asset and Property Management.

CD funds pay for the staff that conducts these activities.

#### LPC PLANNING

Matrix Code:	20 - Planning
National Objective:	Not Applicable for Planning or Administrative Programs

The Landmarks Preservation Commission (LPC) Planning program has three components: Research, Environmental Review, and Archaeology.

Research activities include surveys to identify buildings or neighborhoods that may merit further consideration for designation as landmarks or historic districts; evaluating the architectural, historical, and cultural significance of buildings and neighborhoods identified as potential landmarks and historic districts; and conducting extensive research and preparing detailed designation reports for proposed landmarks and historic districts. Surveys function as planning tools to establish priorities and set goals for designating future landmarks and historic districts, as well as informing the agency's Environmental Review work. Designation reports describe the historical, architectural, and cultural significance of every individual landmark or historic district approved by LPC. The reports serve as the basis for designation and regulation of future alterations, as they describe in detail the physical appearance and significance of each building or site at the time it received landmark status. In CFY 2021, the Research Department will be engaged in survey, research, and the production of designation reports consistent with previous years.

The Archaeology Department's primary responsibilities are to assess the potential archaeological impact of proposed projects subject to City, State, or Federal environmental review and to oversee any ensuing archaeology that may be needed. The Department also regulates projects that impact some landmarked archaeological resources such as within parks and burial grounds. It also manages the NYC Archaeological Repository: The Nan A. Rothschild Research Center which curates the City's archaeological collections and provides access to scholars and to the public through [www.nyc.gov/archaeology](http://www.nyc.gov/archaeology).

The Environmental Review unit assists various agencies when projects are subject to local, State, and/or Federal environmental review processes by determining the presence of known or eligible historic or cultural resources and potential impacts to these resources. As part of the review process, the Department consolidates and issues comments from Research and Archaeology in response to City, State, or Federal regulatory requirements, including findings of potential impacts uncovered during the review process. If a proposed project significantly impacts known or eligible resources, the Department works with the lead agency and the appropriate State or Federal agencies to mitigate or reduce the impact as much as possible. As such, the Department also negotiates Memoranda of Agreement under Section 106 of the National Historic Preservation Act and Letters of Resolution under Section 14.09 of the New York State Preservation Act and oversees any mitigation measures under those agreements. The Department also maintains and supports the ERGIS Historic Maps application, which consists of an interactive Geographic Information System with each project site review geo-referenced along with access to the LPC ERGIS digital historic map collection. ERGIS Historic Maps now supports over 2,300 geo-referenced maps that are used for project reviews and to assist other lead or interested agencies.

#### RENT GUIDELINES BOARD SUPPORT STAFF

Matrix Code:	20 - Planning 21A - General Program Administration 21C - Public Information
National Objective:	Not Applicable for Planning or Administrative Programs

The Rent Guidelines Board (RGB) is mandated to establish rent adjustments for nearly one million units subject to the Rent Stabilization Law in New York City. The Board holds an annual series of public meetings and hearings to consider research from staff and testimony from owners, tenants, advocacy groups, and industry experts.

RGB staff is responsible for providing administrative and analytic support to the Board and prepares research regarding the economic condition of rent stabilized and other residential real estate industry areas including operating and maintenance costs, the cost of financing, the housing supply, and cost of living indices. RGB staff engages in research efforts; publishes its reports for use by the public, other governmental agencies, and private organizations; and provides information to the public on housing questions considered by the Board. While these reports are accessible for free online, CD program income generates from the sale of CD-funded reports that are purchased in hard copy. CD funds pay for the RGB staff and associated program administration costs.

### SCORECARD PROGRAM

Matrix Code:	20 - Planning
National Objective:	Not Applicable for Planning and Administrative Programs

Through the Scorecard Program, service inspectors employed by the Mayor's Office produce monthly street and sidewalk cleanliness ratings for every city neighborhood. Inspectors use a scale to determine the percent of acceptably clean streets and sidewalks. The results generated by the Scorecard Program help the New York Department of Sanitation (DSNY) in two distinct manners: 1) to develop and evaluate policies related to its cleaning and enforcement programs; and 2) to assess the performance of its field managers.

In addition, community boards and other members of the public use the data to learn about cleanliness conditions in their neighborhoods and participate with DSNY in developing operational and enforcement changes (including Alternate Side Parking regulations, street/sidewalk inspections, vacant lot cleaning, and the placement and emptying of street corner litter baskets).

Currently, 15 of the City's 76 Business Improvement Districts (BIDs), including some local development corporations and industrial parks, receive monthly Scorecard ratings. These organizations use the data to evaluate the effectiveness of their self-funded cleaning efforts and to work with merchants and other commercial interests to improve their general cleaning practices. The City Comptroller's Office has used Scorecard data in conjunction with audits of the BIDs' use of City funds for district cleaning.

Scorecard ratings have been associated with substantial long-term gains in city cleanliness levels, overall and in specific neighborhoods. Today, approximately 94 percent of city streets are rated acceptably clean. This is a dramatic improvement compared to the less-than-70 percent ratings issued in the early days of the program. The citywide trend can be seen on the Mayor's Office of

Operations' website ([www1.nyc.gov/site/operations/performance/scorecard-street-sidewalk-cleanliness-ratings.page](http://www1.nyc.gov/site/operations/performance/scorecard-street-sidewalk-cleanliness-ratings.page)).

Scorecard has long been a model for other U.S. localities that consider using the “trained observer” approach to performance measurement for sanitation or other services. Scorecard is included in the U.S. Conference of Mayors’ Best Practices handbook and in material circulated by the Urban Institute in Washington, D.C., on performance measurement techniques for local government.

## **ADMINISTRATION**

This function provides administrative and support services for planning, management, and citizen participation necessary to formulate, implement, and evaluate the City's Community Development Program. These activities include:

- Preparing and implementing the Citizen Participation Plan, including technical assistance to Community Boards and other interested groups and citizens;
- Developing Community Development plans and policies;
- Preparing the City's Consolidated Plan;
- Preparing the Consolidated Plan Annual Performance Report;
- Preparing Environmental Reviews;
- Monitoring expenditures of CD-funded programs;
- Delineating population groups served by CD programs;
- Overseeing and enforcing compliance with HUD's Section 3 requirements;
- Liaising with HUD and other Federal departments; and
- Certifying and maintaining the necessary records that demonstrate that Federal requirements for environmental review, labor standards, relocation, equal opportunity, and citizen participation are met.

In order to meet this mandate, as well as to plan effectively the City's future Community Development effort, a portion of the block grant is used to fund planning and management activities within the Mayor's Office of Management and Budget, the Department of City Planning, Department of Education, the Landmarks Preservation Commission, the Mayor's Office for People with Disabilities, and the Department of Small Business Services.