"Fair Share" CRITERIA

A Guide for City Agencies

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INTRODUCTION

The 1989 City Charter (Section 203) required the City Planning Commission to adopt criteria

> to further the fair distribution of the burdens and benefits associated with city facilities, consistent with community needs for services and efficient and cost effective delivery of services and with due regard for the social and economic impacts of such facilities upon the areas surrounding the sites.

To encourage early consultation with communities, a companion provision in the Charter (Section 204) requires the city to publish an annual *Citywide Statement of Needs* listing and describing the facilities the city plans to site, close, or substantially change in size over the next two years. Community boards are given the opportunity to comment on the statement, and the borough presidents may propose sites in their boroughs for needed facilities. To inform the public of existing patterns of municipal uses, the *Statement of Needs* must be accompanied by a map and list of city-owned and leased properties (called the *Atlas and Gazetteer of City Property*).

In accordance with the Charter, the City Planning Commission adopted the Criteria for the Location of City Facilities[a] which have been in effect since July 1, 1991. They are commonly known as the "fair share" criteria because they attempt to foster an equitable distribution of public facilities throughout the city. They do so by encouraging community consultation and by establishing a set of considerations that must be taken into account by city agencies when they select sites for new facilities or substantially change existing facilities.

The guide was first issued in 1991, before the criteria actually took effect, to help city agencies interpret and apply the new regulations in their siting decisions. Changes of

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a Copies of the *Criteria for the Location of City Facilities* are available in the Department of City Planning Bookstore. The Department's 1995 report, *Fair Share: An Assessment of New York City's Facility Siting Process*, is also available in the Bookstore.

this kind are rarely easy, and developing a consistent approach to the criteria was especially challenging during the early years of the new regulations. This revised guide benefits from the experience of many agencies over the past seven years and reflects the practices, interpretations, and judicial rulings that have emerged since 1991.

The Department of City Planning (DCP) encourages agencies to use the guide when they submit applications subject to the fair share criteria for City Planning Commission review. Although an agency's consideration of the criteria is not publicly reviewed until the Uniform Land Use Review Procedure (ULURP) or contract procurement process is underway, project planners should begin to keep the criteria in mind well before that time -- when they evaluate service needs and consider new facilities or changes in facilities, when they begin to identify possible sites, and when they analyze the factors that will determine their ultimate choice of site. Consideration of the criteria at the earliest decision points may be critical to successful completion of a siting action.

The guide explains how the criteria may affect a range of agency actions, such as:

- planning new facilities and choosing their sites
- expanding, reducing or closing facilities
- preparing departmental statements for the annual citywide statement of needs
- issuing requests for proposals
- consulting with community boards and borough presidents
- justifying choice of site in the ULURP review process, the office acquisition review process, or in a statement to the Mayor, as applicable
- responding to community concerns about facility operation.

WHAT ACTIONS AND FACILITIES ARE SUBJECT TO THE CRITERIA

The criteria are applied whenever the city:

- sites a new facility, whether by purchase, condemnation, new lease, new contract;
- expands a facility "significantly," i.e., a physical enlargement of 25 percent and 500 square feet or more;
- reduces the size of a facility "significantly," i.e., by 25 percent or more;
- substantially changes the use of an existing facility[b];
- relocates a facility; or
- closes a facility that is not replaced at another location.

The criteria apply only to a "city facility", namely a facility whose siting is controlled by a city agency and which is (1) operated directly by the city on city-owned or leased property greater than 750 square feet in floor area, or (2) used primarily for a program (or programs) that derives at least 50 percent and at least $50,000 of its annual operating costs from city-funded contracts.[c] City funding includes state and federal funding that is channeled through the city treasury, so long as a city agency controls the facility siting.

This is a summary only. Please consult the definitions in Article 3 of the Criteria to determine whether an action or facility is subject to the criteria. (See Appendix 1.)

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b For fair share purposes, a substantial change in use is generally defined as a change from one Department of Citywide Administrative Services (DCAS) use code to another, at the three-digit level, which affects at least 25 percent of the facility's space. For example, conversion of a residential health facility (0620) to an ambulatory health facility (0630) would be considered a substantial change, but conversion of a neighborhood health clinic (0631) to an infant mortality health clinic (0632) would not. (See Appendix 3 for DCAS use codes.)

c Sites proposed for underground systems, such as water tunnel shafts or sewer easements are not considered "facilities" within the meaning of the criteria.

Identical services may be categorized as either city facilities or non-city facilities, depending on whether they meet the definitions stated in Article 3. For example, a mental health counseling service that operates out of a storefront and receives 50 percent and at least $50,000 of its annual funding from the city is defined as a city facility; on the other hand, if the same contracted counseling service were to be located on the main campus of a large private hospital, it would not be defined as a city facility since the hospital is not used primarily for the counseling service. A program at a neighborhood settlement house that operates many programs and receives less than half of its total annual funding from the city is not defined as a city facility either.

The criteria do not apply to the siting of facilities by private entities, state or federal agencies, or entities that have been established by state law such as the Health and Hospitals Corporation, the School Construction Authority, the City University of New York, the New York City Housing Authority, or the New York City Transit Authority. Nevertheless, where the law provides for approvals or recommendations by the City Planning Commission, the Commission may consider and discuss the criteria in reaching its conclusions.

When the city enters into a contract for provision of supplementary services at a facility sited and constructed under the auspices of a state agency, that contract would not be subject to fair share since the city did not control the siting of the facility. For example, fair share would not be triggered by a $100,000 city contract for support services at a new transitional residence for mentally ill adults, which was built by a not-for-profit provider with construction funding from the state Office of Mental Health, and which is to be maintained and operated primarily through a combination of rents, state and private funding. If the facility could not open or operate without benefit of the city contract, however, the contract might then be subject to the fair share criteria. It may be necessary to consult with the Law Department to make a proper determination when there are complex issues of site control and funding streams.

Similarly, the criteria would not apply to city contracts that do not result in the establishment of new facilities or the substantial change in the size or use of existing facilities. For example, a contract for a summer youth employment program to be housed in an existing facility that already serves young people, such as a school or community center, would not be subject to fair share unless the facility were physically enlarged by 25 percent or more.

Finally, the criteria do not apply to contract or lease renewals that do not substantially change the size or use of existing facilities. Nor do they generally apply when an agency's administrative offices relocate from one city-owned or leased office building to another. When the use of the building does not change substantially (that is, it remains city office space even though the agencies occupying it may change), and new space is not being leased or purchased, fair share does not apply.

WHEN TO APPLY THE CRITERIA

Although agencies should keep the criteria in mind from the very beginning of the siting process, their consideration of the criteria is disclosed in one of three ways: (1) as part of a ULURP application for site selection or acquisition of sites for city facilities (other than office space), including acquisition by purchase, condemnation, exchange or lease, or for disposition of city-owned property which would result in establishment of a city facility; (2) as part of an application for office space acquisition by purchase, condemnation, exchange or lease under Charter Section 195; and (3) in an "Article 9" statement to the Mayor (so named because it is required by Article 9 of the fair share criteria) for actions not subject to ULURP or Section 195 review such as contracts with private providers that establish city facilities, and reduction or closing of existing facilities without disposition of the land. Contract and lease renewals are not subject to fair share.

ULURP Review

ULURP applications for site selection and acquisition (and disposition when applicable) incorporate the applicant's consideration of the fair share criteria, and the Planning Commission reviews the application in light of the criteria, among other considerations. Applicants must explain how each of the criteria was applied, justify any inconsistencies with the criteria, and attach the maps and documentation discussed in this guide. As part of this disclosure, the applicant must indicate consideration of any comments from community boards and borough presidents received in any consultations or in response to past years' Statements of Needs. No ULURP application will be certified unless the fair share submission is complete, but in other respects the ULURP process remains unchanged.

The Department of Citywide Administrative Services (DCAS), which helps to identify sites for agencies, serves as co-applicant for site selection/acquisition applications. The agency that will use the site prepares the ULURP application, including the fair share analysis, and files it with City Planning after obtaining DCAS sign-off.

Section 195 Review

Acquisition of space for city offices and data processing facilities is subject to the review process laid out in Section 195 of the City Charter. DCAS serves as applicant for Section 195 reviews. The user agency prepares the application, including consideration of the applicable fair share criteria, and submits it to DCAS for review before it is filed with DCP.

The 195 process is considerably shorter than a ULURP review. The review procedures contained in Section 195 of the Charter require that the affected community boards and all borough presidents be notified of the proposal, and that the City Planning Commission hold a public hearing and approve or disapprove the proposal within 30 days. If the Commission approves an application, the City Council may, within 20 days, disapprove it by a two-thirds vote.

The fair share criteria used in Section 195 review are laid out in Article 7 of the Criteria and discussed on page 40 of these guidelines. In addition, the application must indicate consideration of any comments received from community boards and borough presidents in response to past years' Statements of Needs.

Article 9 Statements

Actions not subject to Planning Commission review but subject to the fair share criteria must be reported, following the provisions of Article 9 of the criteria. These actions include: closings or significant reductions in existing facilities, significant expansions that enlarge a facility without enlarging the site, some new facilities or changes in use that do not require ULURP review, and contracts with service providers that result in opening or significantly expanding a facility defined as a "city facility" in the criteria. (See Article 3 of the Criteria for definitions of "significant reduction," "significant expansion," and "city facility.")

In these cases where there is no Planning Commission hearing, Article 9 of the criteria requires the agency to send a statement to the Mayor reporting on its application of the

criteria. The statement must explain how the criteria were applied and any departures from the criteria, and it must give evidence of having considered comments from the community board and borough president. (See Appendix 4d and 4e for examples of Article 9 letters.)

Copies of the letter must go to the Director of DCP and the affected community board and borough president. As a courtesy, copies should also be sent to the Speaker of the City Council and to each affected City Council member.

Although the timing of the Article 9 statement may vary, it is generally advisable to submit the Article 9 sooner rather than later in the siting process. For example, a building to be rehabilitated under a city loan program and used for a contracted supportive housing program does not require fair share until the operating contract is processed. However, in the spirit of early disclosure, the sponsoring agency may choose to submit a "voluntary" Article 9 at the time of the loan commitment, rather than wait one or two years until the facility is ready to be occupied.

It is also important to bear in mind that affected community boards should be notified of the proposed action before the Article 9 is submitted. The criteria require that the affected community boards be notified as soon as a specific site is identified if it did not appear in the Statement of Needs. In the case of facility closings or consolidations, the affected communities should also be notified by letter before the Article 9 statement is sent. (See Articles 4.2 and 8.2.) If, for any reason, this prior notification did not occur, the Article 9 statement should be sent as soon as it is feasible to do so.

Contract Facilities

When city agencies prepare an RFP for services, they may not know whether the contract will be let ultimately to a provider who will establish or significantly expand a facility that qualifies as a "city facility" and therefore is subject to the fair share criteria. To insure that the ultimate provider's site, if a "city facility," has been chosen

with the criteria in mind, it is best to include the criteria requirements in the RFP and to take them into account when rating proposals. The agency has discretion over the amount of criteria-related analysis it will require of the candidates and how much it will do itself. The candidates could be required, for example, to provide information about other facilities in the vicinity so that criterion 4.1 (b) can be assessed.

The agency can decide whether to satisfy the consultation requirements of the criteria by consulting the community board itself or by having the provider do so on its behalf. The agency can decide also whether providers (or the agency itself) will consult community boards about all proposed sites or only those that meet the definition of "city facility."

Agencies must make an Article 9 statement to the Mayor for every "city facility" that is sited or expanded as the result of a city contract, except in cases where a fair share analysis had been done in conjunction with a prior action. Article 9 statements are not required for contracts that do not result in the establishment or significant expansion of a city facility. The statement need deal only with each new or significantly expanded city facility, but the agency may choose to discuss all selected sites whether or not they are city facilities, in order to place the siting action in context.

The Mayor's Office of Contracts established guidelines for integrating the fair share and procurement procedures in its 1993 Rules Implementation Memorandum # 75. The memorandum spells out timing requirements for submitting the Article 9 statement: at least 10 days prior to the contract hearing when sites subject to fair share are known before the contract award; or, if the site is not known prior to contract award, at the time the agency approves a site subject to fair share. Consult your Agency Chief Contracting Officer for copies of the memorandum or further details.

WHERE TO GET HELP

Department of City Planning (DCP)

The Department of City Planning advises and welcomes meetings early in the siting process to discuss conformance with the criteria, particularly when staff of the applicant agency have had no prior experience with fair share. The Planning Coordination Division, at 212-720-3450 or 3414, can help directly or make referrals to the right persons for advice and information, including staff of DCP's borough offices. (See Appendix 6 for list of publications, maps, and data available in the DCP Bookstore.)

Department of Citywide Administrative Services/ Division of Real Estate Services (DCAS/DRES)

DCAS/DRES identifies sites for city facilities, administers the purchase, lease and sale of city real property, and maintains the computer database (IPIS) of city-owned and leased property. The Department has also issued a booklet, "Acquisitions Handbook: A Guide for City Agencies Acquiring Real Property", which can be obtained by calling the Director of Acquisitions at DRES (212-669-7205). For information about potential sites and the existing distribution of city facilities, contact the Director of Strategic Planning at DRES (212-669-2782).

HOW TO USE THE CRITERIA

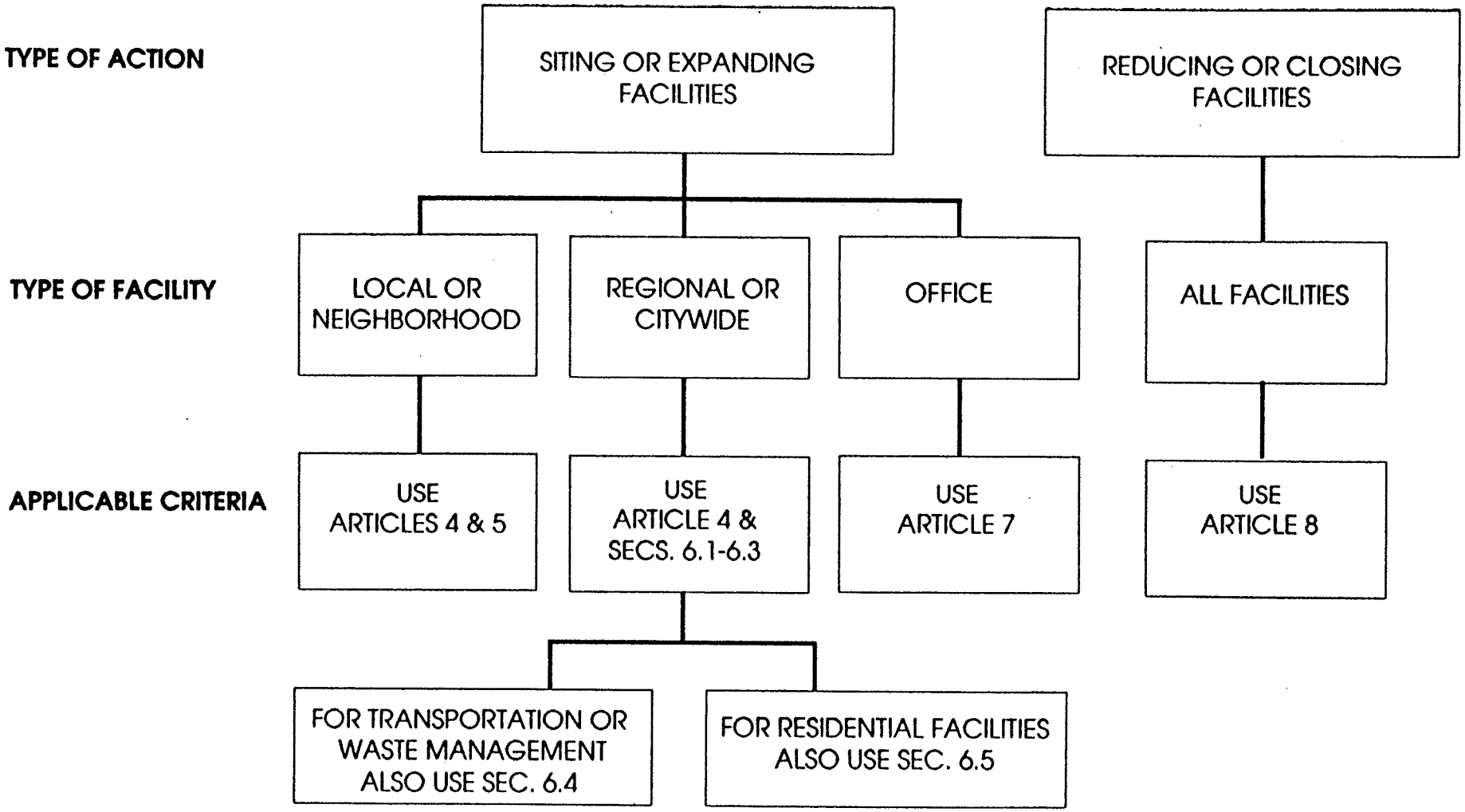
Using the criteria requires an agency to balance considerations such as service need, cost-effective delivery of services, effects on neighborhoods, and broad geographic distribution of facilities. In its ultimate selection of a site, an agency will inevitably give greater importance to some criteria than to others, but all applicable criteria must be considered. The goal is to select a site that reflects a reasonable balance under the specific circumstances. In addition, agencies should consider ways of minimizing problems that may arise from selecting a site that does not satisfy particular criteria.

The fair share criteria do not supplant other factors in program and facility planning; they are applied along with all other pertinent factors. Requirements for special permits still apply and, in letting contracts, so do program issues such as a provider's track record or expertise. The criteria are additional factors to incorporate in a siting decision. In many cases, they address issues that are already considered in agency planning, for example, accessibility. There is, however, increased emphasis on community consultation and how siting a facility will affect the surrounding area.

The length and complexity of the fair share analysis can vary considerably, as shown in the sample statements in Appendix 4. Generally, large or relatively unusual facilities warrant more detailed analysis than projects of limited scope and impact.

The chart on the next page shows which sections of the criteria are applicable for various kinds of actions. It is followed by a chapter explaining how each of the applicable criteria can be addressed.

GUIDE FOR APPLYING FAIR SHARE CRITERIA



NOTE: Also use Article 9 for all actions that are not subject to City Planning Commission review

FILE: FAIR SHARE

THE CRITERIA

The following sections list the provisions in Articles 4 through 8 and suggest methods of analyzing them. The criteria language appears in bold face, and the commentary in regular type. We suggest using a similar format for all fair share analyses.

Article 4: Criteria for Siting or Expanding Facilities

4.1 The sponsoring agency and, for actions subject to the Uniform Land Use Review Procedure (ULURP) or review pursuant to Section 195 of the Charter, the City Planning Commission, shall consider the following criteria:

4.1 (a) Compatibility of the facility with existing facilities and programs, both city and non-city, in the immediate vicinity of the site.

The purpose of this criterion is to discourage the placement of facilities on sites where they would be incompatible with surrounding uses, and to encourage the proximity of facilities that would enhance each other's service delivery. For example, a playground and a sanitation garage generally would not be compatible neighbors because the noise and traffic generated by the garage could be disruptive or dangerous to the children. The playground would work well, however, near a day care center.

The focus of analysis for this criterion is generally defined as the area within 400 feet of the site, that is, the one- or two-block area likely to be most directly affected by the facility.

Start with a brief characterization of the land uses in the immediate vicinity (e.g., retail and office, mid-rise residential, light industrial, mixed commercial/residential). Then identify all facilities and programs within the 400'

radius. In addition to the information sources listed in Appendix 6, we recommend a field survey to pick up visible facilities and prominent land use patterns in the area. Look particularly at the adjoining and opposite block faces, although any facility just beyond the 400-foot radius should also be considered if it may present issues of compatibility.

Both city and non-city facilities must be identified. City-owned residential properties, vacant land, community gardens, and properties leased out for commercial, residential or industrial uses are not considered city facilities for purposes of fair share analysis. The types of non-city facilities that should be identified are generally the state, federal and private institutions that serve as the city's counterparts in providing public services. These include private and parochial schools and colleges, community centers and Y's, private waste transfer facilities, bus garages and passenger terminals, and hospitals. For purposes of the compatibility analysis, we suggest including any houses of worship or religious institutions in the immediate vicinity. In general, do not include private medical offices and clinics, offices and warehouses, private clubs, commercial recreation, concert halls and theaters.

Once you have identified all the nearby facilities and programs, assess whether your facility would tend to conflict with any of them and, on the other hand, whether there would be benefit in locating the facility close to any of them. The fact that a proposed facility is permitted under existing zoning is relevant to the analysis but is not in and of itself a sufficient basis for concluding that it presents no compatibility issues that warrant consideration. If possible, suggest measures to alleviate any identified incompatibility.

If there are many facilities within 400 feet, they can best be shown on a map of the immediate area. If there are few facilities, they may be shown on the same map used for the 4.1(b) analysis. (See illustrative map on page 18.)

4.1 (b) Extent to which neighborhood character would be adversely affected by a concentration of city and/or non-city facilities.

For this criterion, you must assess whether the site you are considering is in an area where facilities are already concentrated, whether the proposed facility would contribute to such a concentration, and, if so, whether such a concentration would have an adverse effect on the surrounding neighborhood. Since the underlying intent of this criterion is to avoid adverse concentrations of facilities that do not primarily serve the immediate neighborhood, the analysis focuses chiefly on facilities providing citywide or regional services.

The area of analysis for this criterion is within about a half-mile radius of the proposed site, adjusting for significant physical boundaries such as rivers and major highways. The half-mile radius represents the area within a ten-minute walk from the site; it is generally smaller than a community district, but may cross district boundaries.

The first step in this analysis is to characterize the neighborhood in terms of current land use, that is, high-density residential, low-density residential, commercial, industrial, institutional, or a mix of such uses. If a land use map of the area has been prepared for ULURP or CEQR purposes, it may be attached here as well.

Second, identify and list <u>all</u> facilities within the half-mile radius. Your inventory should include both city and non-city facilities, in accordance with the guidelines for 4.1(a). When siting "industrial" city facilities like warehouses or maintenance garages, it is not necessary to identify all such private uses in the area, only similar city facilities. (See Appendix 6 for information sources.)

Mapping the facilities helps to indicate patterns of concentration. You need not map all the facilities, so long as they are all listed. (See illustrative map of a hypothetical site and mapping guidelines on pages 18-20.)

With this information in hand, examine whether the proposed facility, in combination with others in the area, would adversely affect the character of the neighborhood. Consider, for example, whether there would be significant alteration in patterns of population distribution and growth, economic activity, or use and development of land.

This analysis requires more than a simple tallying, or list and map, of city and non-city facilities, since facilities serve a variety of purposes and often have very different impacts on the surrounding area. In particular, it is important to draw a distinction between facilities intended primarily to serve the neighborhood in which they are located (e.g., a day care center or parking garage) and those that serve a larger area and could have been located elsewhere without impairing operating efficiency (e.g., "regional" or "non-neighborhood" facilities like homeless shelters or museums). Neighborhood facilities generally do not contribute to an adverse concentration of city or non-city facilities.

For this reason, the 4.1(b) criterion may not be applicable (and the half-mile inventory and map would not be needed) if the proposed facility is local, serves customary neighborhood needs, is typically dispersed, and would not contribute to a concentration of facilities with adverse effect on neighborhood character. In ULURP reviews, this exception generally applies to police stations, fire stations, neighborhood parks, playgrounds and branch libraries.

Where the 4.1(b) criterion is applicable, neighborhood facilities should not be disregarded, but the larger focus of analysis should be on three key questions: (1) whether the neighborhood already accommodates a large number of non-neighborhood facilities, particularly those that provide similar services, serve a similar clientele, or have similar environmental impacts; (2) whether any such concentration of non-neighborhood facilities has actual or potential adverse

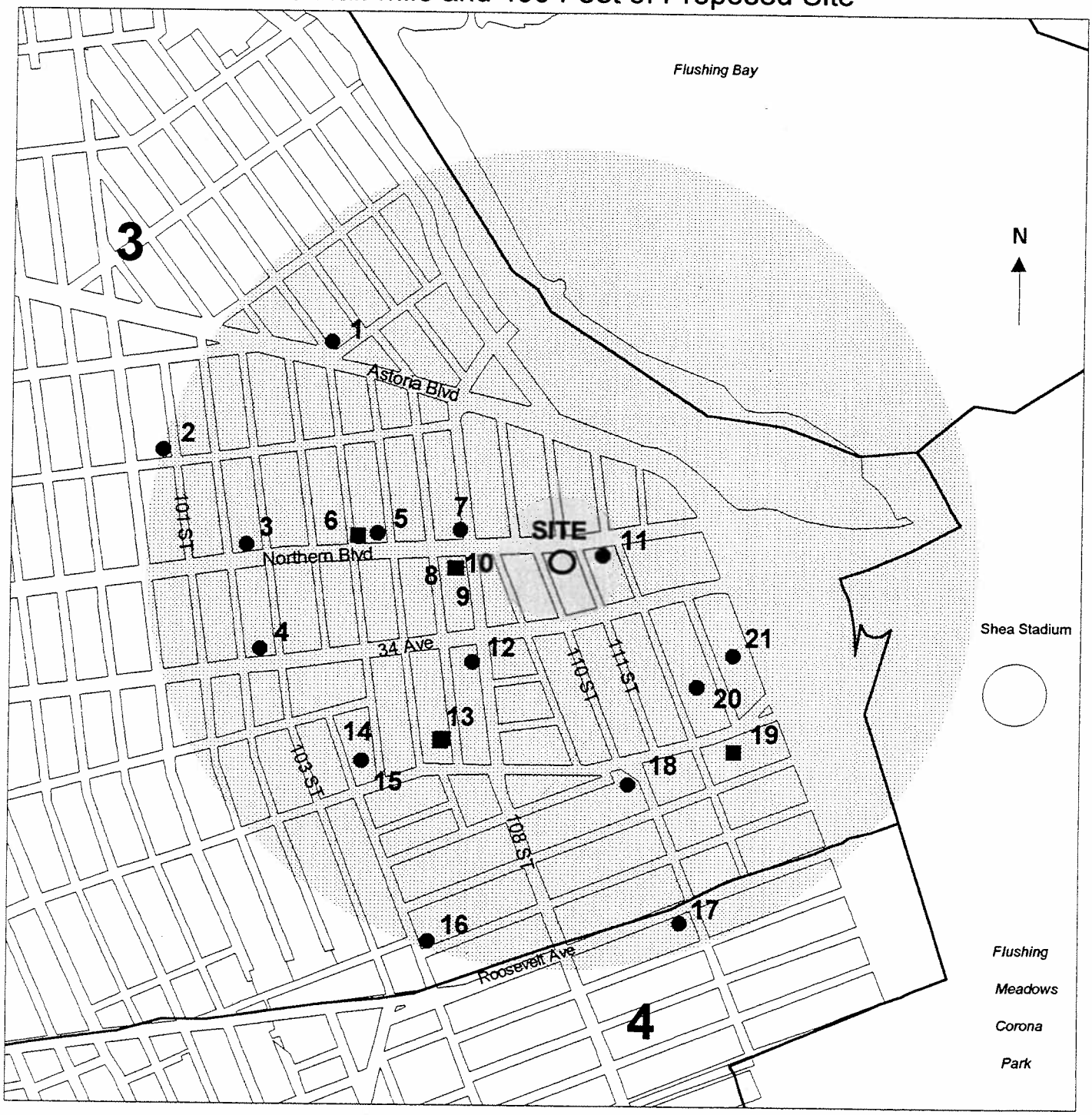
effects on neighborhood character; and (3) whether siting the proposed new city facility would exacerbate the adverse effects of an existing concentration.

In assessing whether existing facilities create a concentration which is having or is likely to have adverse effects on neighborhood character, the analysis should consider, among other things, the nature of the facilities and their spacial distribution within the area, and the density or type of land uses in the area and other factors that have bearing upon the area's capacity to absorb the impacts of the facilities. The analysis undertaken under 6.1(b) is also relevant; it can help to assess whether concentration is present, compared to the distribution of similar facilities throughout the city.

Discussion should then focus on whether addition of the proposed facility would contribute to any adverse concentration of existing facilities. It is not appropriate to conclude that because a neighborhood already has an adverse concentration, adding another is unlikely to further affect its character. On the other hand, the fact that an adverse concentration is already present does not compel a conclusion that adding the new facility would worsen existing problems.

The nature of the proposed facility, its relationship to existing facilities, the ways in which it may or may not exacerbate problems, and the various options for mitigating possible adverse effects should all be considered. Any siting constraints posed by zoning (e.g., the need for M3 zoning) should also be discussed, as well as any potential advantages of clustered services (e.g., locating heavy traffic-generating uses near arterial highways to minimize impacts on a residential area, or locating court-related services near courthouses). The analysis for industrial-type facilities in manufacturing zoning districts should focus less on the effects on the manufacturing district itself than on any potential adverse effects on the character of any residential area within the half-mile radius.

Illustrative Map
Facilities Within One-Half Mile and 400 Feet of Proposed Site



Legend			
●	Neighborhood Facilities	——	Community District Boundary
■	Regional Facilities		One-Half Mile Radius
7	Facility Key Number		400 Ft Radius
3	Queens Community District Number		

Source: Selected Facilites & Program Sites in New York City, December 1995
Gazetteer of City Property 1996

Map Key

City and Non-City Facilities Within One-Half Mile of Proposed Site

Key #	Facility Name	Facility Type	Address	Capacity
1	Jerome Hardeman Sr DCC	Group Day Care - Public	29-49 Gilmore St	60 center capacity
2	Resurrection DCC	Day Care - LPOS	100-17 32nd Av	22 center capacity
3	Langston Hughes Library	Public Library - Branch	102-09 Northern Blvd	NA
4	Florence E. Smith Senior Services	Senior Center	102-19 34th Av	55 av meals/day
5	Sister Clara Muhammed School	K-12 School - Private/Parochial	105-01 Northern Blvd	151 enrollment
6	American Muslim Mission	Soup Kitchen	105-01 Northern Blvd	NA
7	A Child's Place	Day Care (voucher)	107-17 Northern Blvd	18 center capacity
8	Elmcor Youth/Adult Activities	Drug Free Community Residence	107-10 Northern Blvd	21 beds
9	Elmcor Youth/Adult Activities	Outpatient Methadone Treatment	107-10 Northern Blvd	15 cert. caseload
10	Elmcor Youth/Adult Activities	Drug Free Day Service	107-10 Northern Blvd	105 cert. caseload
11	Malcolm X DCC	Group Day Care	111-12 Northern Blvd	212 center capacity
12	Better Community Life	Group Day Care	34-10 108 St	157 center capacity
13	Louis Armstrong House	Other Cultural Facility	34-56 197 St	NA
14	Therese Cervini Head Start	Head Start Center - Public	35-34 105 St	96 center capacity
15	Our Lady of Sorrows School	Elementary School - Private	35-34 105 St	391 enrollment
16	Corona Library	Public Library - Branch	38-23 104 St	NA
17	Corona Pres. Civic Assn	Senior Center	108-74 Roosevelt Av	175 av meals/day
18	Korean American Senior Center	Senior Center	37-06 111 St	140 av meals/day
19	Salvation Army	Intermediate Care Facility	112-22 37th Av	10 beds
20	PS 143 Meadow School	Elementary School - Public	34-74 113 St	1503 enrollment
21	Minton Park	Park/Playground	114 St	NA

Mapping Guidelines

We suggest using a portion of a sectional map (1"=800') as your base map. Or you could use the Bytes of the Big Apple™ software on a Macintosh computer or a DOS-based microcomputer. The maps and geographic software are for sale at the DCP Bookstore. The map in this guide was produced using Bytes of the Big Apple™ and MapInfo software.

In mapping, use one symbol for all regional facilities, and another for neighborhood facilities. (See Appendix 2 for illustrative lists of neighborhood and regional facilities.) Clearly distinguish the proposed site from the other facilities.

If there are relatively few facilities in the area, it may be possible to combine the 4.1(a) and 4.1(b) maps by marking both the 400-foot radius and the half-mile radius on the same map as shown on the sample. On the other hand, if a map showing all facilities would be too cluttered, we recommend that you map only the facilities in the same broad category as the proposed facility (e.g., all regional facilities, or all non-residential health and social service facilities, or all transportation/waste management facilities) and provide a list of other facilities in the area. The map should always be accompanied by a list of all facilities, their addresses, and, if applicable, their capacity.

4.1 (c) Suitability of the site to provide cost-effective delivery of the intended services. Consideration of sites shall include properties not under city ownership, unless the agency provides a written explanation of why it is not reasonable to do so in a particular instance.

Suitability of the site to provide cost-effective services can be justified in a number of ways: (1) appropriate building characteristics such as size, layout, minimal need for renovation, and adaptability to meet the need; (2) appropriate site characteristics, such as size, shape and topography; (3) the facility's accessibility and access to important auxiliary services and infrastructure; and (4) the facility's ability to serve the proposed functions at reasonable cost, considering the expenses associated with operating at the proposed site or the potential for eliminating duplicative services. These factors should be addressed qualitatively; it is not necessary to provide specific cost estimates.

The analysis of cost-effectiveness should take into account acquisition, construction and other capital costs, as well operating expenses. For capital expenses, this may include, for example, discussion of building condition, or site characteristics which have bearing on cost levels. For operating expenses, this may include discussion of staffing patterns or productivity factors affected by choice of site.

Privately owned sites must be considered unless there is a strong and well-articulated reason for not doing so. Reasons for limiting the site search to city-owned property might include a determination that acquisition costs would be excessive in relation to total project cost, or that the need to comply swiftly with legal mandates or imminent threat to public health and safety makes it impractical to acquire private sites by purchase or condemnation. Absent such a justification, the length of time involved in purchase or condemnation of otherwise suitable private property is not sufficient basis for rejecting a site.

Contact DCAS for assistance when you are ready to look for a site. DCAS will help to identify suitable sites, both city and non-city, for the facility. Its search for sites will not be limited to city-owned properties unless city-owned land is the only reasonable choice in a particular instance.

Alternate Site Analysis

Analysis under 4.1(c) should include discussion of alternative sites considered, or reference an alternate site analysis attached as part of a ULURP application. The level of detail in the alternate site analysis may vary according to the circumstances. For example, less analysis would be required for a neighborhood facility than for a regional facility that could be sited in a number of locations. Alternate site analysis is also less relevant for contracted facilities than for those directly owned or operated by the city.

The analysis should first list the siting criteria and describe the process used to identify all potential sites. This might include: site proposals made by a borough president or community board in response to the Statement of Needs or 30-day notice to the borough president; review of the city-owned inventory in targeted areas; review of land use maps or data to identify appropriate privately owned sites; and advertising or field surveys. For contract facilities, describe the RFP process and the criteria for selection.

Second, the analysis should indicate why other sites did not satisfy the siting criteria listed in the Statement of Needs or 30-day notice to the borough president. The reasons for rejection of each such site should be clearly stated.

For regional facilities, the third step is to explain why the proposed site, compared to the most feasible alternatives, furthers the goals of the fair share criteria as expressed in Article 4.1. It is a summation that examines the relative advantages and disadvantages of each actively considered alternative in terms of its compatibility, its potential effect on neighborhood character, its cost-

effectiveness, and its consistency with siting criteria and any adopted 197-a plan. It is not necessary to quantify the relative advantages and disadvantages of each site under this third step. Rather, the purpose is to consider the relevant issues in choosing among feasible sites, and to provide a reasoned justification for selecting one site over the others.

4.1 (d) Consistency with the locational and other specific criteria for the facility identified in the Statement of Needs or, if the facility is not listed in the Statement, in a subsequent submission to a Borough President.

The specific siting criteria for a facility proposal are included in the annual Statement of Needs. List each of those siting criteria and explain how the proposed site is consistent with them or the reasons for any significant departures. Attach a copy of the Statement proposal. If the project appeared in more than one Statement of Needs, be sure to reference the latest one.

Some proposed facilities or expansions may not have been planned in time for inclusion in the Statement of Needs. If a project did not appear in the Statement of Needs and is going to require a ULURP review, the City Charter requires that borough presidents be given 30-day notice and opportunity to propose a site before the ULURP application is certified. The notice should include the purpose of the facility; its proposed location, size and nature; and the specific criteria for the location of the facility. Consistency with the criteria in that notice then becomes the issue for 4.1 (d). (See Appendix 4a for sample 30-day letter.)

4.1 (e) Consistency with any plan adopted pursuant to Section 197-a of the Charter.

In accordance with Section 197-a of the City Charter, land use plans may be proposed by a community board, a borough president, a borough board, the Department of City Planning, the City Planning Commission, or a mayoral agency. After review by affected community boards, borough boards and

presidents, and approval by the City Planning Commission and the City Council, adopted 197-a plans are meant to guide future actions of city agencies. If a proposed facility site lies within an area covered by an adopted 197-a plan, examine whether the facility is consistent with that plan. It is essential to provide a reasonable justification for any inconsistency with a specific facility siting recommendation in the plan.

Five plans were adopted under the 197-a provisions in the 1970s and mid-'80s. Four of the early plans relate to pedestrian malls in Brooklyn, Manhattan and Queens. The fifth is the Waterfront Revitalization Program (WRP) originally adopted in 1982 and, in 1997, submitted in revised form for review and adoption under the 197-a process. The program requires that all discretionary actions within the city's coastal zone be reviewed for consistency with the program's policies for development and use of the waterfront. Most, though not all, fair share actions in the coastal zone are discretionary actions subject to WRP consistency review; in those instances, you may simply reference the consistency determination in this section. When the fair share proposal would not otherwise be subject to WRP consistency review (e.g., city-funded contracts), you should include an assessment of the facility's consistency with WRP in this section. Contact DCP's Waterfront and Open Space Division (212-720-3525) for assistance.

Since the 1989 Charter revision, five additional 197-a plans have been adopted. In addition to a plan for the entire Manhattan waterfront, the plans cover all of Community District 3 in the Bronx, the Red Hook section of Community District 6 in Brooklyn, the Stuyvesant Cove waterfront in Manhattan Community District 6, and Chelsea in Manhattan Community District 4. Other plans are likely to be adopted in the future. For copies of adopted plans and information on the status of forthcoming plans, contact the Planning Coordination Division at DCP (212-720-3450).

4.2 Procedures for Consultation

An underlying premise of the fair share criteria is that the factors affecting "fair share" can be weighed more effectively, and siting decisions accepted more readily, when communities have been informed and consulted throughout the siting process.

The specific requirements for consulting with communities are stated in Section 4.2 (b) below (for siting new and expanded facilities) and in Section 8.2 (for closing or reducing facilities), in the Charter's provisions for the Statement of Needs, and in provisions for facility monitoring and consensus building discussed in Sections 5.2 and 6.2.

Use these procedures as starting points, not limits, for developing effective ways of informing and consulting with borough presidents and communities. Attendance at a community board's hearing on the Statement of Needs, for example, may lead to further discussions between an agency and community board. Some agencies have established citizen advisory committees to develop or evaluate siting recommendations. We encourage agencies to consult with communities early in the siting process.

In formulating its facility proposals, the sponsoring agency shall:

4.2 (a) Consider the Mayor's and Borough President's strategic policy statements, the Community Board's Statement of District Needs and Budget Priorities, and any published Department of City Planning land use plan for the area.

Review the city documents that may affect siting a facility, especially the Strategic Policy Statements prepared by the Mayor and each borough president, the community boards' Statements of District Needs and Budget Priorities, and City Planning land use plans. The Strategic Policy Statements are issued every four years by the Mayor and the borough presidents. The Statements of Community District Needs are prepared annually by the community boards and

published by DCP. The Strategic Policy Statements and the Community District Needs are distributed to all agencies. For any relevant City Planning land use plan, consult the publications brochure available at the DCP Map and Bookstore. (See Appendix 6 for information sources.)

To comply with criterion 4.2 (a), describe any pertinent recommendations in the Strategic Policy Statements, Community District Needs, and land use plans. Then discuss the ways in which your proposal supports or departs from these recommendations. If there are any significant departures, clearly state the reasons for the inconsistency. If none of the policy documents contains recommendations pertinent to your facility proposal, simply state that the documents were reviewed and contained no discussion relevant to the siting proposal.

4.2 (b) **Consider any comments received from the Community Boards or Borough Presidents and any alternative sites proposed by a Borough President pursuant to Section 204(f) of the Charter, as well as any comments or recommendations received in any meetings, consultations or communications with the Community Boards or Borough Presidents. If the Statement of Needs has identified the community district where a proposed facility would be sited, then, upon the written request of the affected Community Board, the sponsoring agency should attend the Board's hearing on the Statement. If the community district is later identified, then the sponsoring agency shall at that point notify the Community Board and offer to meet with the board or its designee to discuss the proposed program.**

This provision requires consideration of any comments received from community boards and borough presidents. Comments generally come in one of two ways: in the Citywide Statement of Needs review, and in discussions between the sponsoring agency and community boards or borough presidents. By Charter mandate, the Statement of Needs has to be reviewed by each community board and borough president. The boards must make the Statement available to the

public and must hold a hearing on it. Each board and borough president has the right to submit comments to the Department of City Planning within 90 days of receiving the Statement. Each borough president has the right to submit, within the same 90 days, a statement to the Mayor proposing locations for any new facilities planned for his or her borough. DCP distributes these comments to the agencies.

If a borough president has proposed a site, be sure to include it in your evaluation of potential sites, and bring it to the attention of DCAS when discussing sites. A cautionary note: When a city-owned site is proposed by a borough president, community board, or other community group, do not assume or suggest that your agency is sure to become the user of the site. Check with DCAS to find out whether other agencies have plans for the site.

If the Statement of Needs has not specified the community district, the agency must notify the community board in whose district a site is ultimately selected and offer to meet with the board or a committee or individual designated by the board. The notification should be written, and sent in sufficient time for a meeting to take place before the agency takes final action on the siting or files a ULURP application. In general, keep a record of all contacts, oral or written, and provide a summary of that exchange in your response to this criterion.

Article 5: Criteria for Siting or Expanding Local/Neighborhood Facilities

This article applies to local and neighborhood facilities (other than administrative offices) that principally serve areas no larger than a community district or a local service delivery district. A local service delivery district may in some cases be larger than a single community district. Charter Section 2704 specifies and limits the

functions that may have larger service delivery districts to: housing code enforcement, highway and street maintenance and repair, sewer maintenance and repair, and health services delivered by mayoral agencies. Examples of local and neighborhood facilities are listed in Appendix 2. The criteria here apply in addition to those in Article 4.

5.1 The sponsoring agency and, for actions subject to ULURP or review pursuant to Section 195 of the Charter, the City Planning Commission, shall consider the following criteria:

5.1 (a) Need for the facility or expansion in the community or local service delivery district. The sponsoring agency should prepare an analysis which identifies the conditions or characteristics that indicate need within a local area (e.g., infant mortality rates, facility utilization rates, emergency response time, parkland/population ratios) and which assesses relative needs among communities for the service provided by the facility. New or expanded facilities should, wherever possible, be located in areas with low ratios of service supply to service demand.

This criterion has two main purposes: 1) to document the service need in the neighborhood or district in which the facility is to be newly sited or relocated, and 2) to weigh that need against those of other communities so that services are provided where they are most needed.

Plans for a facility at a given location should be supported by an analysis of local population needs compared to existing resources. For example, an area with a large elderly population and only one small senior citizen center might need a second center. On the other hand, some other area with a sizable elderly population might not have a senior center at all, so the need there may be greater. The extent of the needs and the availability of existing resources should be quantified as much as possible.

Services provided by state or private agencies should be factored into the analysis. For example, state and private agencies, as well as the city, may run

mental health facilities. Their services should be counted among the existing resources, along with the city's mental health clinics.

5.1 (b) Accessibility of the site to those it is intended to serve.

The question of accessibility is basically whether users can get to the facility easily or services can readily be delivered from the site. To evaluate accessibility, look at the catchment area to be served, the accessibility of the building itself (including handicapped accessibility), and the access routes that would be used by the facility's clients or service vehicles. The mode of transportation will depend on services provided. For example, clients of an employment center would probably arrive by public transportation, and children using a neighborhood playground would probably walk there.

5.2 A community board may choose to designate or establish a committee to monitor selected local facilities after siting approval pursuant to the criteria. Following site selection and approval for such a facility, the sponsoring agency and community board shall jointly establish a mutually acceptable procedure by which the agency periodically reports to the committee regarding the plans and procedures that may affect the compatibility of the facility with the surrounding community, and responds to community concerns.

This community consultation provision rarely needs to be addressed in an agency's fair share submission since community boards generally do not request facility monitoring procedures until after the facility begins operating. In any case, such requests are highly unusual for neighborhood facilities. However, an agency may wish to signal its willingness to cooperate with the community if it desires to establish such a committee.

Article 6: Criteria for Siting or Expanding Regional/Citywide Facilities

This article applies to new or expanding regional and citywide facilities (other than administrative offices and data processing facilities), which serve two or more community districts or local service delivery districts, an entire borough, or the city as a whole. (See Appendix 2 for examples of regional and citywide facilities, including types of transportation/waste management and residential facilities as listed in Attachment B of the criteria.) The criteria here apply in addition to those in Article 4.

6.1 The sponsoring agency and, for actions subject to ULURP or review pursuant to Section 195 of the Charter, the City Planning Commission, shall consider the following criteria:

6.1 (a) Need for the facility or expansion. Need shall be established in a citywide or borough-wide service plan or, as applicable, by inclusion in the city's ten-year capital strategy, four-year capital program, or other analyses of service needs.

Determining the need for a facility is an essential step before siting. Unless the need for regional or citywide facilities has been accepted widely, it will be difficult to reach agreement on sites. Need may already have been established by the facility's inclusion in the city's four-year Capital Budget and Capital Program or Ten-Year Capital Strategy, or in an agency's service plan, or as a result of a federal or state mandate. Needs analyses are also often done in preparing a Request for Proposals (RFP). Where need has not already been established in such a document, the agency must provide an appropriate rationale to justify the need for the facility.

In submitting a ULURP application or an Article 9 statement to the Mayor, document the need by citing the appropriate item in the four-year capital program or Ten-Year Capital Strategy, or by citing relevant sections of a

citywide or borough-wide service plan or RFP, or by attaching or summarizing the needs assessment prepared for your project.

6.1 (b) Distribution of similar facilities throughout the city. To promote the fair geographic distribution of facilities, the sponsoring agency should examine the distribution among the boroughs of existing and proposed facilities, both city and non-city, that provide similar services, in addition to the availability of appropriately zoned sites.

This criterion addresses the goal of promoting a more equitable distribution of facilities throughout the city. First, examine the distribution, by borough, of facilities providing similar services. You will need to provide evidence that you have looked at the distribution, and to explain your choice of site, noting any zoning constraints. In defining "similar" facilities, the types of facilities you choose should have some breadth; for example, shelters for pregnant women is too narrow a category, but shelters in general is more appropriate. For some kinds of facilities, you may need to look at those operated or funded by other agencies as well as your own.

Wherever feasible, it is a good idea to enumerate the similar facilities by borough. For residential facilities, you may wish to refer to the community district or borough bed/population ratios listed in Appendix 5.

6.1 (c) Size of the facility. To lessen local impacts and increase broad distribution of facilities, the new facility or expansion should not exceed the minimum size necessary to achieve efficient and cost-effective delivery of services to meet existing and projected needs.

To evaluate a proposal's consistency with this criterion, you must first determine the minimum size necessary for cost-effective operation of the proposed facility type. Level of need within a service area, the technology used, and staffing efficiency all may affect minimum size. For example, the minimum size for a

sewage treatment plant may be determined in large part by the amount of sewage to be treated, the level of treatment, and the technology used. When it proves most cost-effective for a facility to move into an existing building, minimum size may be determined by the size of appropriate, available space. Because site conditions and other factors vary, minimum size may have to be estimated in a range.

6.1 (d) Adequacy of the streets and transit to handle the volume and frequency of traffic generated by the facility.

Make a general evaluation of the transportation infrastructure serving the proposed facility, and its ability to meet the facility's specific needs. If an environmental review of the facility has been conducted, it will have included a transportation analysis, which can be referenced here. Some facilities generate high volumes of traffic -- pedestrian, vehicular, and public transit. For these high traffic generators, look at the capacity of bus and train lines, the adequacy of sidewalks, and the condition of roadways. If the facility will generate heavy truck traffic, determine whether the site is accessible to an arterial highway so the trucks need not use local streets. If any problems exist, evaluate whether they can be resolved by management techniques such as voluntary truck routing or limits on deliveries, van-pooling, or staggered hours of operation. Avoid underserved sites where no remedy is possible.

6.2 Where practicable, the Mayor may initiate and sponsor a consensus building process to determine the location of a proposed regional facility. A Borough President may submit a written request for such a process if the request is made within 90 days of the publication of the Statement of Needs or, if the facility is not listed in the Statement, within 30 days of a subsequent submission to the Borough President.

This provision permits the Mayor to sponsor a consensus building process as an alternative means of selecting the site for a regional or citywide facility. The process leads to selection of a site through discussion and negotiation among several parties -- typically, at a minimum, the agency that needs the facility, other mayoral representatives, the borough president(s), and affected community boards. The process is conducted before ULURP begins, within a fixed timeframe set by the Mayor. Agreement, if any, is by consensus of all parties.

This formal consensus building provision, intended for the most controversial projects, has not yet been used although a variety of collaborative planning approaches have been employed. Unless a borough president has made a written request for consensus building in response to the Statement of Needs or 30-day letter, agencies do not need to address Article 6.2 in their fair share analyses. If such a request has been made, consult with the Mayor's office to determine an appropriate response.

6.3 **Upon the request of the borough president and/or the community board, a sponsoring agency and community board shall establish a facility monitoring committee, or designate an existing community board committee, to monitor a facility following selection and approval of its site. The agency shall inform the committee of plans and procedures that may affect the compatibility of the facility with the surrounding community. Once the facility is constructed, the sponsoring agency shall meet with the committee according to a schedule established by the committee and agency to report on the status of those plans and procedures and to respond to community concerns. The committee may also submit reports to the agency head addressing outstanding issues. The agency head shall respond to the committee's report within 45 days and shall identify the actions, if any, that the agency plans in response to such concerns.**

This provision needs to be addressed only if the request for facility monitoring was made before the fair share analysis is prepared, or if the agency wishes to indicate its readiness to participate if such a request is made. Once a request is

made, the sponsoring agency must cooperate with the board in establishing a mutually acceptable procedure for periodic reports and responses to community concerns. Community board committees will likely include members who live or work near the facility.

Committees should focus on plans and procedures that may affect the compatibility of the facility with the surrounding community such as truck routing, noise, odor, outward appearance, and disruptions during construction. Procedures affecting only the internal operation of a facility generally would not be issues for facility monitoring. The duration of the committee and its procedures will vary depending upon the board and the type of facility.

6.4 Transportation and Waste Management Facilities

Transportation and waste management facilities (see Attachment B) are subject to the following criteria in addition to those stated in Article 4 and Sections 6.1, 6.2 and 6.3.

6.41 The proposed site should be optimally located to promote effective service delivery in that any alternative site actively considered by the sponsoring agency or identified pursuant to Section 204(f) of the Charter would add significantly to the cost of constructing or operating the facility or would significantly impair effective service delivery.

Look for the site best suited for effective service delivery at reasonable cost. Consider whether the site you propose is the best of all the sites you examined, including any sites identified by borough presidents in response to the Statement of Needs. The alternate site analysis done in connection with 4.1(c) provides the basis for addressing this criterion.

Factors to consider include the catchment or service area, distance between the facility and the area it serves, transportation routes to the site, characteristics of the transportation routes including service capacity and travel time to the site, and the facility's operating times compared to peak traffic periods on the transportation routes.

Generalized costs of construction and operation should be analyzed using variables such as acquisition costs, size and configuration of site, grade of site, topography, physical and environmental limitations, transportation costs associated with the site, and expected noise, odor, and air quality mitigation costs if the site is close to residential neighborhoods.

6.42 **In order to avoid aggregate noise, odor, or air quality impacts on adjacent residential areas, the sponsoring agency and the City Planning Commission, in its review of the proposal, shall take into consideration the number and proximity of existing city and non-city facilities, situated within approximately a one-half mile radius of the proposed site, which have similar environmental impacts.**

This section aims to avoid sitings that would result in unsatisfactory noise, odor, and/or air quality impacts on residential neighborhoods when all other facilities within a half-mile radius are added into the equation. Using the 4.1 (b) analysis as a starting point, identify all facilities, city and non-city, within the half-mile radius, that generate similar environmental impacts. Next, assess whether any aggregate impacts may result in adverse conditions in residential areas within or adjacent to the half-mile radius. To the extent that an environmental assessment or impact statement for the proposed site has addressed this issue, the data and conclusions can be referenced here.

6.5 Residential Facilities

Regional or citywide residential facilities (see Attachment B) are subject to the following criteria in addition to those stated in Article 4 and Sections 6.1, 6.2 and 6.3.

6.51 Undue concentration or clustering of city and non-city facilities providing similar services or serving a similar population should be avoided in residential areas.

This analysis is an extension of the 4.1 (b) discussion, and the same map can be used to evaluate concentration. In this case, identify only those facilities providing a similar service or serving a similar population to the facility you are planning. For example, when siting an alcoholism crisis center, the agency should note the location of other alcohol crisis centers, residential treatment centers for alcoholism or drug abuse, and outpatient alcoholism and substance abuse clinics.

Evaluate whether, with the addition of the proposed facility, there would be a cluster of facilities that are similar in services or clientele. If there would be such a pattern of concentration, examine whether siting or expanding your facility at this location is necessary and appropriate. Sometimes facilities are clustered for efficiency (for example, in a medical complex), and sometimes they are clustered to meet a local need. If there is no obvious advantage to concentration, it should be avoided in residential areas.

If this analysis has already been included in 4.1 (b), there is no need to repeat it here. Simply cite that analysis and summarize its conclusions.

6.52 Necessary support services for the facility and its residents should be available and provided.

To meet this criterion, it is important to identify the range of "support services" a residential facility might need and to indicate where they are available. For example, a transitional residence for homeless families needs grocery stores as much as it needs schools, day care, safe play areas for children, health care, and counseling services.

6.53 In community districts with a high ratio of residential facility beds to population, the proposed siting shall be subject to the following additional considerations:

The three criteria (a, b and c) in Section 6.53 apply only in community districts with a high ratio of facility beds to population. In general, any community district whose ratio of facility beds to population, by type of residential facility, is among the twenty highest and exceeds the citywide ratio is considered to have a high ratio for that type[d]. Refer to Appendix 5, which lists the district, borough and citywide ratios as of 1995, to see if there is a relative concentration of your facility type in the district of your site. You may want to consider more than one facility type, for example, both large and small residential care

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d Types of residential facilities, as referenced in 6.53, are categorized as follows:

a) Correctional facilities, including prisons, jails, detention and remand facilities, and secure and non-secure detention for youth.

b) Nursing homes and residential health care facilities, including hospices.

c) Small residential care facilities, serving no more than 24 people, including group homes, halfway houses, residential facilities for children, residential substance abuse and mental health/mental retardation facilities, temporary shelters, and transitional housing.

d) Large residential care facilities, serving 25 people or more, including halfway houses, residential facilities for children, homes for adults, residential substance abuse and mental health/mental retardation facilities, temporary shelters, transitional supported housing, and psychiatric centers.

facilities, if their effects on neighborhoods are likely to be similar. Community districts with a high ratio overall should also be scrutinized, especially if they are high in a number of categories.

A high ratio of facility beds to population at the level of the community district indicates a need for scrutiny, but does not necessarily mean an adverse concentration at the neighborhood level. For example, certain districts have abnormally high ratios, e.g., Bronx CD 2, Manhattan CDs 1 and 5, because they are largely commercial or industrial and have relatively low resident populations. Even if the district as a whole is largely residential and has a high ratio, the beds may be concentrated in a part of the district far from the proposed site.

6.53 (a) Whether the facility, in combination with other similar city and non-city facilities within a defined area surrounding the site (approximately a half-mile radius, adjusted for significant physical boundaries), would have a significant cumulative negative impact on neighborhood character.

To meet this criterion, refer to the half-mile-radius neighborhood map used for 4.1 (b) and 6.51. Evaluate whether neighborhood character is likely to be threatened by any concentration of similar facilities shown on the map. Consider the aggregate effect of these facilities on neighborhood stability or redevelopment potential.

6.53 (b) Whether the site is well located for efficient service delivery.

Refer to, or expand on, the response to 6.52 to determine whether the proposed site is close to services that will be needed by the facility or close to other facilities with which it is allied. For example, an agency-operated boarding home needs to be near shopping, and a pregnant women's shelter needs easy access to prenatal services.

6.53 (c) Whether any alternative sites actively considered by the sponsoring agency or identified pursuant to Section 204(f) of the Charter which are in community districts with lower ratios of residential facility beds to population than the citywide average would add significantly to the cost of constructing or operating the facility or would impair service delivery.

Compare your site with any alternative sites identified in districts with ratios that are lower than the city average. Consider whether your proposed site is the best of all sites you examined, including those sites identified by borough presidents in response to the Statement of Needs. Demonstrate that either the cost of locating your facility in a lower-ratio district or the ineffectiveness of operating it there justifies your choice of site in a higher-ratio district.

Article 7. Criteria for Siting or Expanding Administrative Offices and Data Processing Facilities

Article 7 contains the criteria to be used when siting or expanding administrative offices and data processing facilities. The criteria are applied in the review of applications for office space, pursuant to Section 195 of the Charter.

7.1 The sponsoring agency and the City Planning Commission shall consider the following criteria:

7.1 (a) Suitability of the site to provide cost-effective operations.

Assess whether the site is suited to the functions to be conducted there. Factors that affect site suitability include 1) site or space characteristics such as size, configuration, accessibility, and parking availability; 2) the building's characteristics such as layout, size, adaptability, security, and necessary renovations; and 3) the site's ability to serve the proposed functions at reasonable cost, considering the expenses associated with locating and operating there.

A detailed quantified analysis of cost factors is not necessary, nor must cost comparisons among sites be provided. In the submission for 195 review, assessment of cost factors can be stated in qualitative terms.

7.1 (b) Suitability of the site for operational efficiency, taking into consideration its accessibility to staff, the public and/or other sectors of city government.

Consider whether the functions of the office can be carried out efficiently at this location. Accessibility is again a major issue. You will want to determine whether the site is accessible to staff and clientele, including the handicapped; whether necessary support services such as eating places and retail shops are

available to staff; and whether the site is located within easy reach of important related services or agencies, within or outside of the building. The factors that determine accessibility will vary depending upon the functions of the office. For example, district attorneys' offices must be located near the courts; and where an office receives visits from many clients, its location within the service area, its accessibility by public transportation, and the existence of a ground floor entrance may be important.

7.1 (c) Consistency with the locational and other specific criteria for the facility stated in the Statement of Needs.

Plans to site or expand offices should be listed in the Statement of Needs when the action can be anticipated in time for inclusion. The criteria for the facilities should be included in the Statement. If the project was not included in the Statement, the reason for its omission should be stated.

7.1 (d) Whether the facility can be located so as to support development and revitalization of the city's regional business districts without constraining operational efficiency.

This criterion is intended to support locating offices -- particularly agency headquarters and those serving a citywide function -- in regional business districts rather than mid- and lower Manhattan, when other siting factors allow. Relevant factors may include the volume and frequency of visits to downtown government offices, and the effect of travel time on operational efficiency. The criterion is not applicable to field offices with defined catchment areas.

Regional business districts are areas outside the Manhattan central business district that are zoned C4, C5 or C6, or are hubs of office buildings and/or civic structures. Examples include: 125th Street in Manhattan; Downtown Brooklyn; Downtown Jamaica, Downtown Flushing and Long Island City in Queens; Fordham Road and 161st Street/Hub areas in the Bronx; and St. George in Staten Island.

Article 8. Criteria for Closing or Reducing Facilities

Article 8 criteria and procedures apply to the closing of existing facilities and the significant reduction in size or capacity to deliver service of existing facilities. (See Appendix 1 for the definition of significant reduction.) If the closure is accompanied by the opening of a new facility (i.e., the facility is relocating), an Article 8 closure analysis is not required, although the new site may be subject to fair share.

8.1 The sponsoring agency shall consider the following criteria.

8.1 (a) The extent to which the closing or reduction would create or significantly increase any existing imbalance among communities of service levels relative to need. Wherever possible, such actions should be proposed for areas with high ratios of service supply to service demand.

This criterion applies to local facilities and regional facilities that serve a defined service area. When such facilities are to be closed or reduced in size or capacity, assess whether the action would create or worsen disparities among communities, and if so, whether there are alternatives that would do so to a lesser extent.

8.1 (b) Consistency with the specific criteria for selecting the facility for closure or reduction as identified in the Statement of Needs.

Plans to close or reduce the size of facilities should be listed in the Statement of Needs when the action is planned in time for inclusion. Evaluate the consistency of the proposed action with the specific criteria for closure/reduction listed in the statement. If a project was not listed in the statement, state the reason for its omission.

8.2 **In proposing facility closings or reductions, the sponsoring agency shall consult with the affected Community Board(s) and Borough President about the alternatives within the district or borough, if any, for achieving the planned reduction and the measures to be taken to ensure adequate levels of service.**

Consultation with community boards and borough presidents should take place before a facility is closed or reduced in size. The speed at which proposals move varies considerably, and the consultation time should be guided by the pace of the action. The consultative process provides an opportunity for discussion of the closing, the measures that can be taken to maintain adequate service, and any alternatives within the district or borough for achieving the planned reduction. Agencies engaging in this consultation may sometimes alter their plans as a result; nevertheless, the criteria do not require agencies to establish a formal procedure for responding to anyone who contests a closing, nor to delay the action.

Document all consultations as to date, with whom, means of communication (e.g., telephone, meeting, letter), and recommendations. A summary of this record should be included in the statement to the Mayor (required by Article 9 of the Criteria), along with any written communication that may have occurred as part of the consultation process.

APPENDICES

Definitions from the Criteria for the Location of City Facilities

ARTICLE 3. DEFINITIONS

For purposes of these rules, the following definitions apply.

a) City facility[1]: A facility providing city services whose location, expansion, closing, or reduction in size is subject to control and supervision by a city agency[2], and which is:

(i) operated by the city on property owned or leased by the city which is greater than 750 square feet in total floor area; or

(ii) used primarily for a program or programs operated pursuant to a written agreement on behalf of the city which derives at least 50 percent and at least $50,000 of its annual funding from the city.[3]

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[1] Only city facilities are subject to these criteria. However, the sponsoring agency and the City Planning Commission will take into account the number and proximity of all other facilities -- whether private, city, state, or federal -- in proposing or evaluating the location of a city facility.

[2] As a matter of law, the criteria do not apply to siting of facilities by private entities, state or federal agencies, or various entities operating within the City of New York which have been established by or pursuant to state law (e.g., the School Construction Authority, the Health and Hospitals Corporation, the Housing Authority, the New York City Transit Authority, and the City University of New York). To the extent that federal, state or city laws governing the siting of such facilities provide for approvals or recommendations by the City Planning Commission, the Commission will consider these criteria in making their approvals or recommendations.

[3] Any state, federal, or private funding which enters the city's treasury will be considered city funding for this purpose, unless other law, regulations, conditions, or restrictions upon the funding reserve to non-city agencies authority over facility siting.

b) New facility: A city facility newly established as a result of an acquisition, lease, construction, or contractual action or the substantial change in use of an existing facility.[4]

c) Residential facility: A city facility with sleeping accommodations which provides temporary or transitional housing, provides for pre-trial detention or custody of sentenced inmates, or provides a significant amount of one-site support services for residents with special needs for supervision, care, or treatment[5].

d) Local or neighborhood facility: A city facility serving an area no larger than a community district or local service delivery district (pursuant to Section 2704 of the Charter), in which the majority of persons served by the facility live or work (see Attachment A).

e) Regional or citywide facility: A facility which serves two or more community districts or local service delivery districts, an entire borough, or the city as a whole and which may be located in nay of several different areas consistent with the specific criteria for that facility as described in the Citywide Statement of needs pursuant to Section 204 of the Charter (see Attachment B).

f) Significant expansion: An addition of real property by purchase, lease or interagency transfer, or construction of an enlargement, which would expand the lot area, floor area or capacity of a city facility by 25 percent or more and by at least 500 square feet. An expansion of less than 25 percent shall be deemed significant if it, together with expansions made in the prior three-year period, would expand the facility by 25 percent or more and by at least 500 square feet.

g) Significant reduction: A surrender or discontinuance of the use of real property that would reduce the size or capacity to deliver service of a city facility by 25 percent or more. A reduction of less than 25 percent shall be deemed significant if it, together with reductions made in the prior three-year period, would reduce the facility by 25 percent or more.

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[4] Contract or lease renewals that do not substantially change the use, size or capacity of a city facility are not subject to these criteria since they do not result in the establishment of a new facility or the significant expansion or reduction of an existing facility.

[5] Application of these criteria to the siting of residential facilities shall be consistent with the federal Fair Housing Act and any other requirements of federal and state law.

APPENDIX 2. TYPES OF FACILITIES

The following lists of typical neighborhood and regional facilities are illustrative and may not include all such facilities.

Local/Neighborhood Facilities

Branch libraries
Community cultural programs
Community health/mental health services
Community-based social programs
Day care centers
Drop-off recycling centers
Fire/EMS stations
Local non-residential substance abuse services
Local parks
Parking lots/garages
Police precinct houses
Sanitation garages
Senior centers

Regional/Citywide Facilities

Courts (other than community courts)
Department of Health centers
Income support centers
Maintenance/storage facilities
Museums, theatres, zoos, botanic gardens
Regional non-residential substance abuse programs
Regional parks

Transportation/Waste Management

Airports, heliports
Ferry terminals
Sewage treatment plants
Solid waste transfer/processing facilities

Residential Facilities

Group homes/halfway houses
Hospices
Nursing homes
Prisons, jails, detention facilities
Residential facilities for children
Secure/non-secure youth detention
Supportive temporary or transitional housing

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF REAL ESTATE SERVICES

PROPERTY/FACILITY USE CODES

0100 OFFICE
- 0110 Agency Executive Office
- 0120 Field Office
  - 0121 Field Office - For Agency Personnel
  - 0122 Field Office - For Public
- 0130 Computer Facility
- 0140 Telecommunications Facility
- 0190 Other Office

0200 EDUCATIONAL FACILITY
- 0210 Public School
  - 0211 Elementary School
  - 0212 Intermediate School
  - 0213 Academic High School
  - 0214 Vocational High School
  - 0215 Alternative High School
  - 0216 Special Education School
  - 0217 Early Childhood Center
  - 0218 Educational Skills Center
- 0220 Higher Education
  - 0221 Community College
  - 0222 Senior College
  - 0223 Graduate/Professional School
  - 0229 Other College/University
- 0290 Other School

0300 CULTURAL FACILITY
- 0310 Museum/Gallery
- 0320 Theater
- 0330 Library
  - 0331 Main Library
  - 0332 Branch Library
  - 0333 Specialized Library
  - 0339 Other Library
- 0340 Zoo/Aquarium
- 0350 Botanical Garden
- 0390 Other Cultural Facility

Property/Facility Use Codes (cont'd)

0400 **RECREATIONAL FACILITY**
- 0410 Sitting Area
  - 0411 Neighborhood Sitting Area
  - 0412 Public Place/Plaza
- 0420 Mall/Triangle/Highway Strip/Park Strip
- 0430 Playground/Sports Area
  - 0431 Playground
  - 0432 Playing Area
  - 0433 Court
  - 0434 Accessory Play Area
  - 0439 Other Playground/Sports Area
- 0440 Park
  - 0441 Neighborhood Park
  - 0442 Community Park
  - 0443 Regional Park
- 0450 Special Recreational Facility - Indoor
  - 0451 Recreational Center/Gymnasium
  - 0452 Indoor Pool
  - 0453 Indoor Skating Rink
  - 0454 Public Bath
  - 0459 Other Special Recreational Facility - Indoor
- 0460 Special Recreational Facility - Outdoor
  - 0461 Outdoor Pool
  - 0462 Beach
  - 0463 Marina
  - 0464 Golf Course
  - 0465 Outdoor Skating Rink
  - 0466 Amusement Area
  - 0467 Stadium
  - 0469 Other Special Recreational Facility - Outdoor
- 0470 Open Space
  - 0471 Natural Area/Wetland/Wildlife Refuge
  - 0472 Community Garden
  - 0473 Inactive Landfill
  - 0474 Undeveloped Open Space
  - 0479 Other Open Space
- 0490 Other Recreational Facility

0500 **PUBLIC SAFETY FACILITY**
- 0510 Police Station
- 0520 Firehouse
- 0530 Emergency Medical Station
- 0590 Other Public Safety Facility

0600 HEALTH FACILITY
- 0610 Hospital
- 0620 Residential Health Facility
  - 0621 Residential Health Facility - Elderly
  - 0622 Residential Health Care Facility - AIDS
  - 0623 Residential Drug Treatment Facility - Elderly
  - 0624 Residential Alcohol Treatment Facility
  - 0629 Other Residential Health Care Facility
- 0630 Ambulatory Health Facility
  - 0631 Neighborhood Health Clinic
  - 0632 Infant Mortality Health Clinic
  - 0633 Ambulatory Drug Treatment Facility
  - 0634 Ambulatory Alcohol Treatment Facility
  - 0639 Other Ambulatory Health Facility
- 0690 Other Health Facility

0700 SOCIAL SERVICE FACILITY
- 0710 Temporary Housing for Individuals
  - 0711 Temporary Housing - Adult
  - 0712 Temporary Housing - Adult Men
  - 0713 Temporary Housing - Adult Women
  - 0714 Temporary Housing - Youth
  - 0715 Temporary Housing - Special Population
  - 0719 Other Temporary Housing for Individuals
- 0720 Temporary Housing for Families
  - 0721 Temporary Housing - Family Shelter Tier I
  - 0722 Temporary Housing - Family Shelter Tier II
  - 0729 Other Temporary Housing for Families
- 0730 Transitional Housing
  - 0731 Transitional Housing - Adult
  - 0732 Transitional Housing - Adult Men
  - 0733 Transitional Housing - Adult Women
  - 0734 Transitional Housing - Youth
  - 0735 Transitional Housing - Special Population
  - 0736 Transitional Housing - Family
  - 0739 Other Transitional Housing
- 0740 Residential Facility for Children
  - 0741 Agency Operated Boarding Home
  - 0742 Agency Operated Group Home
  - 0743 Group Residence
  - 0749 Other Residential Facility for Children
- 0750 Non-Residential Social Service Center
  - 0751 Day Care Center
  - 0752 Senior Citizen Center
  - 0753 Community Center
  - 0759 Other Non-Residential Service Facility
- 0760 Social Service Field Operation
  - 0761 Job Center (formerly Income Support Center)
  - 0762 Family Service Center
  - 0763 Food Stamp Office
  - 0764 Medical Services Office
  - 0765 Child Welfare Office
  - 0769 Other Social Service Field Operation
- 0790 Other Social Service Facility

0800 TRANSPORTATION/PUBLIC PARKING FACILITY

- 0810 Waterfront Transportation Facility
  - 0811 Ferry Terminal
  - 0812 Pier - Maritime Use
  - 0813 Pier - No Use
  - 0819 Other Waterfront Transportation Facility
- 0820 Airport
- 0830 Heliport
- 0840 Bus Station
- 0850 Rail Facility - Intracity/Freight
  - 0851 Rail Terminal
  - 0852 Rail Line
  - 0859 Other Rail Facility
- 0860 Transit Facility
  - 0861 Transit Way
  - 0862 Transit Substation
  - 0863 Transit Yard
  - 0869 Other Transit Facility
- 0870 Municipal Parking
  - 0871 Municipal Parking - Indoor
  - 0872 Municipal Parking - Outdoor
- 0880 Road/Highway
- 0890 Other Transportation Facility

0900 INDOOR MAINTENANCE/STORAGE

- 0910 Maintenance
  - 0911 Vehicle Maintenance
  - 0912 Facilities Maintenance
  - 0919 Other Maintenance
- 0920 Garage
- 0930 Indoor Storage
  - 0931 Indoor Storage - Bulk Material
  - 0932 Indoor Storage - Equipment
  - 0933 Indoor Storage - Supplies
  - 0934 Indoor Storage - Printed Material
  - 0939 Other Indoor Storage
- 0940 Combined Maintenance/Storage Facility
- 0990 Other Maintenance/Storage Facility

1000 OUTDOOR MAINTENANCE/STORAGE/PARKING

- 1010 Outdoor Storage
  - 1011 Outdoor Storage - Bulk Material
  - 1012 Outdoor Storage - Equipment
  - 1019 Other Outdoor Storage
- 1020 Outdoor Parking
  - 1021 Outdoor Parking - Agency Vehicles
  - 1022 Outdoor Parking - Employee Vehicles
  - 1023 Outdoor Parking - Client Parking
  - 1024 Outdoor Parking - Tow Pound
- 1030 Fueling Facility
- 1090 Other Outdoor Maintenance/Storage

1100 MATERIAL PROCESSING FACILITY
- 1110 Pollution Control Facility
  - 1111 Water Pollution Control Plant
  - 1112 Wastewater Pumping Station
  - 1113 Stormwater Pumping Station
  - 1114 Sludge De-Watering Facility
  - 1119 Other Pollution Control Facility
- 1120 Water Supply Facility
  - 1121 Reservoir
  - 1122 Aqueduct
  - 1123 Water Supply Pumping Station
  - 1120 Other Water Supply Facility
- 1130 Solid Waste Facility
  - 1131 Solid Waste Incinerator
  - 1132 Solid Waste Landfill
  - 1133 Solid Waste Transfer Station
  - 1134 Recycling Facility
  - 1135 Redemption Center
  - 1139 Other Solid Waste Facility
- 1140 Asphalt Plant
- 1190 Other Material Processing Facility
  - 1131 Solid Waste Incinerator

1200 CRIMINAL JUSTICE FACILITY
- 1210 Courthouse
- 1220 Correctional Facility
  - 1221 Prison
  - 1222 Jail
  - 1223 Other Secure Detention Facility
  - 1224 Post-Detention Facility
  - 1229 Other Detention Facility
- 1230 Probation Facility
- 1290 Other Criminal Justice Facility

1300 MISCELLANEOUS USES
- 1310 Training Facility
  - 1311 Training Facility - Indoor/Classroom
  - 1312 Training Facility - Outdoor
  - 1313 Training Facility - Indoor/Outdoor
- 1320 Testing Facility
  - 1321 Testing Laboratory
  - 1322 Hazardous Materials Testing
  - 1329 Other Testing Facility
- 1330 Cemetery
- 1340 Commercial Market
  - 1341 Wholesale Food Market
  - 1349 Other Commercial Market

1400 RESIDENTIAL
- 1410 Residential Structure - Occupied
- 1420 Residential Structure - Unoccupied

1500 NO USE
- 1510 Non-Residential Structure - No Use
- 1520 Vacant Land - No Use
- 1530 Water Condition - Not Usable

1600 FINAL COMMITMENT
- 1610 Final Commitment - Disposition

1900 LEASE-OUT
- 1910 Long-Term Lease Out
  - 1911 Long-Term Lease Out - Commercial/Office
  - 1912 Long-Term Lease Out - Industrial
  - 1913 Long-Term Lease Out - Community Facility

APPENDIX 4. SAMPLE FAIR SHARE SUBMISSIONS

a. 30-day letter
b. Section 195 office use
c. ULURP site selection for local facility
d. Article 9 statement for facility closing
e. Article 9 statement for new contract facility

The City of New York

HUMAN RESOURCES ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL AFFAIRS
OFFICE OF LAND USE REVIEW
250 CHURCH STREET, NEW YORK, N.Y. 10013
TELEPHONE: (212) 274-2898 FAX: (212) 274-2870

JASON A. TURNER
Administrator/Commissioner

PAMELA ELAM
Deputy Commissioner

RICHARD M. LITMAN
Assistant Deputy Commissioner

March 12, 1998

Honorable Howard Golden
Brooklyn Borough President
209 Joralemon Street
Brooklyn, New York 11201

Dear Borough President Golden:

Pursuant to Section 204(g) of the City Charter, the Human Resources Administration (HRA), on behalf of the Administration for Children's Services (ACS)/Agency for Child Development (ACD), hereby formally notifies you of the proposed development of a new day care center in the Williamsburg section of Brooklyn, at 243-253 South 2nd Street, CD1. This Mayoral initiative directly responds to this community's high unmet needs for day care services.

The South 2nd Street site was identified by ACD after extensive consultation with the community and its elected officials. There are no costs involved in the site acquisition, as the land is City-owned. The size of the parcels will easily accommodate the new day care center with a capacity to service 150-200 children.

HRA is submitting the ULURP application and CEQR/Environmental Assessment Statement (EAS) on behalf of the Agency for Child Development to the Department of City Planning, as ACD's capital funding is still with HRA. ACD's interest in the site has been conveyed to the City Land Committee.

As part of the FY'98 budget, the Mayor provided $5M in capital funds to build a new day care center in the Williamsburg section of Brooklyn. As a newly conceived project, this new day care center was not listed in ACS's submission for the Citywide Statement of Needs for Fiscal Years 1999 and 2000.

In the interest of expeditious certification of this project by the Department of City Planning, we would greatly appreciate your concurrence with the choice of this site. We would appreciate waiver of the thirty-day comment period so the ULURP can be certified as soon as possible. Thank you for your consideration of this matter.

Sincerely,

Richard M. Litman

Richard M. Litman

cc: Joan Leavitt, B'klyn BP
Pam Elam, HRA
Ernest Augustus, HRA
Maria Vandor, ACD
Gregg Tatar, ACD
James Ford, ACS
Jim Merani, DCP
Barbara Weisberg, DCP
Jon Benguiat, B'klyn BP

N970443PXM

APPENDIX 4-b

Notice of Intent to Acquire Office Space
330 West 42nd Street, Manhattan
Department of Cultural Affairs, Headquarters

Description Of Proposal

The proposed acquisition of up to 25,000 square feet of office space will permit the relocation of the Department of Cultural Affairs (DCA) from its existing, City-owned space at 2 Columbus Circle in Manhattan. The relocation is intended to permit the City to dispose of the 2 Columbus Circle property and to provide modern, efficient office space for use by DCA.

Existing tenants of the proposed site include Group Health Inc., Edwards and Zuck, Cohen Weiss and Simon, the Shubert Organization the 42nd Street Development Corporation, Backstage Productions, Community Board No. 4 and the Mayor's Office of Midtown Enforcement. The landlord is Deco Towers Associates.

Functions To Be Performed At The Site

6.1 The proposed acquisition will provide sufficient office space for the efficient operation of all agency administrative and program. The Department is responsible for overseeing, sustaining and promoting the cultural life of the City of New York. It is structured into funding divisions and services to the field. DCA provides basic operational support for major cultural institutions and for over 500 non profit organizations in addition to cultural challenge and the per-cent for art program.

Number Of Employees To Be Located At The Site

6.2 There will be approximately 76 employees located at the proposed site including the executive, administrative, program and clerical/data processing and support staff.

Reason For The Proposed Relocation

6.3 The existing office space must be vacated to permit the planned disposition of the property and to provide a modern, efficient work space for the agency.

N970443PXM

Notice of Intent to Acquire Office Space
330 West 42nd Street, Manhattan
Department of Cultural Affairs, Headquarters

7.1a Suitability Of The Site To Provide Cost Effective Operations

The proposed site will afford cost affective operations. The site will be appropriately configured to provide adequate reception, conference and meeting areas for constituent seminars. The office will have sufficient private and non-private work stations, modern data processing facilities and file management systems. Additionally, the office will be fully handicapped accessible, is readily accessible by public transportation or by automobile with limited off-street fee parking located within the vicinity of the building.

7.1b Suitability Of The Site For Operational Efficiency

The proposed site is suitable for operational efficiency due to its accessibility to both staff and clients. The site is a centralized location with good access to the City's transportation system. The site offers the best access for constituents who visit the agency and for agency staff who need to visit the organizations supported by DCA. The site is easily accessible by bus and subway. The site is within one block of the Port Authority Bus Terminal and stops on the A, C and E subway lines. It is within three blocks of stops on the 1, 2, 3, 7, 9 N and R subway lines, and the shuttle to Grand Central Terminal. The following City buses stop within two blocks of the site: the M16, M42, M11, M10 and the M27.

There are many retail and restaurant alternatives within the immediate vicinity of the proposed site.

7.1c Consistency With The Locational And Other Specific Criteria For The Facility Stated In The Statement Of Needs

* *Access to large numbers of the City's cultural institutions and to the Convention and Visitors Bureau.*
  The proposed site is accessible to a variety of cultural institutions and is located in midtown Manhattan which is where the Convention and Visitors Bureau intends to relocte from its present office at 2 Columbus Circle.
* *Access to public transportation.*
  The site is easily accessible by bus and subway. The site is within one block of the Port Authority Bus Terminal and stops on the A, C and E subway lines. It is within three blocks of stops on the 1, 2, 3, 7, 9 N and R subway lines, and the shuttle to Grand Central Terminal. The following City buses stop within two blocks of the site: the M16, M42, M11, M10 and the M27.

N970443PXM

Notice of Intent to Acquire Office Space
330 West 42nd Street, Manhattan
Department of Cultural Affairs, Headquarters

* *Sufficient space to house staff and to accommodate seminars and other public meetings.*
  The site will be appropriately configured to provide adequate reception, conference and meeting areas for constituent seminars. The office will have sufficient private and non-private work stations, modern data processing facilities and file management systems.
* *Limited parking.*
  There is limited off street parking in the vicinity of the proposed site.

7.1d Whether The Facility Can Be Located So As To Support Development And Revitalization Of The City's Regional Business Districts Without Constraining Operational Efficiency

The proposed facility is not located in a regional business district. The midtown Manhattan location is suitable due to its proximity to a large number of cultural institutions.

N970443PXM

Citywide Statement of Needs for Fiscal Years 1997-1998

AGENCY Department of Cultural Affairs (DCA)

PROPOSAL Relocation of Agency Headquarters

AREA SERVED Citywide

PUBLIC PURPOSE The Department of Cultural Affairs proposes to relocate from its current headquarters at Two Columbus Circle in Manhattan CD 4.

DCA currently serves over 500 nonprofit arts organizations and cultural institutions throughout the city by providing funding, technical support and information services. Additionally, DCA offers various services for individual artists, including artist certification (required to occupy live/work space in SoHo/NoHo) and commissions for public art projects through the Percent for Art program. In providing these services, DCA works closely with the city's Convention and Visitors Bureau, which is also located at Two Columbus Circle. At its current headquarters, DCA has a staff of approximately 40 people, along with about 20 volunteers, interns, Work Experience participants and Title V employees.

SIZE 16,000 square feet

LOCATION Manhattan

SITING CRITERIA Access to large numbers of the city's cultural organizations and to the Convention and Visitors Bureau

Access to public transportation

Sufficient space to house staff and to accommodate seminars and other public meetings

Limited parking

APPLICATION OF FAIR SHARE CRITERIA

SITE SELECTION FOR NEW MORNINGSIDE HEIGHTS BRANCH LIBRARY

The New York Public Library and the Department of Citywide Administrative Services propose to acquire space for a new Branch Library in CD 9 Manhattan (ULURP Application #980251PCM). The library would replace the small Columbia branch and would be located on the first and second floors of a proposed new residence hall to be constructed by Columbia University (Block 1885/Lots 1, 3 and part of 61). Articles 4 and 5 of the *Criteria for the Location of City Facilities* apply to the siting of a facility serving a local area.

Article 4: Criteria for Siting or Expanding Facilities

4.1 (a) Compatibility of the facility with existing facilities and programs, both city and non-city, in the immediate vicinity of the site.

The area within the immediate vicinity of the proposed site at Broadway and West 113th Street is characterized by a mix of residential, academic and retail uses, all of which would be compatible with the proposed 17,000 square-foot branch library. Multi-story residential buildings abut the site; along Broadway, many have ground floor stores and restaurants. Based on a field survey and an examination of the *1996 Gazetteer of City Property* and *Selected Facilities and Program Sites in New York City* (1995), there are no city-owned facilities within 400 feet of the site. Non-city facilities in the immediate vicinity include the Columbia University campus which extends along West 114th Street east of Broadway and a church-sponsored soup kitchen on the northwest corner of 114th Street and Broadway. St. Luke's Hospital, a fire station and the temporary Columbia branch library are just beyond the 400-foot radius, on or near Amsterdam Avenue.

4.1 (b) Extent to which neighborhood character would be adversely affected by a concentration of city and/or non-city facilities.

Since the intent of this criterion is to avoid undue concentrations of non-neighborhood serving facilities that may adversely affect neighborhood character, it is not applicable to the proposed branch library. As a local facility serving customary neighborhood needs, it is typically dispersed throughout the city and does not contribute to any adverse concentration of regional facilities.

4.1 (c) Suitability of the site to provide cost-effective delivery of the intended services.

The proposed site is ideally located to provide cost-effective library services to residents, workers and students within its catchment area. It is on a main thoroughfare, less than a block away from the temporary site the new library is to replace. The new branch will be constructed by Columbia University as part of its proposed 14-story residence hall, resulting in cost savings for the New York Public Library. In a built-up area with few vacant or underutilized properties, there are no available alternative sites that would be similarly cost-effective.

4.1 (d) Consistency with the locational and other specific criteria for the facility identified in the Statement of Needs.

Replacement of the Columbia Branch Library was proposed in the Citywide Statement of Needs for Fiscal Years 1994-1995 (see attached). Although somewhate larger than originally proposed, the proposed site is consistent with the siting criteria listed in the Statement, i.e., proximity to existing branch. It is within one block of the existing branch, so that library services to the immediate community will be maintained.

4.1 (e) Consistency with any plan adopted pursuant to Section 197-a of the Charter.

Although Community Board 9 has indicated its intent to develop a 197-a plan, a plan for has not yet been submitted or adopted.

4.2 Procedures for Consultation

4.2 (a) Consider the Mayor's and Borough President's strategic policy statements, the Community Board's Statement of Community District Needs and Budget Priorities, and any published Department of City Planning land use plan for the area.

The proposed site is not inconsistent with any statement or policy in the 1994 Mayoral and Manhattan Borough President strategic policy statements, or Community Board 9's District Needs Statements. There are no recently published Department of City Planning land use plans for the area.

4.2 (b) **Consider any comments received from the Community Boards or Borough Presidents and any alternative sites proposed by a Borough President pursuant to Section 204(f) of the Charter, as well as any comments or recommendations received in any meetings, consultations or communications with the Community Boards or Borough Presidents.**

In her response to the FY 94-95 Citywide Statement of Needs, the Manhattan Borough President cited the advantages of replacing the existing branch at the proposed site on Broadway between West 113th and 114th streets. The Borough President did not propose any alternate site. Community Board 9 did not comment on the Citywide Statement of Needs.

Article 5: Criteria for Expanding Local/Neighborhood Facilities

5.1 (a) **Need for the facility or expansion in the community or local service delivery district.**

The existing branch, temporarily located at 514 West 113th Street, is one of the smallest branches in the borough and does not adequately serve the community. In a densely populated area, the nearest branch is more than half a mile away. The new replacement, with some 17,000 square feet of space, will allow for expanded collections and a range of services for adults and children in the community.

5.1 (b) **Accessibility of the site to those it is intended to serve.**

The proposed site would be proximate to the existing branch and within easy walking distance for its neighborhood users. It is also easily accessed by the IRT west side line and by buses along Broadway and Amsterdam Avenue. The new library will be fully handicapped accessible.

Citywide Statement of Needs for Fiscal Years 1994-1995

AGENCY	New York Public Library (NYPL)
PROPOSAL	Replacement of Columbia Branch Library
AREA SERVED	Local/Neighborhood
PUBLIC PURPOSE	Currently, the Columbia Branch occupies approximately 2,020 square feet within the Columbia University campus. Columbia University wishes to reclaim that space for University purposes. Therefore, NYPL proposes a replacement branch in the area in order to maintain library services in this community, and to expand collections and services. The size of the proposed replacement branch would be increased to approximately 7,500 square feet in order to provide much needed services to the community.
SIZE	7,500 square feet
LOCATION	Manhattan CD 9
SITING CRITERIA	Proximity to existing branch

The City of New York

DEPARTMENT OF JUVENILE JUSTICE
365 BROADWAY, NEW YORK, NY 10013 (212) 925-7779

JOSÉ MALDONADO
Commissioner

November 4, 1994

The Honorable Rudolph W. Giuliani
City Hall
New York, NY 10007

RE: Closure of Community Based Services Facility at 1260 Commonwealth Aveue (Bronx), Block 3785, Lot 12

Dear Mayor Giuliani:

The Department of Juvenile Justice (DJJ), as part of its Space Reductions and Cost Savings Plan, will be closing its Community Based Services (CBS) facility located at 1260 Commonwealth Avenue in the Bronx ("Commonwealth"). The Commonwealth Avenue facility housed DJJ's Detention Alternative Program and Reading Achievement Program, which have been discontinued. However, the staff located at Commonwealth will be relocated within the agency and will continue to serve at-risk youth through CBS programs operated from DJJ facilities. Efforts will be made to redeploy the Commonwealth staff to DJJ's CBS facility on Arthur Avenue, located less than two miles from Commonwealth, to allow them to continue providing services to the communities served by the Commonwealth Avenue facility.

DJJ has applied Article 8 of the Criteria in our evaluation of this closing.

8.1 The sponsoring agency shall consider the following criteria:

a) The extent to which the closing or reduction would create or significantly increase any existing imbalance among communities of service levels relative to need. Wherever possible, such actions should be proposed for areas with high ratios of service supply to service demand.

DJJ is attempting to redeploy the staff at Commonwealth to its CBS facility on Arthur Avenue, less than two miles from the site of Commonwealth. This will enable those staff members to continue to serve children in the same geographic area.

b) Consistency with the specific criteria for selecting the facility for closure or reduction as identified in the Statement of Needs.

This closure was not anticipated prior to the final entry date for publication in the FY1995-1996 Citywide Statement of Needs. Commonwealth was targeted for closure because the site is underutilized and because the staff could be redeployed to DJJ's CBS facility on Arthur Avenue, less than two miles away, allowing them to continue to serve the same geographic area.

8.2 In proposing facility closings or reductions, the sponsoring agency shall consult with the affected Community Board and Borough President about the alternatives within the district or borough, if any, for achieving the planned reduction and measures to be taken to ensure adequate levels of service.

Both Elizabeth Rodriguez, Chair of Bronx Community Board 9, and the Honorable Fernando Ferrer, Bronx Borough President, were notified by letter dated October 24, 1994, of DJJ's intent to close Commonwealth.

Sincerely,

José Maldonado

cc. David Klasfeld, Office of the Mayor
Joseph Rose, DCP
Hon. Fernando Ferrer, Bronx Borough President
Elizabeth Rodriguez, Bronx CB #9
Hon. Lucy Cruz, City Council
Shelley Zavlek, DJJ
Sandra Welsh, DJJ

The City of New York
Department of Homeless Services

161 William Street
New York, NY 10038
(212) 788-9400 Fax: (212) 788-9410

Joan Malin
Commissioner

June 28, 1995

Honorable Rudolph Giuliani
Mayor
City Hall
New York, NY 10007

Dear Mayor Giuliani,

The Department of Homeless Services is proposing to award a contract to BRC Human Services Corporation which will result in the establishment of a new transitional facility for homeless individuals at 317 Bowery in Manhattan Community District (CD) 3. In the selection of this site, the Department of Homeless Services (DHS) considered such factors as the balance between service need, the extent of community support, cost-effective delivery of services, effects on neighborhood character, and an equitable distribution of similar facilities. This statement records our consideration and application of the Criteria for the Location of City Facilities (the Fair Share Criteria), as required by Article 9 of the Criteria.

Project Description

BRC Human Services Corporation was founded in 1970 and incorporated in 1973 as the Bowery Residents' Committee to help homeless alcoholic men living on the Bowery. At its inception, BRC dedicated itself to providing alcoholism social rehabilitation services to the homeless. Later, as the nature of homelessness changed, BRC created mental health treatment programs, outreach and case management services to homeless seniors, and housing facilities -- all in an effort to help the homeless. Today, BRC is one of the largest social service agencies dedicated to housing and the support of New York City's homeless as they work to recover their lives.

BRC proposes to develop four (4) floors of the former Palace Hotel at 317 Bowery for use as a transitional housing program for up to 75 single adults. The program will include elderly, mentally ill, addicted, and recovering single adults, in accordance with New York State Department of Social Services (DSS) regulations. Residents will receive mental health, alcoholism, and health care from BRC programs located at 324 Lafayette Street and at nearby 191 Chrystie Street. Food, laundry, and clothing services will be provided at the facility.

Clients will be admitted to the transitional housing program in accordance with State DSS regulations and Department of Homeless Services guidelines. Within 24 hours of admission, each client will be interviewed to determine his/her immediate needs. Clients will also be medically and psychiatrically assessed. Those with acute medical conditions or who require in-patient medical and or psychiatric care will be referred to local hospitals. Clients with active substance abuse problems

will be referred to detoxification programs and those actively using alcohol will be referred to BRC's Alcohol Crisis Center at 324 Lafayette Street for detoxification. Clients may return to the transitional housing program upon completion of their detoxification program, if beds are available.

The transitional housing program will be staffed by a multi-disciplinary team, including a Program Director, Program Coordinator, Case Managers, food service worker and security personnel. The social service staff will be experienced in meeting the substance abuse and health needs of the residence's population.

Fair Share Analysis

The analysis below describes DHS's consideration of the fair share criteria applicable to the selection of this site.

Article 4: Criteria for Siting or Expanding Facilities

4.1 (a) Compatibility of the facility with existing facilities and programs in the immediate vicinity of the site.

This will be a community-based program which proposes better administration, additional services and a significantly reduced capacity than were it to remain a commercial lodging house.

An examination of the FY 1994 Statement of District Needs for Manhattan Community Districts 3 and 2, the 1993 Residential Facilities and 1992 Ambulatory Program indices, the 1994 Gazetteer of City-Owned Property, and a field survey of the immediate vicinity (within a 400 foot radius) of the site reveal a mix of uses. The uses in the area include a variety of office, commercial and manufacturing uses as well as a variety of residential buildings. The site is currently zoned for use as a 224-unit commercial lodging house.

As Map 1 indicates, within 400 feet of the proposed site, there is a municipal parking area and a short-term lease facility controlled by HPD for the Cooper Square URA at the corners of East 1st Street and Bowery, and two Large Temporary/Transitional Housing facilities for homeless men. The 8 East 3rd Street facility is a 200-bed specialized alcoholism program operated by *Project Renewal, Inc.* The Kenton Men's Shelter is a 70-bed facility also operated by *Project Renewal, Inc.* The services proposed for this site include case management, counseling, and assistance in obtaining permanent housing. As such, the program is expected to be compatible with the activities of the local facilities within a 400-foot radius.

4.1 (b) Extent to which neighborhood character would be adversely affected by a concentration of city and/or non-city facilities.

The proposed transitional facility for adults is located in the Lower East Side of Manhattan in

Community District 3, and at the eastern border of Community District 2. The program will be located in the north building of the former Palace Hotel (buildings 313, 315, and 317 Bowery) which is an existing, half-vacant lodging house. The surrounding neighborhood is a broadly mixed-use area, with low- to high-density residential buildings as well as buildings with a wide variety of commercial and manufacturing uses.

To determine whether the establishment of this transitional program for adults would create or contribute to a concentration of facilities, DHS reviewed the FY 1994 Statement of District Needs for Community Districts 3 and 2 in Manhattan, the 1993 Residential Facilities and 1992 Ambulatory Program indices, the 1994 Gazetteer of City-Owned Property, and a field survey of the neighborhood (within a half-mile radius) of the site provided by the proposed operator. The half-mile radius surrounding this facility extends from just south of Grand Street to just north of East 13th Street (both at the East/West border of CDs #2 and #3), and from west of MacDougal Street (in CD #2) to the West, to just east of Avenue B (in CD #3).

Map #2 and Attachment A illustrate and name all of the residential facilities and ambulatory programs within this half-mile radius which are similar (or serve a similar population) to the proposed program; they include Large Temporary/Transitional Housing, Large Residential Care, and Small Residential Care and Transitional Housing facilities. In addition, although a concentration of similar programs does appear to exist in the neighborhood within a half-mile of the proposed site, the program proposes to reduce by more than half the capacity of the facility from its permitted occupancy and to improve support services to the residents and improve neighborhood security over the facility's former use as a commercial lodging house. As such, the addition of this facility is not expected to adversely affect neighborhood character, and potentially may have a positive effect.

Attachment B lists all of the other facilities within one-half mile of the proposed program. Of these facilities, the vast majority are operated by local community-based organizations and/or serve the local community. These facilities which serve customary neighborhood needs are, as expected, dispersed throughout the half-mile area surrounding the proposed facility and do not contribute to a concentration of facilities that would adversely affect neighborhood character.

In examining existing facilities and programs, the mixed-use character of the neighborhood, and taking into consideration the proposed improvements to the facility over its previous operation as a commercial lodging house, the establishment of this transitional program for up to 75 individuals is not expected to significantly alter patterns of population distribution and growth, economic activity, or use and development of land.

4.1 (c) Suitability of site to provide cost-effective delivery of services.

The site selected is well suited to provide cost-effective delivery of services for several reasons. BRC has obtained a 45-year lease from the owner, thus averting the need for the City to provide substantial capital costs for the project. The rental costs per square foot negotiated by BRC are considerably lower than other market-rate residential spaces. The facility is highly suitable for

providing shelter and on-site support services for a special needs homeless population as an alternative to beds in large armory facilities, while remaining cost effective. The number of beds which will be provided at the facility facilitates economies of scale in personnel costs for the provision of on-site supports, as well as fixed costs relating to the maintenance and operation of the building.

4.1 (d) Consistency with criteria in Statement of Need or in a submission to the Borough President.

The Citywide Statement of Needs for Fiscal Years 1994 - 1995 identified the following criteria for the siting of new Transitional Facilities for Individuals:

- Availability of appropriate land or building
- Compatibility of facility with surrounding neighborhood
- Cost of development
- Minimal concentrations of facilities providing similar services

The location of this facility is consistent with the criteria identified in the FY 1994 - 1995 Statement of Needs, with the exception of the existing concentration of similar facilities in its surrounding community. However, as the proposal calls for re-using an existing residential building in a manner which will arguably have fewer negative impacts than its previous use, the selection of the site seems justified.

4.1 (2) Consistency with any plan adopted pursuant to Section 197-a of the Charter.

There are no 197-a plans applicable to the area in which this site is located.

4.2 (a) Consideration of the Mayor's and Borough President's Strategic Policy Statement and Community Board's Statement of District Needs.

In May 1994 the Mayor Giuliani released *Reforming New York City's System of Homeless Services*, a plan to fundamentally reshape the City's homeless service system. The plan calls for the development of a continuum of care for homeless single adults which includes outreach, assessment, service programs, and permanent housing. The proposed 75-bed facility will assist residents to reconnect to treatment or other rehabilitative programs. The social service staff will have experience in meeting the substance abuse and health needs of this population. Services will be provided directly and through referral to other BRC programs and appropriate agencies. The residence will be operated by an experienced community-based not-for-profit organization that is committed to effective service delivery.

The Manhattan Borough President's 1992 *Strategic Policy Statement Update*, pledged to "collaborate with communities to implement a continuum of social services and transitional and permanent housing for targeted populations with differing social, medical and mental health needs" (page 17).

Manhattan Community Board 3's 1994 "Statement of District Needs" expressed the Board's recognition of the need for housing preservation, code enforcement and proper maintenance of existing housing as a means of addressing homelessness. For many years prior to BRC's assumption of the operation of the Palace Hotel, the Palace was considered to be a locus of criminal activity in the neighborhood and a blight on the community under its former management. As a result, in 1992 Community Board 3 initiated the formation of a Task Force, which also included Community Board 2, the New York City District Attorney's office, the 6th Police Precinct, and the Mayor's Office on Homelessness and SRO Housing, to address the neighborhood problems related to the Palace Hotel. BRC's proposal for this facility represents a feasible reuse of the building which will both address the concerns of the Community Board over security and law enforcement issues and provide revenue to cover lease costs for the facility without having to reopen it as a commercial lodging house.

4.2 (b) Meetings, consultation or communications with the Community Board and/or Borough President.

BRC initiated this proposal in response to a request by members of Community Board 3 for BRC to assist in the community's efforts to alleviate the negative impact created by the Palace Hotel's operation as an unsupported commercial lodging house.

BRC has been sensitive to the concerns of the local community when developing this new program. Shortly after the program's conception, BRC notified neighborhood organizations, public officials, and social service agencies throughout the area of their plans for the Palace Hotel, including Community Boards 3 and 2, the Lower East Side Joint Planning Council, the Cooper Square and Noho Neighborhood Associations, the Trinity Lutheran Church, Columbia University Community Services, the Bowery Mission, the Salvation Army (Booth House), Community Access, Nazareth Homes, St. Joseph's House, the Manhattan Bowery Corporation, Holy Name Center, Greenwich House Alcohol Halfway House, and the Amato Opera. A fact sheet about the project has been broadly circulated and BRC has participated in community meetings at the request of the community in an effort to elicit formal community support.

In June of 1992, when BRC first presented its plan to lease the Palace Hotel and to relocate their housing and support services programs, both Community Board 3 and 2 passed resolutions supporting the proposal (see Attachment C). BRC has subsequently had follow up conversations with the Boards and the other neighborhood and service organizations to answer questions or respond to concerns. Most importantly, BRC has kept Community Boards 3 and 2 continually updated with most recent meetings occurring on March 28, 1995 and March 2, 1995 respectively.

BRC is committed to creating a Community Advisory Council for the facility. They will invite members of Community Boards 2 and 3, the Noho Neighborhood Association, the Lower East Side

Joint Planning Council and representatives of other neighborhood social service organizations to sit on the Council.

Article 6. Criteria for Siting or Expending Regional/Citywide Facilities

6.1 (a) Need for the Facility.

New York City is currently under a consent decree to provide shelter to any homeless individual who requests it. DHS is responsible for developing and administering supportive housing and services for homeless single adults in New York City. As of January, 1995, over 6,500 homeless single adults resided in emergency and transitional facilities administered by DHS, and an additional number of homeless adults resided in the streets and other public places, such as parks and subways.

In May, 1994, Mayor Giuliani released *Reforming New York City's System of Homeless Services,* a plan to fundamentally reshape the City's homeless service system. The plan calls for the development of a continuum of care for homeless single adults which includes outreach, assessment, service programs, and permanent housing. The development of this facility meets the need, defined in the Mayor's plan, for short-term assessment programs and specialized service programs to be operated by non-profit agencies.

6.1 (b) Distribution of similar facilities in the City.

The Department of Homeless Services operates or contracts for the operation of 36 shelters or transitional housing facilities for adults within the city. Four (4) facilities comprised of 543 beds are located in the Bronx, ten (10) facilities comprised of 1,542 beds are located in Brooklyn, twenty-one (21) facilities comprised of 3,448 beds are located in Manhattan, three (3) facilities comprised of 465 beds are located in Queens.

In examining the distribution of similar facilities throughout the city, DHS looked at the distribution of residential facilities as well as ambulatory program which tend to provide similar services to similar populations. These facilities and programs are Large Temporary and Transitional facilities, Large Residential Care facilities, Small Residential Care and Temporary housing facilities, Substance Abuse programs, and Mental Health and Mental Retardation/Developmental Disability programs. A look at the residential facilities in Manhattan Community District 3 which serve similar populations to the proposed program reveals a higher ratio of beds to population than the citywide average -- CD 3 ranks 19th citywide for its ratio to population of beds in Small Residential Care and Temporary Housing facilities, 11th for beds in Large Temporary and Transitional facilities, 11th for beds in large Residential Care facilities, and 16th for beds overall in these three categories. There are also a number of ambulatory programs within a half-mile or the proposed site in both Community Districts # 2 and # 3, however, they appear to be neither clustered nor concentrated near the proposed site.

Despite the number of residential and ambulatory programs in the neighborhood of the proposed

site, the establishment of the program will benefit the community for three important reasons: 1) the program will reduce by more than half the capacity of the facility from its permitted occupancy; 2) the program will improve support services to the residents; and 3) the program will improve neighborhood security over the facility's former use as a commercial lodging house. The proposed reduction in maximum size and improved operation of the facility mitigates the negative impacts which are usually associated with a concentration of facilities.

6.1 (c) Size of Facility.

In determining the appropriate capacity for the proposed facility, BRC considered the number of persons who could comfortably be housed in the space available in the facility with adequate support services and on-site staff, while maintaining economies of scale. A capacity of 75 was selected as the minimum number necessary to operate the program cost effectively.

6.1 (d) Adequacy of streets and transit.

The proposed facility is well served by public transportation including the IRT # 6 (Uptown) subway line two blocks away at Bleecker and Lafayette Streets and the # 6 (Downtown) D, F, B and Q subway lines three blocks away at the Broadway/Lafayette subway station. In addition, buses running in all directions (the M101, M102, M5 and M15) operate within three blocks of the site. The facility is also convenient to the following major thoroughfares: Bowery, Houston Street, Broadway and Lafayette Street.

6.51 Concentration of facilities providing similar services.

Although a concentration of facilities providing similar services or serving similar populations exists in the neighborhood of the proposed site, the neighborhood is clearly mixed-use in nature rather than purely residential. In addition, as discussed above, BRC expects to mitigate the negative effects on the neighborhood by reducing by more than half the number of residents permitted by law in the building and by improving building management.

6.52 Necessary Support services for the facility and its residents should be available and provided.

This facility will provide shelter to homeless individuals in accordance with Part 491 of the State Department of Social Services regulations. Among the services that will be provided at the proposed program by directly-funded staff are case management, counseling, and referral to appropriate social services. Three meals a day will also be provided, as well as recreation and laundry services. The proposed transitional housing program will be staffed by a multi-disciplinary team, including a Program Director, Program Coordinator, Case Managers, food service and security personnel. The social service staff will be experienced in meeting the substance abuse and health needs of the residence's population. In addition, BRC will make available the services of its mental health, alcoholism, and Health Care for the Homeless programs at 191 Chystie Street, 317 Bowery and 324 Lafayette Street to better support residents at the facility.

6.53 (a) Whether the facility in combination with other similar facilities within a half-mile radius would have a significant cumulative negative impact on neighborhood character.

Upon examination of the distribution of existing similar ambulatory and residential programs and considering the mixed-used character of the neighborhood which is host to a number of compatible social service programs, the establishment of this facility is not expected to have a cumulative negative impact on neighborhood character.

6.53 (b) Whether the site is well located for efficient service delivery.

The proposed site is well located for efficient service delivery for the following general reasons: it is located in the vicinity of several major thoroughfares (Bowery, Houston Street, Broadway and Lafayette Street) and public transportation stations; it is located within a mixed-use area; it is located in close proximity to areas where the target population tends to congregate; and it is in close proximity to BRC Human Services Corporation's other facilities and headquarters at 191 Chrystie Street.

6:53 (c) Whether any alternative sites were considered which are in community districts with lower ratios of residential facility beds to population than the citywide average would add significantly to the cost of constructing or operating for the facility or would impair service delivery.

BRC initiated this proposal in response to a request by members of Community Board 3 for BRC to assist in the community's efforts to alleviate the negative impact created by the Palace Hotel's operation as an unsupported commercial lodging house, specifically within Community District 3. BRC's proposal for this facility represents a feasible reuse of the building which will address the concerns of the Community Board over security and law enforcement issues. Additionally, the proposal reduces by more than one half the capacity of the facility from its permitted occupancy and improves support services to the residents. As such, no alternative sites in other community districts were considered for this project.

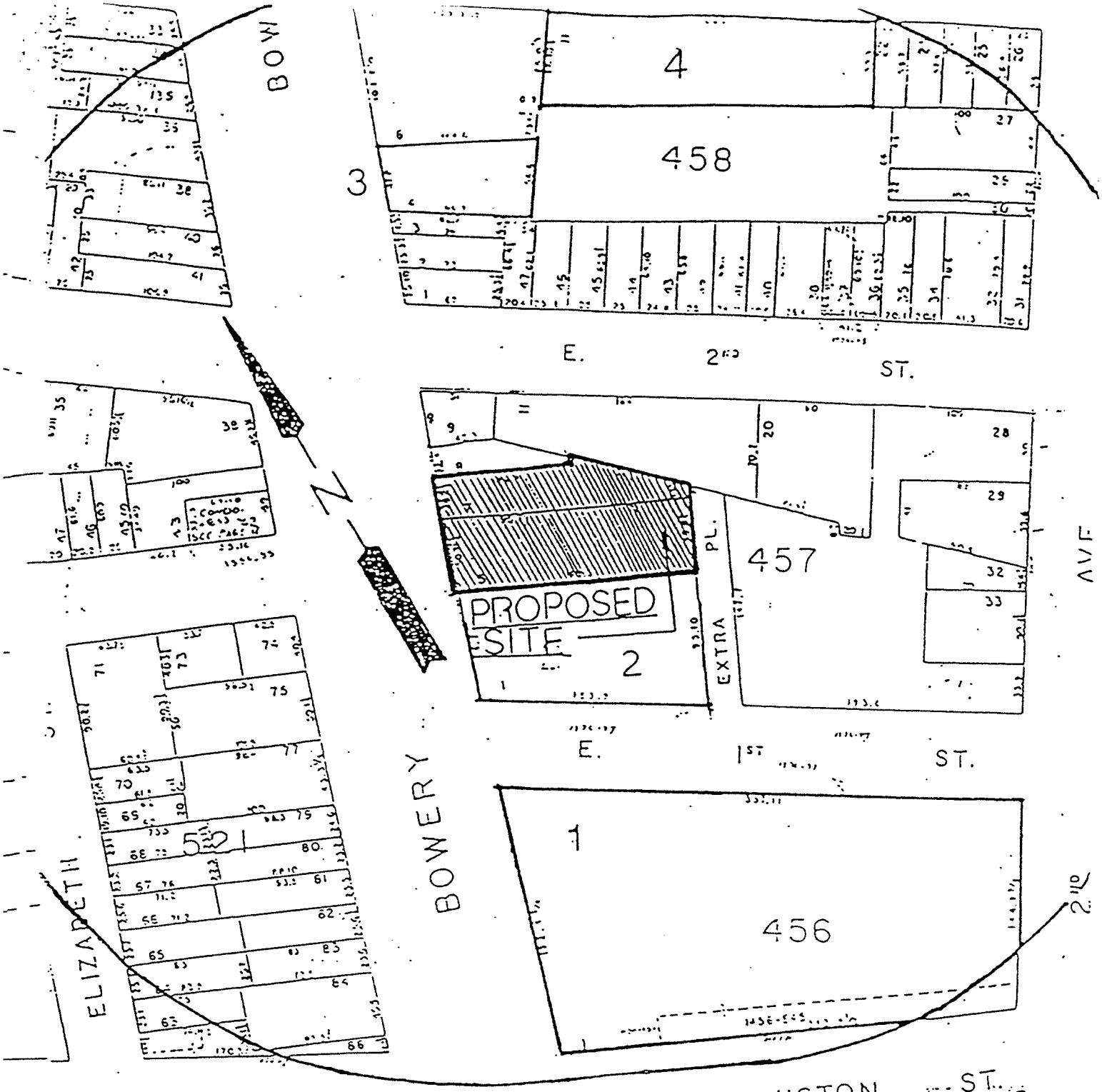
Summary Statement

The Department of Homeless Services has considered the balance between cost- effective delivery of services, effect on neighborhood character, the distribution of similar facilities throughout the City, the need for the facility and the extent of community support for the project. As demonstrated in the above analysis, DHS has determined that the selection of 317 Bowery for the establishment of a transitional facility for homeless individuals is appropriate and consistent with the Criteria for the Location of City Facilities.

Sincerely,

Joan Malin

cc:	Fran Reiter	Deputy Mayor for Planning and Community Relations
	Ninfa Segarra	Deputy Mayor for Health and Social Services
	Ruth V. Messinger	Manhattan Borough President
	Kathryn E. Freed	Councilmember, 1st District
	Luis Soler	Chairperson, Manhattan Community Board 3
	Carol Feinman	Chairperson, Manhattan Community Board 2
	Joseph Rose	Chairperson, City Planning Commission



MAP #1: FACILITIES WITHIN 400'-0" RADIUS OF THE SITE

FACILITY NAME	ADDRESS	OTHER INFORMATION
(1) HPD/Cooper Square URA	303 Bowery	Municipal Parking
(2) HPD/Cooper Square URA	305-07 Bowery	Short Term Lease
(3) DHS/Kenton Hotel Men's Shelter	331-33 Bowery	95 Beds
(4) DHS/Men's Shelter	8-24 East 3rd Street	240 Beds

MAP #2: RESIDENTIAL FACILITIES WITHIN ONE-HALF MILE RADIUS

RESIDENTIAL FACILITIES
By Community District - Manhattan

- Small Residential Care/Temporary housing
- Large Residential Care
- Large Temporary/Transitional housing

City of New York, Department of City Planning
Computer Information Services/Geographic Systems
22 Reade Street, New York, NY 10007

Source: DCP Residential Facilities in New York File, 1992
Note: Symbol Positioning is Approximate

Appendix 5

RESIDENTIAL FACILITY BED/POPULATION RATIOS BY COMMUNITY DISTRICT, 1999

Ratios of residential facility beds to 1,000 population in New York City, the boroughs and community districts for:

a. Correctional Facilities, including prisons, jails, detention and remand facilities, and secure and non-secure detention for youth.

b. Nursing Homes and Residential Health Care Facilities.

c. Small Residential Care Facilities, serving no more than 24 people, including group homes, halfway houses, residential facilities for children, residential substance abuse and mental health/mental retardation facilities, temporary shelters, and transitional supported housing.

d. Large Residential Care Facilities, serving 25 people or more, including halfway houses, residential facilities for children, homes for adults, residential substance abuse and mental health/mental retardation facilities, temporary shelters, transitional supported housing, and psychiatric centers.

e. All Residential Facilities

f. Community District Rank by Type of Facility

NOTE: For purposes of calculating these ratios, the number of units in temporary or transitional family residences is multiplied by three to estimate the number of beds.

SOURCE: Selected Facilities and Program Sites in New York City, NYC Department of City Planning, 1999.

Correctional Facilities
Bed/Population Ratios by Community District, 1999

BORO	CD	Population(in 1000's)	Beds	Ratio
QN	1	188.5	17843	94.7
MN	1	25.4	1716	67.6
BK	2	94.5	2168	22.9
BX	2	39.4	800	20.3
QN	2	94.8	1324	14.0
BX	3	58.3	755	13.0
BK	7	102.5	1000	9.8
SI	3	127.0	736	5.8
MN	10	99.5	542	5.4
QN	9	112.6	472	4.2
MN	4	84.4	339	4.0
BX	4	118.8	469	3.9
MN	12	198.2	708	3.6
BX	1	77.2	124	1.6
BK	16	84.9	124	1.5
BK	3	138.7	48	.3
SI	2	113.9	34	.3
BX	12	129.6	34	.3
BK	9	110.7	25	.2
BX	7	128.6	25	.2
BK	8	96.9	12	.1
QN	14	100.6	11	.1
BX	9	165.7	16	.1
MN	9	107.0	10	.1
QN	4	137.0	11	.1
BK	17	161.3	10	.1
QN	7	221.8	9	.0
QN	12	201.0	8	.0

NYC	7322.6	29373	4.0
BRONX	1203.8	2223	1.8
BROOKLYN	2300.7	3387	1.5
MANHATTAN	1487.5	3315	2.2
QUEENS	1951.6	19678	10.1
STATEN ISLANI	379.0	770	2.0

Nursing Home and Residential Health Care Facilities
Bed/Population Ratios by Community District, 1999

BORO	CD	Population(in 1000's)	Beds	Ratio
BX	8	97.0	3369	34.7
QN	14	100.6	3357	33.4
BX	11	98.3	2669	27.2
SI	2	113.9	1831	16.1
MN	11	110.5	1560	14.1
BX	7	128.6	1507	11.7
BK	13	102.6	1200	11.7
BK	2	94.5	1068	11.3
QN	7	221.8	2464	11.1
BX	12	129.6	1424	11.0
MN	8	210.9	2180	10.3
QN	8	130.4	1283	9.8
SI	1	137.8	1246	9.0
BX	10	97.9	885	9.0
BX	4	118.8	911	7.7
BK	8	96.9	615	6.3
QN	11	108.0	647	6.0
MN	3	161.6	873	5.4
QN	12	201.0	1079	5.4
BK	12	160.0	848	5.3
BK	9	110.7	578	5.2
BK	6	102.2	520	5.1
BX	2	39.4	200	5.1
BK	11	150.0	736	4.9
MN	7	211.0	1034	4.9
MN	12	198.2	910	4.6
BK	15	143.5	642	4.5
QN	6	107.0	460	4.3
BK	4	102.6	434	4.2
BX	3	58.3	240	4.1
QN	13	177.0	722	4.1
BK	18	162.4	650	4.0
BX	9	165.7	653	3.9
BK	3	138.7	537	3.9
QN	5	149.1	560	3.8
BK	14	160.0	575	3.6
MN	9	107.0	343	3.2
MN	5	43.5	136	3.1
BK	5	161.3	485	3.0
QN	2	94.8	280	3.0
BX	6	68.1	199	2.9
QN	4	137.0	400	2.9
BK	16	84.9	228	2.7
BK	10	110.6	285	2.6
BK	7	102.5	240	2.3
MN	2	94.1	200	2.1
BK	17	161.3	340	2.1
MN	10	99.5	200	2.0
QN	9	112.6	204	1.8
BK	1	156.0	200	1.3
BX	5	118.4	108	.9
QN	1	188.5	114	.6
MN	6	133.7	28	.2

NYC	7322.6	44457	6.1
BRONX	1203.8	12165	10.1
BROOKLYN	2300.7	10181	4.4
MANHATTAN	1487.5	7464	5.0
QUEENS	1951.6	11570	5.9
STATEN ISLANI	379.0	3077	8.1

Small Residential Care Facilities
Bed/Population Ratios by Community District, 1999

BORO	CD	Population(in 1000's)	Beds	Ratio
SI	1	137.8	559	4.1
BX	2	39.4	143	3.6
SI	2	113.9	395	3.5
MN	5	43.5	137	3.1
BK	2	94.5	264	2.8
MN	11	110.5	308	2.8
BX	11	98.3	271	2.8
BX	1	77.2	193	2.5
MN	4	84.4	203	2.4
MN	9	107.0	240	2.2
BK	8	96.9	215	2.2
MN	6	133.7	291	2.2
MN	3	161.6	348	2.2
QN	13	177.0	381	2.2
BX	7	128.6	276	2.1
BX	3	58.3	125	2.1
MN	10	99.5	213	2.1
BX	12	129.6	273	2.1
BK	6	102.2	212	2.1
BX	10	97.9	201	2.1
SI	3	127.0	258	2.0
BX	8	97.0	195	2.0
BK	16	84.9	163	1.9
BX	6	68.1	130	1.9
BX	5	118.4	215	1.8
BK	12	160.0	287	1.8
MN	7	211.0	361	1.7
BX	4	118.8	202	1.7
MN	1	25.4	43	1.7
BK	3	138.7	232	1.7
QN	12	201.0	333	1.7
QN	8	130.4	210	1.6
BK	1	156.0	240	1.5
QN	11	108.0	158	1.5
BK	5	161.3	232	1.4
BK	14	160.0	216	1.4
BX	9	165.7	220	1.3
QN	9	112.6	136	1.2
BK	13	102.6	122	1.2
BK	9	110.7	131	1.2
QN	3	128.9	144	1.1
MN	12	198.2	215	1.1
QN	4	137.0	147	1.1
QN	7	221.8	234	1.1
QN	14	100.6	106	1.1
BK	18	162.4	168	1.0
BK	4	102.6	106	1.0
BK	10	110.6	110	1.0
BK	7	102.5	96	.9
BK	17	161.3	143	.9
QN	10	107.8	86	.8
MN	8	210.9	165	.8
MN	2	94.1	68	.7
BK	15	143.5	101	.7
QN	5	149.1	100	.7
QN	2	94.8	53	.6
QN	1	188.5	101	.5
QN	6	107.0	51	.5
BK	11	150.0	58	.4
NYC		7322.6	11584	1.6
BRONX		1203.8	2444	2.0
BROOKLYN		2300.7	3096	1.4
MANHATTAN		1487.5	2592	1.7
QUEENS		1951.6	2240	1.2
STATEN ISLANI		379.0	1212	3.2

Large Residential Care Facilities
Bed/Population Ratios by Community District, 1999

BORO	CD	Population(in 1000's)	Beds	Ratio
MN	5	43.5	1891	43.5
MN	11	110.5	4649	42.1
BX	2	39.4	1250	31.7
MN	4	84.4	2102	24.9
QN	14	100.6	2432	24.2
BX	6	68.1	1250	18.4
MN	10	99.5	1702	17.1
BX	5	118.4	1831	15.5
BX	1	77.2	1179	15.3
MN	6	133.7	2035	15.2
BX	4	118.8	1778	15.0
BK	2	94.5	1332	14.1
BX	3	58.3	817	14.0
BK	16	84.9	1150	13.5
MN	3	161.6	2086	12.9
MN	7	211.0	2618	12.4
QN	13	177.0	2068	11.7
BK	5	161.3	1869	11.6
BK	8	96.9	1111	11.5
QN	12	201.0	1938	9.6
MN	9	107.0	978	9.1
BK	9	110.7	967	8.7
SI	2	113.9	935	8.2
SI	1	137.8	1112	8.1
BX	11	98.3	721	7.3
BK	4	102.6	713	6.9
BK	13	102.6	701	6.8
BK	3	138.7	903	6.5
BX	12	129.6	787	6.1
BK	18	162.4	920	5.7
QN	4	137.0	762	5.6
QN	3	128.9	586	4.5
QN	8	130.4	579	4.4
QN	2	94.8	410	4.3
BX	7	128.6	527	4.1
BX	10	97.9	306	3.1
MN	8	210.9	645	3.1
BK	1	156.0	460	2.9
BX	8	97.0	286	2.9
BK	11	150.0	431	2.9
BK	6	102.2	290	2.8
MN	12	198.2	547	2.8
QN	9	112.6	278	2.5
BK	15	143.5	354	2.5
MN	2	94.1	230	2.4
QN	5	149.1	242	1.6
QN	7	221.8	356	1.6
QN	1	188.5	300	1.6
BK	14	160.0	199	1.2
BX	9	165.7	204	1.2
BK	10	110.6	135	1.2
BK	12	160.0	184	1.2
SI	3	127.0	130	1.0
BK	17	161.3	125	.8
BK	7	102.5	70	.7

NYC	7322.6	54461	7.4
BRONX	1203.8	10936	9.1
BROOKLYN	2300.7	11914	5.2
MANHATTAN	1487.5	19483	13.1
QUEENS	1951.6	9951	5.1
STATEN ISLANI	379.0	2177	5.7

All Residential Facilities
Bed/Population Ratios by Community District, 1999

BORO	CD	Population(in 1000's)	Beds	Ratio
QN	1	188.5	18358	97.4
MN	1	25.4	1759	69.3
BX	2	39.4	2393	60.7
MN	11	110.5	6517	59.0
QN	14	100.6	5906	58.7
BK	2	94.5	4832	51.1
MN	5	43.5	2164	49.7
BX	8	97.0	3850	39.7
BX	11	98.3	3661	37.2
BX	3	58.3	1937	33.2
MN	4	84.4	2644	31.3
BX	4	118.8	3360	28.3
SI	2	113.9	3195	28.1
MN	10	99.5	2657	26.7
BX	6	68.1	1579	23.2
QN	2	94.8	2067	21.8
SI	1	137.8	2917	21.2
MN	3	161.6	3307	20.5
BK	8	96.9	1953	20.2
BK	13	102.6	2023	19.7
BK	16	84.9	1665	19.6
BX	12	129.6	2518	19.4
BX	1	77.2	1496	19.4
MN	7	211.0	4013	19.0
BX	5	118.4	2154	18.2
BX	7	128.6	2335	18.2
QN	13	177.0	3171	17.9
MN	6	133.7	2354	17.6
QN	12	201.0	3358	16.7
BK	5	161.3	2586	16.0
QN	8	130.4	2072	15.9
BK	9	110.7	1701	15.4
MN	9	107.0	1571	14.7
BX	10	97.9	1392	14.2
MN	8	210.9	2990	14.2
QN	7	221.8	3063	13.8
BK	7	102.5	1406	13.7
BK	3	138.7	1720	12.4
BK	4	102.6	1253	12.2
MN	12	198.2	2380	12.0
BK	18	162.4	1738	10.7
BK	6	102.2	1022	10.0
QN	9	112.6	1090	9.7
QN	4	137.0	1320	9.6
SI	3	127.0	1124	8.9
BK	12	160.0	1319	8.2
BK	11	150.0	1225	8.2
BK	15	143.5	1097	7.6
QN	11	108.0	805	7.5
BX	9	165.7	1093	6.6
BK	14	160.0	990	6.2
QN	5	149.1	902	6.0
BK	1	156.0	900	5.8
QN	3	128.9	730	5.7
MN	2	94.1	498	5.3
BK	10	110.6	530	4.8
QN	6	107.0	511	4.8
BK	17	161.3	618	3.8
QN	10	107.8	86	.8

NYC	7322.6	139,875	19.1
BRONX	1203.8	27,768	23.1
BROOKLYN	2300.7	28,578	12.4
MANHATTAN	1487.5	32,854	22.1
QUEENS	1951.6	43,439	22.3
STATEN ISLANI	379.0	7,236	19.1

RANKING OF RESIDENTIAL BED RATIOS BY COMMUNITY DISTRICT, 1999

CD	Correctional Ratio	Correctional Rank	Health Care Ratio	Health Care Rank	Small Facilities Ratio	Small Facilities Rank	Large Facilities Ratio	Large Facilities Rank	All Facilities Ratio	All Facilities Rank
Bronx										
1	1.6	14	--	--	2.5	8	15.3	9	19.4	23
2	20.3	4	5.1	23	3.6	2	31.7	3	60.7	3
3	13.0	6	4.1	30	2.1	16	14.0	13	33.2	10
4	3.9	12	7.7	15	1.7	28	15.0	11	28.3	12
5	--	--	0.9	51	1.8	25	15.5	8	18.2	25
6	--	--	2.9	41	1.9	24	18.4	6	23.2	15
7	0.1	20	11.7	6	2.1	15	4.1	35	18.2	26
8	--	--	34.7	1	2.0	22	2.8	39	39.7	8
9	0.1	23	3.9	33	1.3	37	1.2	50	6.6	50
10	--	--	9.0	14	2.1	20	3.1	36	14.2	34
11	--	--	27.2	3	2.8	7	7.3	25	37.2	9
12	0.2	18	11.0	10	2.1	18	6.1	29	19.4	22
Brooklyn										
1	--	--	1.3	50	1.5	33	2.9	38	5.8	53
2	22.9	3	11.3	8	2.8	5	14.1	12	51.1	6
3	0.3	16	3.9	34	1.7	30	6.5	28	12.4	38
4	--	--	4.2	29	1.0	47	6.9	26	12.2	39
5	--	--	3.0	39	1.4	35	11.6	18	16.0	30
6	--	--	5.1	22	2.1	19	2.8	41	10.0	42
7	9.8	7	2.3	45	0.9	49	0.7	55	13.7	37
8	0.1	21	6.3	16	2.2	11	11.5	19	20.2	19
9	0.2	19	5,2	21	1.2	40	8.7	22	15.4	32
10	--	--	2.6	44	1.0	48	1.2	51	4.8	56
11	--	--	4.9	24	0.4	59	2.9	40	8.2	47
12	--	--	5.3	20	1.8	26	1.0	52	8.2	46
13	--	--	11.7	7	1.2	39	6.8	27	19.7	20
14	--	--	3.6	36	1.4	36	1.2	49	6.2	51
15	--	--	4.5	27	0.7	54	2.5	44	7.6	48
16	1.5	15	2.7	43	1.9	23	13.5	14	19.6	21
17	0.1	26	2.1	47	0.9	50	0.8	54	3.8	58
18	--	--	4.0	32	1.0	46	5.7	30	10.7	41
Manhattan										
1	67.6	2	--	--	1.7	29	--	--	69.3	2
2	--	--	2.1	46	0.7	53	2.4	45	5.3	55
3	--	--	5.4	18	2.2	13	12.9	15	20.5	18
4	4.0	11	--	--	2.4	9	24.9	4	31.3	11
5	--	--	3.1	38	3.1	4	43.5	1	49.7	7
6	--	--	0.2	53	2.2	12	15.2	10	17.9	28
7	--	--	4.9	25	1.7	27	12.4	16	19.0	24
8	--	--	10.3	11	0.8	52	3.1	37	14.2	35
9	0.1	24	3.2	37	2.2	10	9.1	21	14.7	33
10	5.4	9	2.0	48	2.1	17	17.1	7	26.7	14
11	--	--	14.1	5	2.8	6	42.1	2	59.0	4
12	3.9	13	4.6	26	1.1	42	2.8	42	12.0	40

CD	Correctional Ratio	Correctional Rank	Health Care Ratio	Health Care Rank	Small Facilities Ratio	Small Facilities Rank	Large Facilities Ratio	Large Facilities Rank	All Facilities Ratio	All Facilities Rank
Queens										
1	94.7	1	0.6	52	0.5	57	1.6	48	97.4	1
2	14.0	5	3.0	40	0.6	56	4.3	34	21.8	16
3	--	--	--	--	1.1	41	4.5	32	5.7	54
4	0.1	25	2.9	42	1.1	43	5.7	31	9.6	44
5	--	--	3.8	35	0.7	55	1.6	46	6.0	52
6	--	--	4.3	28	0.5	58	--	--	4.8	57
7	0.0	27	11.1	9	1.1	44	1.6	47	13.8	36
8	--	--	9.8	12	1.6	32	4.4	33	15.9	31
9	4.2	10	1.8	49	1.2	38	2.5	43	9.7	43
10	--	--	--	--	0.8	51	--	--	0.8	59
11	--	--	6.0	17	1.5	34	--	--	7.5	49
12	0.0	28	5.4	19	1.7	31	9.6	20	16.7	29
13	--	--	4.1	31	2.2	14	11.7	17	17.9	27
14	0.1	22	33.4	2	1.1	45	24.2	5	58.7	5
Staten Island										
1	--	--	9.0	13	4.1	1	8.1	24	21.2	17
2	0.3	17	16.1	4	3.5	3	8.2	23	28.1	13
3	5.8	8	--	--	2.0	21	1.0	53	8.9	45

Source: Selected Facilities and Program Sites in New York City, Department of City Planning, 1999.

APPENDIX 6. INFORMATION SOURCES FOR FAIR SHARE SUBMISSIONS

The following publications, data sources and maps are listed under the criteria for which they are applicable. Except where otherwise indicated, the information is available at the Department of City Planning Bookstore, 22 Reade Street, New York, NY (212-720-3667).

For Criteria 4.1(a), 4.1(b), and 6.1(b): Compatibility and Concentration Analyses

Atlas and Gazetteer of City Property. Issued annually with the Citywide Statement of Needs. Based on Department of Citywide Administrative Services' IPIS database (see on-line computer sources below). Gazetteer lists all city-owned and leased properties by community district and block/lot, with address, type of use, and agency with jurisdiction. Atlas consists of eight large sectional maps showing locations of properties, by type of use.

Selected Facilities and Program Sites in New York City, 1995. Five borough volumes, organized by community district, listing name, block/lot, address, type, capacity and operator of public and private educational, recreational, public safety, health, mental health, substance abuse, mental retardation, day care, foster care, senior citizen, and homeless facilities and program sites. Also available, for use with computer mapping programs and geographic base files, on 3.5" diskettes in ASCII format, with user guide/data dictionary. Updated periodically.

Bytes of the Big Apple™. Computerized geographic base map files of New York City, updated annually. Products include (1) tax block outlines with block numbers and street names for each of the 59 community districts in DXF format (seven disks at $10/disk for city agencies); (2) LION single line street file with street names and address ranges in MapInfo format (citywide file $70 for city agencies); and (3) administrative and political districts of NYC in DXF format (four disks at $10/disk for city agencies).

Tax Lot Base Files in DXF format on CD-ROM are also available for licensing. Each CD-ROM contains the geographic outlines of tax blocks and lots, and street names as text annotation, for one of the five boroughs. Available only through a license agreement with the Department of City Planning at a fee of $750 per borough for city agencies. For information on licensing, call 212-720-3505.

Sectional Base Maps, 35 sections, 1"=800', 24"x36". Also available in booklet.

For Criteria 4.1(d), 7.1(c), and 8.1(b): Consistency with Statement of Needs

Citywide Statement of Needs. Issued annually for the next two fiscal years. Identifies plans for new or expanded city facilities, and the closing or reduction of existing city facilities. Provides rationale and specific siting criteria for each proposed action.

For Criterion 4.1(e): Consistency with Adopted 197-a Plans

New York City Waterfront Revitalization Program and Coastal Zone Boundary. A set of policies to protect and enhance the city's coastal zone. Adopted as a 197-a plan in 1982. (note: adoption of revised program anticipated 1998.)

Partnership for the Future. A 197-a plan for Bronx Community District 3, adopted 1992.

Red Hook: A Plan for Community Regeneration. A 197-a plan sponsored by Brooklyn Community Board 6, adopted 1996.

The Chelsea Plan. A 197-a plan sponsored by Manhattan Community Board 4, adopted 1996.

Stuyvesant Cove 197-a Plan. Sponsored by Manhattan Community Board 6, adopted 1997.

Comprehensive Manhattan Waterfront Plan. A 197-a plan sponsored by Manhattan Borough President, adopted 1997.

For Criterion 4.2(a): Consideration of Related Policies

City Planning Bookstore Maps and Publications. Updated semi-annually. Brochure lists recent Department of City Planning land use plans, reports and maps available in the Bookstore.

Mayor's Strategic Policy Statement. Issued every four years.

Borough President Strategic Policy Statements. Issued every four years. Available through borough presidents' offices.

Statements of Community District Needs and Budget Priorities. Published annually. Five borough volumes with community board statements of need and priorities, and demographic/land use profiles compiled by DCP.

For Criterion 4.2(b): Consideration of Public Comment

Community Board and Borough President Comments on the Citywide Statement of Needs. Compilation of comments submitted by community boards and borough presidents in response to the Citywide Statement of Needs. Issued annually by DCP and distributed to all affected agencies. Additional copies may be obtained by calling 212-720-3434.

For Criteria 5.1(a), 6.1(a), and 8.1(a): Need for Facility

Annual Report on Social Indicators. Published annually. Report includes selected indicators of conditions in New York City, including population, employment, poverty, child welfare, housing, health, crime, and the environment.

Ten-Year Capital Strategy. Published every two years. Contains a narrative describing the long-range strategy for development and reconstruction of city's capital facilities, together with anticipated levels and sources of financing for capital programs by agency. Available from Office of Management and Budget (OMB), 75 Park Place, New York, New York 10007. (212) 788-5800.

ON-LINE COMPUTER SOURCES

IPIS. Updated daily. The Integrated Property Information System provides descriptive property information and a historical record of the city's involvement in properties that are presently city-owned; those that have been redeemed or sold; and those that are about to become city-owned. For more information, contact the Executive Director of Planning, Division of Real Estate Services, Department of Citywide Administrative Services, at 212-669-7189.

GOAT. Updated several times a year. The DCP Geosupport System's on-line transaction provides geographic information for an address, including community district, tax block and lot, 1980 and 1990 census tract and block numbers, and school district for an address. Some of this information can be retrieved by intersection or block face ("on a street" between two cross streets). No access permission is required. For more information, contact DCP's geographic liaison at 212-720-3606.

MISLAND. Most data files are updated annually. Provides reports on land use, housing and population for areas that can be defined by users as aggregates of tax block, census tracts or community districts. No access permission is required for city agencies. To obtain a MISLAND User Manual, with report descriptions and samples, call DCP's MISLAND User Liaison at 212-720-3587.

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RESIDENTIAL FACILITY BED/POPULATION RATIOS BY COMMUNITY DISTRICT, 2003

Ratios of residential facility beds to 1,000 population in New York City, the boroughs and community districts for:

1. Correctional Facilities, including prisons, jails, detention and remand facilities, and secure and non-secure detention for youth.

2. Nursing Homes and Residential Health Care Facilities.

3. Small Residential Care Facilities, serving no more than 24 people, including group homes, halfway houses, residential facilities for children, residential substance abuse and mental health/mental retardation facilities, temporary shelters, and transitional and supportive housing.

4. Large Residential Care Facilities, serving 25 people or more, including halfway houses, residential facilities for children, homes for adults, residential substance abuse and mental health/mental retardation facilities, temporary shelters, transitional and supportive housing, and inpatient psychiatric centers.

5. All Residential Facilities

6. Community District Rank by Type of Facility

NOTE: For purposes of calculating these ratios, the number of units in temporary or transitional family residences is multiplied by three to estimate the number of beds.

SOURCES: Selected Facilities and Program Sites in New York City, NYC Department of City Planning, 2003.

2000 Census of Population

Correctional Facilities

Bed/Population Ratios by Community District, 2003

BORO	CD	Population(in 1000's)	Beds	Ratio
QN	1	211.2	17521	83.0
MN	1	34.4	1716	49.9
BX	2	46.8	941	20.1
QN	2	109.9	1324	12.0
BX	3	68.6	755	11.0
BK	7	120.1	1000	8.3
BK	2	98.6	759	7.7
MN	10	107.1	542	5.1
SI	3	152.9	736	4.8
MN	4	87.5	339	3.9
MN	12	208.4	708	3.4
BX	1	82.2	124	1.5
BK	16	85.3	124	1.5
SI	2	127.1	32	0.3
BK	8	96.1	24	0.2
BK	9	104.0	25	0.2
BX	7	141.4	25	0.2
BK	3	143.9	25	0.2
BX	12	149.1	22	0.1
QN	14	106.7	11	0.1
BX	9	167.9	16	0.1
MN	9	111.7	10	0.1
QN	4	167.0	11	0.1
BK	17	165.8	10	0.1
QN	7	243.0	9	0.0
QN	12	223.6	8	0.0
QN	9	141.6	5	0.0
	NYC	8008.3	26822	3.3
	BRONX	1332.7	1883	1.4
	BROOKLYN	2465.3	1967	0.8
	MANHATTAN	1537.2	3315	2.2
	QUEENS	2229.4	18889	8.5
	STATEN ISLAND	443.7	768	1.7

Nursing Home and Residential Care Facilities
Bed/Population Ratios by Community District, 2003

BORO	CD	Population(In 1000's)	Beds	Ratio
QN	14	106.7	3365	31.5
BX	8	101.3	3169	31.3
BX	11	110.7	2669	24.1
SI	2	127.1	1831	14.4
MN	11	117.7	1560	13.2
BK	13	106.1	1200	11.3
BK	2	98.6	1071	10.9
QN	7	243.0	2594	10.7
BX	7	141.4	1507	10.7
MN	8	217.1	2250	10.4
BX	12	149.1	1424	9.6
QN	8	146.6	1283	8.8
SI	1	162.6	1318	8.1
BK	9	104.0	843	8.1
BX	10	115.9	885	7.6
BX	4	139.6	911	6.5
BK	8	96.1	615	6.4
QN	11	116.4	647	5.6
MN	3	164.4	882	5.4
BK	6	104.1	520	5.0
MN	7	207.7	1034	5.0
QN	12	223.6	1079	4.8
BK	12	185.0	848	4.6
BK	11	172.1	756	4.4
MN	12	208.4	910	4.4
BX	2	46.8	200	4.3
BK	5	173.2	725	4.2
BK	4	104.4	434	4.2
MN	9	111.7	449	4.0
BK	15	160.3	642	4.0
QN	6	116.0	460	4.0
BK	17	165.8	648	3.9
BX	9	167.9	653	3.9
BK	3	143.9	537	3.7
QN	13	196.3	710	3.6
BX	3	68.6	240	3.5
QN	5	165.9	560	3.4
BK	18	194.7	650	3.3
BK	14	168.8	534	3.2
MN	5	44.0	136	3.1
BX	6	75.7	199	2.6
QN	2	109.9	280	2.5
QN	4	167.0	400	2.4
BK	10	122.5	285	2.3
MN	2	93.1	200	2.1
BK	7	120.1	240	2.0
MN	10	107.1	200	1.9
QN	3	169.1	280	1.7
QN	9	141.6	204	1.4
BK	1	160.3	200	1.2
BX	5	128.3	108	0.8
QN	1	211.2	114	0.5
MN	6	136.2	28	0.2
	NYC	8008.3	45487	5.7
	BRONX	1332.7	11965	9.0
	BROOKLYN	2465.3	10748	4.4
	MANHATTAN	1537.2	7649	5.0
	QUEENS	2229.4	11976	5.4
	STATEN ISLAND	443.7	3149	7.1

Small Residential Care Facilities
Bed/Population Ratios by Community District, 2003

BORO	CD	Population(in 1000's)	Beds	Ratio
SI	1	162.6	526	3.2
SI	2	127.1	397	3.1
BK	8	96.1	278	2.9
MN	11	117.7	315	2.7
BX	11	110.7	293	2.6
BX	1	82.2	216	2.6
BX	3	68.6	170	2.5
MN	4	87.5	209	2.4
BX	12	149.1	346	2.3
MN	9	111.7	257	2.3
QN	13	196.3	431	2.2
BK	16	85.3	184	2.2
MN	3	164.4	344	2.1
BX	8	101.3	208	2.1
BX	7	141.4	290	2.1
BX	10	115.9	229	2.0
BK	2	98.6	194	2.0
MN	6	136.2	253	1.9
BK	12	185.0	323	1.7
SI	3	152.9	262	1.7
QN	12	223.6	369	1.7
BX	5	128.3	211	1.6
BK	6	104.1	169	1.6
BX	2	46.8	76	1.6
BK	9	104.0	167	1.6
MN	10	107.1	166	1.5
QN	11	116.4	178	1.5
BX	6	75.7	114	1.5
BX	4	139.6	204	1.5
BK	5	173.2	244	1.4
MN	1	34.4	48	1.4
BK	14	168.8	215	1.3
BX	9	167.9	211	1.3
QN	8	146.6	182	1.2
BK	1	160.3	199	1.2
MN	5	44.0	54	1.2
BK	3	143.9	175	1.2
BK	13	106.1	128	1.2
BK	17	165.8	187	1.1
BK	18	194.7	218	1.1
QN	9	141.6	149	1.1
BK	10	122.5	124	1.0
MN	7	207.7	207	1.0
BK	4	104.4	102	1.0
MN	12	208.4	198	1.0
QN	14	106.7	94	0.9
QN	7	243.0	203	0.8
QN	4	167.0	138	0.8
BK	7	120.1	97	0.8
BK	15	160.3	129	0.8
QN	10	127.3	87	0.7
QN	2	109.9	54	0.5
QN	3	169.1	83	0.5
QN	6	116.0	52	0.4
QN	5	165.9	68	0.4
MN	8	217.1	84	0.4
BK	11	172.1	66	0.4
MN	2	93.1	28	0.3
QN	1	211.2	60	0.3
	NYC	8008.3	11263	1.4
	BRONX	1332.7	2568	1.9
	BROOKLYN	2465.3	3199	1.3
	MANHATTAN	1537.2	2163	1.4
	QUEENS	2229.4	2148	1.0
	STATEN ISLAND	443.7	1185	2.7

Large Residential Care Facilities
Bed/Population Ratios by Community District, 2003

BORO	CD	Population(in 1000's)	Beds	Ratio
MN	11	117.7	5319	45.2
MN	5	44.0	1817	41.3
MN	4	87.5	2446	28.0
BX	2	46.8	1106	23.6
BX	6	75.7	1622	21.4
BK	16	85.3	1810	21.2
BK	2	98.6	1987	20.1
QN	14	106.7	2129	20.0
BX	1	82.2	1590	19.4
BK	8	96.1	1722	17.9
BX	3	68.6	1220	17.8
MN	10	107.1	1763	16.5
QN	12	223.6	3408	15.2
MN	3	164.4	2482	15.1
BX	4	139.6	2098	15.0
BX	5	128.3	1839	14.3
MN	6	136.2	1883	13.8
MN	7	207.7	2658	12.8
QN	13	196.3	2416	12.3
MN	9	111.7	1365	12.2
BK	5	173.2	1921	11.1
BK	4	104.4	1053	10.1
BK	9	104.0	971	9.3
BK	3	143.9	1302	9.1
SI	1	162.6	1324	8.1
BX	11	110.7	845	7.6
BK	13	106.1	701	6.6
BX	12	149.1	767	5.1
QN	8	146.6	698	4.8
SI	2	127.1	595	4.7
QN	3	169.1	784	4.6
QN	4	167.0	741	4.4
MN	8	217.1	892	4.1
BK	15	160.3	651	4.1
QN	2	109.9	410	3.7
BX	7	141.4	518	3.7
BK	18	194.7	696	3.6
BK	6	104.1	329	3.2
MN	2	93.1	282	3.0
MN	12	208.4	630	3.0
BK	1	160.3	460	2.9
BX	8	101.3	288	2.8
QN	10	127.3	332	2.6
BX	10	115.9	291	2.5
BK	11	172.1	431	2.5
QN	9	141.6	303	2.1
BK	12	185.0	385	2.1
BK	14	168.8	286	1.7
QN	7	243.0	356	1.5
QN	5	165.9	242	1.5
QN	1	211.2	300	1.4
BX	9	167.9	204	1.2
BK	10	122.5	136	1.1
BK	7	120.1	96	0.8
SI	3	152.9	91	0.6
BK	17	165.8	95	0.6
	NYC	8008.3	63086	7.9
	BRONX	1332.7	12388	9.3
	BROOKLYN	2465.3	15032	6.1
	MANHATTAN	1537.2	21537	14.0
	QUEENS	2229.4	12119	5.4
	STATEN ISLAND	443.7	2010	4.5

All Residential Care Facilities
Bed/Population Ratios by Community District, 2003

BORO	CD	Population(in 1000's)	Beds	Ratio
QN	1	211.2	17995	85.2
MN	11	117.7	7194	61.1
QN	14	106.7	5599	52.5
MN	1	34.4	1764	51.2
BX	2	46.8	2323	49.6
MN	5	44.0	2007	45.6
BK	2	98.6	4011	40.7
BX	8	101.3	3665	36.2
BX	3	68.6	2385	34.8
BX	11	110.7	3807	34.4
MN	4	87.5	2994	34.2
BK	8	96.1	2639	27.5
BX	6	75.7	1935	25.6
MN	10	107.1	2671	24.9
BK	16	85.3	2118	24.8
BX	1	82.2	1930	23.5
BX	4	139.6	3213	23.0
MN	3	164.4	3708	22.6
SI	2	127.1	2855	22.5
QN	12	223.6	4864	21.8
SI	1	162.6	3168	19.5
BK	9	104.0	2006	19.3
BK	13	106.1	2029	19.1
QN	2	109.9	2068	18.8
MN	7	207.7	3899	18.8
MN	9	111.7	2081	18.6
QN	13	196.3	3557	18.1
BX	12	149.1	2559	17.2
BX	5	128.3	2158	16.8
BK	5	173.2	2890	16.7
BX	7	141.4	2340	16.5
MN	6	136.2	2164	15.9
BK	4	104.4	1589	15.2
MN	8	217.1	3226	14.9
QN	8	146.6	2163	14.8
BK	3	143.9	2039	14.2
QN	7	243.0	3162	13.0
BX	10	115.9	1405	12.1
BK	7	120.1	1433	11.9
MN	12	208.4	2446	11.7
BK	6	104.1	1018	9.8
BK	15	160.3	1422	8.9
BK	12	185.0	1556	8.4
BK	18	194.7	1564	8.0
QN	4	167.0	1290	7.7
BK	11	172.1	1253	7.3
SI	3	152.9	1089	7.1
QN	11	116.4	825	7.1
QN	3	169.1	1147	6.8
BX	9	167.9	1084	6.5
BK	14	168.8	1035	6.1
BK	17	165.8	940	5.7
MN	2	93.1	510	5.5
BK	1	160.3	859	5.4
QN	5	165.9	870	5.2
QN	9	141.6	661	4.7
BK	10	122.5	545	4.4
QN	6	116.0	512	4.4
QN	10	127.3	419	3.3
	NYC	8008.3	146658	18.3
	BRONX	1332.7	28804	21.6
	BROOKLYN	2465.3	30946	12.6
	MANHATTAN	1537.2	34664	22.6
	QUEENS	2229.4	45132	20.2
	STATEN ISLAND	443.7	7112	16.0

RANKING OF RESIDENTIAL BED RATIOS BY COMMUNITY DISTRICT, 2003

Boro/ CD	Correctional		Health Care		Small Facilities		Large Facilities		All Facilities	
	Ratio	Rank	Ratio	Rank	Ratio	Rank	Ratio	Rank	Ratio	Rank
BX 1	1.5	12	–	–	2.6	6	19.4	9	23.5	16
BX 2	20.1	3	4.3	26	1.6	24	23.6	4	49.6	5
BX 3	11.0	5	3.5	36	2.5	7	17.8	11	34.8	9
BX 4	–	--	6.5	16	1.5	29	15.0	15	23.0	17
BX 5	–	--	0.8	51	1.4	22	14.3	16	16.8	29
BX 6	--	--	2.6	41	1.5	28	21.4	5	25.6	13
BX 7	0.2	17	10.7	9	2.1	15	3.7	36	16.5	31
BX 8	–	--	31.3	2	2.1	14	2.8	42	36.2	8
BX 9	0.1	21	3.9	33	1.3	33	1.2	52	6.5	50
BX 10	--	--	7.6	15	2.0	16	2.5	44	12.1	38
BX 11	–	--	24.1	3	2.6	5	7.6	26	34.4	10
BX 12	0.1	19	9.6	11	2.3	9	5.1	28	17.2	28
BK 1	–	--	1.2	50	1.2	35	2.9	41	5.4	54
BK 2	7.7	7	10.9	7	2.0	17	20.1	7	40.7	7
BK 3	0.2	18	3.7	34	1.2	37	9.1	24	14.2	36
BK 4	–	--	4.2	28	1.0	44	10.1	22	15.2	33
BK 5	–	--	4.2	27	1.4	30	11.1	21	16.7	30
BK 6	–	--	5.0	20	1.6	23	3.2	38	9.8	41
BK 7	8.3	6	2.0	46	0.8	49	0.8	54	11.9	39
BK 8	0.2	15	6.4	17	2.9	3	17.9	10	27.5	12
BK 9	0.2	16	8.1	14	1.6	25	9.3	23	19.3	22
BK 10	–	--	2.3	44	1.0	42	1.1	53	4.4	57
BK 11	–	-	4.4	24	0.4	57	2.5	45	7.3	46
BK 12	–	--	4.6	23	1.7	19	2.1	47	8.4	43
BK 13	–	--	11.3	6	1.2	38	6.6	27	19.1	23
BK 14	–	--	3.2	39	1.3	32	1.7	48	6.1	51
BK 15	–	--	4.0	30	0.8	50	4.1	34	8.9	42
BK 16	1.5	13	–	--	2.2	12	21.2	6	24.8	15
BK 17	0.1	24	3.9	32	1.1	39	0.6	56	5.7	52
BK 18	–	--	3.3	38	1.1	40	3.6	37	8.0	44

Boro/ CD	Correctional		Health Care		Small Facilities		Large Facilities		All Facilities	
	Ratio	Rank	Ratio	Rank	Ratio	Rank	Ratio	Rank	Ratio	Rank
MN 1	49.9	2	–	--	1.4	31	–	--	51.2	4
MN 2	–	--	2.1	45	0.3	58	3.0	39	5.5	53
MN 3	–	--	5.4	19	2.1	13	15.1	14	22.6	18
MN 4	3.9	10	--	--	2.4	8	28.0	3	34.2	11
MN 5	–	--	3.1	40	1.2	36	41.3	2	45.6	6
MN 6	–	--	0.2	53	1.9	18	13.8	17	15.9	32
MN 7	–	--	5.0	21	1.0	43	12.8	18	18.8	25
MN 8	–	--	10.4	10	0.4	56	4.1	33	14.9	34
MN 9	0.1	22	4.0	29	2.3	10	12.2	20	18.6	26
MN 10	5.1	8	1.9	47	1.5	26	16.5	12	24.9	14
MN 11	--	--	13.2	5	2.7	4	45.2	1	61.1	2
MN 12	3.4	11	4.4	25	1.0	45	3.0	40	11.7	40
QN 1	83.0	1	0.5	52	0.3	59	1.4	51	85.2	1
QN 2	12.0	4	2.5	42	0.5	52	3.7	35	18.8	24
QN 3	–	--	1.7	48	0.5	53	4.6	31	6.8	49
QN 4	0.1	23	2.4	43	0.8	48	4.4	32	7.7	45
QN 5	–	--	3.4	37	0.4	55	1.5	50	5.2	55
QN 6	–	--	4.0	31	0.4	54	–	--	4.4	58
QN 7	–	--	10.7	8	0.8	47	1.5	49	13.0	37
QN 8	–	--	8.8	12	1.2	34	4.8	29	14.8	35
QN 9	–	--	1.4	49	1.1	41	2.1	46	4.7	56
QN 10	–	--	–	--	0.7	51	2.6	43	3.3	59
QN 11	–	--	5.6	18	1.5	27	–	--	7.1	48
QN 12	–	--	4.8	22	1.7	21	15.2	13	21.8	20
QN 13	–	--	3.6	35	2.2	11	12.3	19	18.1	27
QN 14	0.1	20	31.5	1	0.9	46	20.0	8	52.5	3
SI 1	–	--	8.1	13	3.2	1	8.1	25	19.5	21
SI 2	0.3	14	14.4	4	3.1	2	4.7	30	22.5	19
SI 3	4.8	9	–	--	1.7	20	0.6	55	7.1	47