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Office of Development
Inclusionary Housing
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AFFORDABLE HOUSING PLAN APPLICATION CHECKLIST PURSUANT TO THE INCLUSIONARY HOUSING PROGRAM

SUBMISSION ITEM	Notes
<input type="checkbox"/> Completed Inclusionary Housing Application (attached) Information on the Inclusionary Housing Program can be found here: http://www1.nyc.gov/site/hpd/developers/inclusionary-housing.page	
<input type="checkbox"/> Project Description/Narrative Division of Building and Land Development Services (BLDS) Submission Requirements <input type="checkbox"/> Inclusionary Housing Architect Affidavit. Submit certification from an architect that states: (1) the amount of affordable floor area in the project, (2) that the affordable housing units comply with Section 23-96 of the New York City Zoning Resolution (Zoning Resolution) and Section 41-15 of the Inclusionary Housing Program Guidelines (Guidelines), and (3) that the project complies with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 part CFR 8. You can access our Architect Affidavit here: <ul style="list-style-type: none"> • R-10 and IH Designated Areas: http://www1.nyc.gov/assets/hpd/downloads/pdf/R10-Designated-Areas-Inclusionary-Architect-Affidavit • Greenpoint-Williamsburg: http://www1.nyc.gov/assets/hpd/downloads/pdf/GWilliamsburg-Inclusionary-Architect-Affidavit • West Chelsea and Hudson Yards: http://www1.nyc.gov/assets/hpd/downloads/pdf/West-Chelsea-Hudson-Yards-Architect-Affidavit You can access Exhibit A of the Architect Affidavit here: <ul style="list-style-type: none"> • Unit Height Distribution Chart A: http://www1.nyc.gov/assets/hpd/downloads/Excel/Unit-height-distribution-ChartA.xls • Horizontal Unit Distribution Chart B: http://www1.nyc.gov/assets/hpd/downloads/Excel/horizontal-unit-distribution-chartB.xlsx • Unit Bedroom Mix Chart C: http://www1.nyc.gov/assets/hpd/downloads/Excel/unit-bedroom-mix-ChartC.xlsx • Unit Size Chart D: http://www1.nyc.gov/assets/hpd/downloads/Excel/unit-size-chartD.xlsx Zoning Resolution can be accessed here: http://www.nyc.gov/html/dcp/pdf/zone/art02c03.pdf	

SUBMISSION ITEM

Building Drawings

Submit DOB submission quality building drawings that substantiate or verify the professional certifications for new construction, substantial rehabilitation and preservation projects as follows:

New Construction Drawings (not including supportive housing)

Each design submission shall comprise two multi-page PDFs, one of which shall contain all design drawings (“Drawings”), and the other of which shall contain all supporting documents (“Documents”). All files must be submitted through the BLDS eSubmit process, and each file must be less than 50 MB in size.

Once a complete Application package is submitted to the Inclusionary Housing Program, your Project Manager will initiate the intake of the project through the BLDS eSubmit system.

A notification will be sent to the development team which will permit the Architect to upload the Drawings and Documents.

BLDS New Construction Design Review Submission Checklist can be found here:

<http://www1.nyc.gov/assets/hpd/downloads/pdf/New-Construction-Design.pdf>

SUBMISSION ITEM	
<p><u>New Construction Supportive Housing:</u> Guidelines for submitting building plans are located here: http://www1.nyc.gov/assets/hpd/downloads/pdf/developers/sro-constr-guidelines.pdf</p> <p><u>Preservation and Substantial Rehabilitation Plans:</u></p> <ul style="list-style-type: none"> • Submit existing Department of Buildings approved building plans, including the site plan of the building containing Affordable Housing, and sheets that reflect the total size of the building, and the size and configuration of the dwelling units to be contained in the building. If no existing building plans are on record, please submit newly drawn building plans. • Provide a scope of work indicating the extent of preservation or rehabilitation work proposed. <p>Except for preservation and substantial rehabilitation projects where building plans exist of record and no new building plans are required to be filed, to permit alterations, by DOB, building drawings and responses to DOB objections must be reviewed by a DOB plan examiner. They must not be professionally-certified.</p>	
<p><input type="checkbox"/> Campaign Finance- Doing Business Data Form</p> <p>Entities participating in affordable housing transactions with the City must complete Campaign Finance forms and must submit them as follows: (1) with the Application and (2) one week before closing. Please submit a hard copy original and PDF electronic version. You can access the Campaign Finance form here: http://www1.nyc.gov/assets/hpd/downloads/pdf/developers/Doing-Business-Affor-hou-Data-Form.pdf</p>	
<p><input type="checkbox"/> Community Board Notification</p> <p>Submit proof, either through proof of mailing or signature of receipt from the Community Board, that the proposed Affordable Housing Plan was submitted to the Community Board in which the project is located and the date such plan was submitted. The Affordable Housing Plan must be submitted to the Community Board at least 45 days prior to execution of a regulatory agreement.</p>	

SUBMISSION ITEM	
<p>Fees All fees must be paid in the form of a certified check, bank check or money order as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> \$100 Application Fee - due at application submission made payable to the Department of Finance (DOF). <input type="checkbox"/> \$100 Construction Sign Fee - due at application submission made payable to the Department of Housing Preservation and Development. <input type="checkbox"/> Inclusionary Housing Fee - due at closing, made payable to DOF (\$1000 per IH Unit for 1st 50 units, \$500 for each additional unit). <input type="checkbox"/> Inclusionary Housing Reserves Fee – due upon project completion (\$2.25 per square foot of affordable housing). 	
<p>Sponsor Review Submit disclosure forms for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administering Agent <p>Please provide a <u>hard copy original</u>, a <u>photocopy</u> and <u>electronic copies (in PDF on a CD-ROM)</u> for the entities and their principals. You can access the Sponsor Review forms here: http://www1.nyc.gov/site/hpd/developers/sponsor-review-procedures.page</p> <p>Organization Charts Submit organizational charts for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicant <input type="checkbox"/> Administering Agent <input type="checkbox"/> General Contractor <p>Employer Identification Numbers Submit EIN Numbers for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicant <input type="checkbox"/> Owner, if different than Applicant <input type="checkbox"/> Administering Agent <input type="checkbox"/> General Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Attorney <p>Tax Memo Property Lists Submit a list of all NYC properties currently owned, managed, or controlled by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicant and all principals <input type="checkbox"/> Administering Agent and all principals <input type="checkbox"/> General Contractor and all principals <p>Please provide proof of payment for outstanding DOF and DEP arrears and Dismissal Requests or Certificate of Corrections for outstanding C-violations, as applicable, for the properties listed.</p>	

SUBMISSION ITEM	
<p>Pre-Transaction Affidavits Submit affidavits two (2) weeks before signing a regulatory agreement for: <input type="checkbox"/> Administering Agent</p> <p>You can access the Pre-Transaction Affidavit form here: http://www1.nyc.gov/assets/hpd/downloads/pdf/Pre-Transaction-Affidavit</p> <p>Financing <input type="checkbox"/> Submit a commitment letter and term sheet.</p> <p><input type="checkbox"/> Underwriting Submit the following in Microsoft Excel on CD-ROM (make sure that all cells are fully linked):</p> <ul style="list-style-type: none"> • Development budget - HPD IH reserves and fees must be capitalized in the development budget. • Sources and uses of financing • Number and bedroom size of units • Rents and income level of tenants – Indicate year and AMI level of affordable rents and whether tenants are responsible for gas and/or electric. • Maintenance and Operations - At a minimum, the following should be included as separate line items: <ul style="list-style-type: none"> ○ Administrative - legal, accounting, management fee, fire & liability insurance ○ Utilities - heating, electricity, water & sewer ○ Maintenance – supplies, cleaning, exterminating, repairs/replacement, super & maintenance salaries, elevator maintenance & repairs, building reserve. • 30 year cash flow analysis - Provide a Cash Flow Analysis sheet. • Rent Roll - for preservation and substantial rehabilitation projects only. • Sales Prices - for homeownership projects only. 	

<p><input type="checkbox"/> Permit Notice Request Letter (if applicable) If applicant will require a Permit Notice upon entering into a regulatory agreement with HPD, applicant must make this request from HPD in writing prior to closing. The Permit Notice will notify DOB that building permits may be issued to one or more compensated developments to utilize floor area compensation from all or a portion of the affordable floor area on a generating site.</p> <p>Permit Notice Request letters must include the following items:</p> <ul style="list-style-type: none"> • Address, borough, block and lot of the Generating Site; • Address, borough block and lot of the Compensated Development; • The zoning district in which the Compensated Development is located and a representation that the Compensated Development is eligible to receive the bonus; • Confirmation that the Compensated Development is located within the same Community Board as the Generating Site or an adjacent Community Board and within ½ mile of the generating site; • The amount of affordable floor area to be transferred from the Generating Site to the Compensated Development ; • Representation that the individual who is making the request is authorized to make the request; • The letter must be notarized if it is not from an attorney licensed to practice law in New York State. 	
<p>Environmental Review</p> <p>Routine and continuing environmental approval. No submission requirements.</p>	<p>NA</p>
<p>Transparency</p> <p>Not applicable for Inclusionary Housing projects. If participating in other HPD programs comply with the transparency requirements as required by such other programs.</p>	<p>NA</p>

THE CITY OF NEW YORK
DEPARTMENT OF HOUSING PRESERVATION AND DEVELOPMENT
Office of Development
100 GOLD STREET, FIFTH FLOOR, NEW YORK, NEW YORK 10038
(212) 863-8228

AFFORDABLE HOUSING PLAN APPLICATION PURSUANT TO THE INCLUSIONARY HOUSING PROGRAM

Please indicate "Not Applicable" or "NA" where appropriate. Do not leave any lines blank.

1. Applicant: _____
Address: _____
Fax: _____
Email: _____
Primary Contact (Name/Phone/Email):

2. Owner (if different): _____
Address: _____
Fax: _____
Email: _____
Primary Contact (Name/Phone/Email):

3. Administering Agent: _____
Address: _____
Fax: _____
Email: _____
Primary Contact (Name/Phone/Email):

4. General Contractor: _____
Address: _____
Fax: _____
Email: _____
Primary Contact (Name/Phone/Email):

5. Architect: _____
Address: _____
Fax: _____
Email: _____
Primary Contact (Name/Phone/Email):

6. Attorney and Firm: _____
Address: _____
Fax: _____
Email: _____
Primary Contact (Name/Phone/Email):

7. Location of Affordable Housing Units
Street Address: _____
Borough: _____
Block(s)/Lot(s): _____
Community Board: _____

8. Inclusionary Housing District of Affordable Housing Units
 R-10 Inclusionary:
Is project privately financed (Yes/No)? _____
 IH Designated Area (Insert ZR section reference, e.g., §23-952, §98-26, §62-352, etc):

 Special District: _____
 Other (please explain): _____

9. If publicly financed, list all sources of governmental assistance, including lower income housing tax credits, bond financing, and land disposition programs:

10. Type of Project (check all that apply)
Construction type
 New Construction
 Preservation
 Substantial Rehabilitation

10. Type of Project (continued)

Location

- On-site
- Off-site

Inclusionary Units

- Rental
- Homeownership

Non-Inclusionary Units

- Rental
- Homeownership
- Not Applicable

Unit Count

Total Units: _____

Total IH Units: _____

Super's Units: _____

11. Income Distribution of Affordable Housing Units

Number of low-income units (equal to or less than 80% AMI): _____

Number of moderate-income units (equal to or less than 125% AMI): _____

Number of middle-income units (equal to or less than 175% AMI): _____

12. Tax Exemption To Be Requested: _____

13. If the project will contain a condominium or cooperative structure, please describe the structure and the use of each unit. If not, please indicate N/A:

Authorized Signature of Applicant: _____

Print name: _____

Date: _____