ShareNYC RFEI Addendum
RFP Issue Date: November 1, 2018
Addendum 1 Issue Date: January 14, 2019

Contents of the Addendum

A. Questions and Answers – Enclosed are questions and answers that were asked at the ShareNYC RFI/RFEI pre-submission conference held on November 30, 2018 as well as questions sent to the ShareNYC RFI/RFEI email address.

B. Pre-Submission Conference Presentation – The presentation that was presented during the Pre-submission conference on November 30, 2018 is provided.

C. Contact Information - Contact information is provided for those individuals who attended the pre-submission conference and indicated their willingness to share their contact information.
General ShareNYC Questions

Q1: What are HPD's strategic goals with respect to shared housing?
A1: The New York City Department of Housing Preservation and Development (HPD) is using this Request for Information (RFI) and Request for Expressions of Interest (RFEI) to further understand how the Shared Housing model can be developed in the context of New York City and promote a broader range of housing typologies that respond to the diverse needs and preferences of New York City households. The Agency does not have specific unit count goals. Depending on the information gleaned from the RFI and RFEI submissions, the Agency may use such information to publish a report on the findings and create a financing program in the future. The goal of the RFEI is to identify at least one development site to develop a project with shared housing units and affordable housing.

Q2: Does the City see shared housing as a means of increasing the affordable housing stock or as a way of creating more housing in general?
A2: HPD is continuing to examine how Shared Housing can be developed as a housing typology in the City. HPD hopes that the RFI and RFEI will provide greater insight into how developers can effectively create more affordable housing, more housing in general, and more housing of this kind in New York City.

Q3: There are currently co-living buildings across the city. How will the projects produced through the ShareNYC RFEI be any different?
A3: HPD's understanding is that in most co-living buildings, tenants share a common lease. Shared Housing Units produced through this RFEI will require each household to have a separate lease for their respective Rooming Unit, the creation of which is restricted by the Housing Maintenance Code. The creation of Rooming Units allows for a greater number of living arrangements. In some instances, the physical layout of a co-living unit and a Shared Housing Unit might look very similar; in other instances, they may look very different. The rooming units financed through the ShareNYC RFEI may be more affordable than what is available in the market and the affordable units will be subject to rent regulation.

Q4: Why issue both an RFI and RFEI at the same time?
A4: HPD has been researching Shared Housing and feels comfortable moving forward with an RFEI to further determine how best to produce Shared Housing. The RFI is designed to allow input from parties not interested in submitting a development proposal. Depending on the information gleaned from the RFI and RFEI submissions, the Agency may use such information to publish a report on the findings and create a financing program in the future.

Q5: How many projects will HPD designate under the RFEI? Will only one proposal be selected?
A5: HPD may designate more than one project in the event that it receives multiple feasible proposals that meet the Goals of the RFEI.

Q6: Is the end goal to ultimately issue an RFP after the RFEI?
A6: HPD would like to designate projects through this RFEI process. The Agency hopes to receive quality, feasible projects that can be developed in partnership with the responding development team.

Q7: Will HPD accept RFI submissions after the deadline?
A7: No. While the public is always welcome to submit information or opinions on HPD programs, HPD will only accept RFI submissions through the ShareNYC RFI/RFEI process before the deadline.
Q8: Is HPD going to publish the findings of the RFI?
A8: Yes. HPD will endeavor to publish the findings of the RFI and other information it has learned through the RFI process.

Q9: Can HPD post the presentation materials from the November 30, 2018 Pre-submission Conference?
A9: Yes. Please see part B of this Addendum.

General RFEI Questions

Q10: Will HPD accept proposals that are mixed-income?
A10: Yes.

Q11: Will HPD accept proposals which are 100% supportive housing?
A11: Yes.

Q12: Will HPD only accept proposals for new construction?
A12: No. The RFEI states that Respondents may propose submissions for new construction, preservation, conversion, or adaptive reuse projects.

Q13. Will HPD accept or have a preference for proposals which include homeownership?
A13: Yes, HPD will accept proposals that propose homeownership. However, only market-rate units may be homeownership. Any unit receiving subsidy or requiring approval from HPD under this RFEI must be rental.

Q14: Will HPD consider projects already in predevelopment on publicly-owned sites for the RFEI?
A14: No. Respondents must propose projects that will be built on privately-owned land.

Q15: How do you define “affordable rent”? How many %s below average income?
A15: As stated on HPD’s website, affordable housing is based on a household's percentage of the Area Median Income (AMI), which is set by the federal government (see the Definitions section of the ShareNYC RFI/RFEI). Housing is considered affordable if it costs about 30% or less of what the people living there make, and is regulated so the rent can't increase dramatically over time. The highest allowable rents that HPD will consider for subsidy under Housing New York are those that are affordable to households earning less than or equal to 165% AMI.

Q16: How much of the proposed project must be affordable? What does “substantially affordable” mean as stated in the RFEI?
A16: The proposed project must be substantially affordable. For the purposes of this RFI/RFEI, a substantially affordable project is one that provides, at a minimum, more affordable units than would be otherwise achieved through “as-of-right” tax incentive programs, or greater than 25% – 30% of the units.

Respondents should note that in accordance with Goals of the RFEI and the Competitive Criteria, projects will be evaluated on how well the development program identifies and addresses an unmet housing need. There are preferences for proposals that are predominantly affordable, include a mix of AMIs, and/or include units for extremely low and very low income tenants and formerly homeless tenants.
Q17: Are there preferred locations for the project?
A17: No, there are no preferred locations. This is a citywide initiative, and HPD is not targeting specific populations or neighborhoods.

Q18: How big must the project be? Are there a minimum number of units required?
A18: There is no minimum number of units required. However, Respondents should have comparable development experience and comparable management experience to the project being proposed, as described on page 16 of the ShareNYC RFI/RFEI.

Q19: Do you need to have acquired the site already to submit a proposal?
A19: No. However, Development Teams must demonstrate site control or how they will acquire the Site within the proposed development schedule and budget, and there is a preference for teams that own their Project Site or have entered into a contract of sale for the Project Site at the time of such RFEI submission.

Q20: What level of maturity should the site be in? Pre-permit or after?
A20: Sites may be at any point of pre-construction maturity.

Q21: Is there a requirement for the project to begin construction at a certain point in time?
A21: The Developer will be expected to start construction on the date specified in its Development Schedule, which must be within 18-36 months of HPD’s issuance of a Negotiation Letter to the Developer.

Q22: What is the procedure if more than one site is being proposed for development?
A22: A separate proposal must be submitted for each site for which a project is proposed.

Q23: Will HPD accept proposals in which a community land trust (CLT) owns multiple projects at different sites?
A23: A Development Team, including a community land trust, may include multiple sites within a single proposal if the financing of such sites are interdependent. In all other cases, each site, even if proposed by identical Development Teams, must have its own proposal.

Q24: Is there a limit to how many rooming units can be in a shared housing unit?
A24: No. Respondents may propose as many Rooming Units as they believe are appropriate for each Shared Housing Unit and should describe the rationale in the Design Narrative.

Development Team

Q25: What sort of track record are you expecting from the developer?
A25: Development Team Experience and Capacity comprise 10% of the Competitive Criteria, which begins on page 19 of the ShareNYC RFI/RFEI. Development Teams must also meet the Threshold Review findings detailed on page 16 and 17 of the RFI/RFEI, which requires, among other things, comparable development experience and comparable management experience to the size of the project being proposed and for the Development Team to affirm their capacity to take on the proposed project.

Financing
Q26: How does HPD generally provide financing?
A26: HPD accomplishes the City’s affordable housing goals by offering a range of low-cost financing options for New Construction on privately- and publicly-owned land. The Agency also administers multiple Preservation programs to facilitate the physical and financial sustainability and affordability of privately-owned multifamily and owner-occupied buildings. Additionally, HPD administers tax credit and tax incentive programs. More information on all of these programs is available on HPD’s website at this link: https://www1.nyc.gov/site/hpd/developers/development-programs.page.

Q27: What are the incentives that the City is giving as part of the program?
A27: HPD is not stipulating a particular subsidy level at this time, and Respondents may assume any financing structure, including other public subsidies, so long as they are able to show that it is realistic and feasible. However, a goal of the RFEI is for Respondents to leverage construction cost savings and/or greater rental income to:

- Reduce or eliminate the need for government subsidy (including Federal Low Income Housing Tax Credits),
- Cross-subsidize lower AMI units; and/or
- Better facilitate development in high cost areas.

The project will need to address an unmet housing need and be a benefit to the city’s overall housing stock.

Q28: Since no particular HPD term sheet is required, and there is none that is actually applicable to this type of housing, what kind of assumptions can be made when putting together the financing section?
A28: Proposals can use existing term sheets and programs as a guideline. However, proposals should make sure to use public financing resources, including, but not limited to, low income housing tax credits, as efficiently as possible.

Q29: Can financing for Shared Occupancy Units, such as Section 8 Vouchers, be considered if meeting the HPD guidelines for that program?
A29: Yes, applicants are welcome to propose any financing structure so long as they are able to show that it is a viable source, considering all the applicable regulations. Any project that utilizes more than 8 Section 8 project based vouchers will need to be constructed with Davis-Bacon prevailing wages. Please note that Section 8 vouchers are a limited resource and is considered to be subsidy.

Q30: Any benefits to Opportunity Zones?
A30: Applicants are welcome to propose any financing structure so long as they are able to show that it is a viable source, considering all the applicable regulations.

Q31: Will rooming units qualify as “affordable housing units” under 421-a?
A31: HPD is confirming this information and will provide an update as soon as possible.

Q32: For purposes of 421-a, is an affordable unit considered as the shared unit, or the number of occupied rooms. (E.g. would a shared housing unit with 3 separate occupants or “households” and one shared living room be considered as 1 unit or 3?)
A32: HPD is confirming this information and will provide an update as soon as possible.

Q34: Will HPD post its term sheets?
A34: HPD’s term sheets are located on its website. Respondents are encouraged to review the term sheets and to use them as guidance for preparing a financially feasible proposal.

Q35: If the building turns out to not be financially feasible, what restrictions will remain on the building? What will HPD do?
A35: If HPD is providing subsidy for a project, then the Agency will have examined the financing extensively to ensure that the building will be sustainable over time. HPD, like any other lender, will not close on financing unless the project has proven to be financially feasible using underwriting standards current at the time of the closing. Furthermore, HPD will require a regulatory agreement for the project that will require a variety of restrictions on the project’s long-term use and affordability.

Q36: What do you expect the life cycle of the project should be? How many years is the rent for?
A36: As stated in the RFI/RFEI, units must remain in the rent stabilization system for the duration of the Project, or as required by law, but in no case less than thirty (30) years. The Developer may propose a strategy to extend the affordability period for an additional number of years. Submissions must explain any future financial and other resources needed from the City to extend affordability beyond the regulatory period and indicate how the Submission budgets for future capital needs.

Q37: How do you set rents for the rooming units?
A37: The rents for Rooming Units will be set at the discretion of the Respondent in creating the best proposal possible given the Goals of the RFEI and the Competitive Criteria. Submissions should describe the rationale for such rents and the AMIs of the households renting such units in the Financing Narrative, as well as the extent to which utility and amenity costs will factor in, and stipulate a household factor for calculations in Form I.

Q38: What restrictions will there be on the affordable units within the proposed projects?
A38: If a project receives loans or other subsidy from HPD, the development will be subject to a regulatory agreement. The terms of the agreement are dependent on the project’s applicable financing program. However, Respondents may look to current financing programs as a guideline for the types of restrictions typically imposed by HPD. Note that the rent for each tenant must be set so that it is at or less than 30% of their annual income.

Q39: Is there a prevailing wage for labor?
A39: As stated in the RFEI, the Developer must comply with Davis-Bacon and the Contract Work Hours and Safety Standards Acts, if applicable, which currently includes Projects that contain twelve (12) or more units assisted with Federal HOME funds or Projects that contain nine (9) or more units funded with Project Based Vouchers. Where other proposed funding sources have wage requirements, such requirements must be met and factored into the Financial Submission.

Zoning & Regulatory Issues

Q40: How does the program overlap with inclusionary and mandatory inclusionary housing requirements?
A40: The Inclusionary Housing Program sets requirements for generating sites or Mandatory Inclusionary Housing (MIH) sites in ZR 23-96. In certain instances, such provisions may be waived in order to comply with an HPD program. As part of ShareNYC, HPD will consider proposals that include waivers and evaluate which waivers may be necessary aspects of the ShareNYC program on a case-by-case basis.
Q41: If you're saying that Rooming Units require HPD approval, how are current co-living units allowed? Will this program change zoning/permitting for co-living?

A41: HPD’s understanding of current co-living units is that such units are typically managed as a single dwelling in which tenants maintain access to all parts of the dwelling and share a common lease, thus qualifying as a “common household” as stipulated in HMC §27-2004 (a)(4)(a). Such units typically meet the standard definition of an “apartment” as defined in HMC §27-2004 (a)(14), do not contain Rooming Units, and are often built as-of-right. There are no anticipated changes to regulations for such units.

Shared Housing Units, as defined in this RFI/RFEI, comprise two parts: two or more Rooming Units, and Shared Facilities. HPD approval is required for the creation of new Rooming Units, so, to create such units, there is an extra step where HPD is required to assess whether new Rooming Units meet certain provisions of the City’s Housing Maintenance Code set forth in HMC §27-2077. Otherwise, the permitting process is similar to standard apartment buildings. All buildings will continue to be examined and inspected by the Department of Buildings, and buildings using HPD subsidy will continue go through the various review procedures administered by HPD for all the housing that we finance.

Q42: Will the pilot be exempt from HMC §27-2077?

A42: While the RFEI has a preference for proposals that are as-of-right, HPD will consider responses to the RFEI that propose code changes. Where such changes are proposed, Respondents must explain the reasoning behind such changes and describe all necessary approval processes for such changes. Responses to the RFI may also include suggestions for code changes and should similarly describe the reasoning behind such changes.

However, where Respondents do not propose such changes, respondents should anticipate that HPD will review the creation of new Rooming Units pursuant to the conditions set forth in §27-2077 of the New York City Housing Maintenance Code, in accordance with the Goals of the RFEI.

Q43: Can there be a component of market rate housing given that the Housing Maintenance Code only allows HPD to create units that are government assisted?

A43: As stated in the RFI/RFEI, Submissions to the RFEI may include a tier of market-rate units. Where Shared Housing Units are proposed to be market-rate, the Rooming Units in such Shared Housing Unit must still comply with HMC §27-2077, except where the proposal includes modifications to such requirements as well as the reasoning behind such changes and a description of all necessary approval processes for such changes.

Q44: When proposing a code change, should proposals presume an extended predevelopment and construction period due to the need to secure these changes?

A44: Proposals should assume a pre-development schedule and commencement of construction in accordance with the guidelines stipulated in the RFEI. Where Proposals require public approvals, Respondents should describe the timeline and its effect on the Development Schedule, and should assume that HPD will help to facilitate such approvals where appropriate.

Q45: Since HPD is open to waiving various rules, guidelines, and financing terms, are there any specific regulations for which projects must comply?

A45: Projects must comply with HPD/HDC’s Marketing Handbook and all applicable federal, state, and local laws. As noted in the RFEI, there is a preference for proposals that are as-of-right.
Q46: Will shared housing units be required to file as a “philanthropic or non-profit institution with sleeping accommodations” under zoning Use Group 3?
A46: Shared Housing Units may be filed as either a “residential use” or a “community facility use” as each is defined in ZR Section 12-10.

As defined in this RFI/RFEI, Shared Housing Units consist of two or more Rooming Units with Shared Facilities. Where filed as a “residential use” as defined in ZR Section 12-10, such Rooming Units will be considered “rooming units” as also defined in ZR Section 12-10, and allowed per the Use Group 2 allowances set forth in ZR Section 22-12. Where filed as a community facility use, Shared Housing Units shall be considered a Use Group 3 “philanthropic or non-profit institution with sleeping accommodations” as set forth in ZR Section 22-13.

Q47: How will unit density and parking calculations work for Shared Housing Units?
A47: The unit density and off-street parking requirements applicable to Shared Housing Units will vary by use classification.

As defined in this RFI/RFEI, Shared Housing Units consist of two or more Rooming Units with Shared Facilities. Where filed as a “residential use” as defined in ZR Section 12-10, such Rooming Units will be considered “rooming units” as also defined in ZR Section 12-10. Such units must comply with paragraphs (c), (d), or (e) of the definition of “rooming unit” in such section, and are allowed per the Use Group 2 allowances set forth in ZR Section 22-12. In the underlying requirements applicable to residential uses, rooming units have no unit density restrictions or off-street parking requirements. However, rules vary by district and geography, and underlying requirements may be modified in special areas or by special districts, as applicable.

Where filed as a “community facility use” as defined in ZR Section 12-10, Shared Housing Units shall be considered Use Group 3 “philanthropic or non-profit institution with sleeping accommodations” ("NPISAs") as set forth in ZR Section 22-13, and must comply with the qualification standards for NPISAs as determined by DOB. In the underlying requirements applicable to community facility uses, NPISAs have no unit density restrictions. In Residence Districts, the off-street parking requirements for NPISAs are set forth in ZR Section 25-30 and 25-80. In Commercial Districts, the off-street parking requirements for NPISAs are set forth in ZR Sections 36-20 and 36-70. Notably, such requirements are limited and may be waived or exempted in many instances. However, rules vary by district and geography, and underlying requirements may be modified in special areas or by special districts, as applicable.

Q48: Can proposals include proposals for zoning text changes?
A48: Yes. However those changes should assume that the project will be subject to the public approval process for zoning text amendments and should include such process as part of the project’s development timeline.

Q49: Will all units be subject to rent regulation?
A49: Only the affordable units will be subject to rent regulation. If Respondents are seeking discretionary tax exemptions such as Article XI, the units covered under the exemption must be rent-regulated.

Q50: Are Respondents able to use the AIRS bonus if a senior set-aside is proposed?
A50: If the submission proposes to use zoning allowances pursuant to Affordable Independent Residences for Seniors (AIRS) to make the proposed project feasible, a set-aside can be proposed for the senior units that is in compliance with the requirements of AIRS. If AIRS is not needed to make the project feasible, a senior set-aside will not be permitted.
Q51: Are proposals which include flexible units (i.e., units where walls can be moved) appropriate for the RFEI?
A51: HPD is confirming this information and will provide an update as soon as possible.

Marketing & Management

Q52: How will this program work with the housing lottery? Will owners be able to match residents? Can responses to the RFEI propose changes to the housing lottery?
A52: The leasing process for these projects will be in accordance with the HPD/HDC Marketing Handbook. All prospective applicants for Rooming Units will apply via Housing Connect or the application system in use at the time of lease up. Each household of a Rooming Unit must apply and qualify on its own and will be placed according to income and household size eligibility. The residents of other rooming units will not factor into any household’s eligibility determination. There will be no roommate matching or interviews. In instances where a multi-person household applies for a Rooming Unit, the household in its entirety must be income-eligible for such Rooming Unit. As stated in the RFEI, for the purposes of applying the occupancy standards set forth in the HPD/HDC Marketing Handbook, the number of bedrooms in a Rooming Unit shall determine the permitted range of household sizes that can occupy such Rooming Unit. As part of either RFEI or RFI Submission, HPD welcomes ideas on how it may amend its Marketing guidelines in the future to facilitate Shared Housing.

Q53: Supportive housing developments often have specific guidelines for leasing units. Will these requirements be waived?
A53: Where supportive housing units are proposed, leasing of such units must comply with the applicable lease-up process for supportive housing units. Where homeless set-asides are proposed, such units must comply with the HPD/HDC Marketing Handbook for leasing units, including the acceptance of referrals of homeless persons from the Department of Homeless Services.

Q54: Is there a minimum lease term for Shared Housing Units?
A54: Yes, leases must have a term of at least one year.
B. Pre-Submission Conference Presentation – The presentation that was presented during the Pre-submission conference on November 30, 2018 is provided.
November 30, 2018

ShareNYC RFI/RFEI
Pre-submission Conference
01 Goals of ShareNYC

02 Definitions

03 Request for Information (RFI): Goals and Submission Instructions

04 Request for Expressions of Interest (RFEI): Goals and Submission Instructions

05 HPD’s Review Process

06 Request for Expressions of Interest (RFEI): Evaluation Criteria

07 Questions and Answers
**01 Goals of ShareNYC**

**Why ShareNYC?**

- Promote a broader range of affordable housing types that respond to the diverse needs and preferences of New Yorkers
- Address unmet housing needs
- Better understand the potential challenges and benefits of new housing typologies, particularly with regard to design, management, and financing
- Explore how Shared Housing models on privately-owned land might leverage construction cost savings and/or higher rental income to:
  - Reduce or eliminate the need for government subsidy,
  - Cross-subsidize lower AMI units; and/or
  - Better facilitate development in high cost areas.
Key Definitions

• Rooming Unit
  o As set forth in §27-2004(a)(15) of the New York City Housing Maintenance Code (“NYC HMC”), a Rooming Unit is “one or more living rooms arranged to be occupied as a unit separate from all other living rooms, and which does not have both lawful sanitary facilities and lawful cooking facilities for the exclusive use of the family residing in such unit. It may be located either within an apartment or within any class A or class B multiple dwelling.”

• Shared Housing Unit
  o A portion of a multiple dwelling containing two or more Rooming Units that share lawfully-required sanitary or cooking facilities. Shared Housing Units shall be used exclusively for permanent residence purposes.

• Micro Unit
  o A studio or one-bedroom unit that is smaller than the applicable Target Net square footage set forth for such units in the HPD Design Guidelines for Multifamily New Construction and Senior Housing, but otherwise meets all requirements of applicable federal, state, and local regulations.
Goals of the RFI

• Learn from parties that have specific experience, knowledge, or insight into Shared Housing on topics that include:
  o Design (new construction, preservation, conversions, or adaptive re-use)
  o Developing, constructing, preserving, or converting buildings with Shared Housing Units
  o Marketing
  o Management
  o Other elements or aspects of Shared Housing
Who can respond to the RFI?

- Housing, community, and economic development groups
- Service providers
- Property managers
- Real estate developers
- Architects
- Academic institutions
- Other interested entities
How to submit responses to the RFI

- Submission deadline: **4:00 PM on March 14, 2019**
- Submission location: 100 Gold Street, 9-X area
  New York, NY 10038
- Questions about the RFI can be sent to ShareNYC_RFI_RFEI@hpd.nyc.gov by February 21, 2019.
- Complete the RFI package online through the RFI/RFEI webpage: https://www1.nyc.gov/site/hpd/developers/request-for-expressions-of-interest/share-nyc-rfi-rfei.page
- Submit an original version of the response and a flash drive containing all components of the submission in person at HPD
- If responding to the Request for Expressions of Interest (RFEI), an RFI response may also be included in Tab P
What will happen to the information submitted to the RFI?

- HPD will review responses, which may be used to help inform changes to HPD programs
- HPD may send additional questions to responses
- If interested entities indicate willingness to meet or to host site visits, HPD may reach out to arrange
Goals of the RFEI

• Create a project or projects with affordable housing and Shared Housing Units that have a sound capital and operating budget on a feasible site
• Balance the dual goals of promoting income diversity and creating as many units as possible for the lowest income tiers
• Leverage construction costs savings and/or greater rental income from the inclusion of new unit typologies
• Optimize building organization to provide high-quality living spaces, ensure tenant safety, and contain construction costs
• Establish a management plan that ensures the long-term feasibility of the Shared Housing Units and promotes inclusion and integration
• Establish a marketing and community outreach strategy that will ensure successful lease-up and re-rental of the units
• Procure a Development Team (or Teams) that have the resources, understanding, and experience to implement the proposed project
How to submit proposals for the RFEI

• Submission deadline: 4:00 PM on March 14, 2019

• Submission location: 100 Gold Street, 9-X area
  New York, NY 10038

• Questions about the RFEI can be sent to ShareNYC_RFI_RFEI@hpd.nyc.gov by February 21, 2019.

• Must submit one bound original proposal, one bound copy, and one flash drive for each site
How does HPD review submissions to the RFEI?

• HPD has a two-step review process, consisting of Threshold Review and Competitive Review

• To pass Threshold Review, proposals must be complete and meet the minimum threshold criteria.
  o If items are missing, HPD may cure for missing elements

• Proposals that meet Threshold will be reviewed under Competitive Review based on how well they respond to the Competitive Review Criteria and Preferences
  o HPD may send several rounds of letters seeking clarification
  o HPD may request in person interviews
What are the Threshold requirements?

- **Completeness of the Submission**
- **Development Team Experience and Capacity:**
  - Comparable development and management experience
- **Development Program, Financing, and Affordability:**
  - Identify a development site and demonstrate site control
  - The proposal must include a Shared Housing component, rental housing, and income-restricted units
  - Feasibility of the submission
  - Submissions must demonstrate how the proposal yields construction costs savings and/or greater rental income
What are the Threshold requirements? (cont.)

- **Design and Performance:**
  - Proposals must comply with existing zoning or provide a reasonable justification for proposed deviations
  - Standard units must comply with *HPD’s Design Guidelines for New Construction and Senior Housing* or *HPD’s Design Guidelines for Supportive Housing*
    - Shared Housing Units and Micro Units may deviate from the design guidelines to the minimum extent necessary to achieve the RFEI goals

- **Management and Operations:**
  - Submissions must include a management plan
  - Submissions must include a marketing strategy for lease up and re-rental that complies with the HPD/HDC Marketing Handbook
## What are the Competitive Review Criteria?

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<tr>
<th>Competitive Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Development Team Experience and Capacity</td>
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<tr>
<td>Development Program, Financing and Affordability</td>
<td>40%</td>
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<tr>
<td>Design and Performance</td>
<td>20%</td>
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<tr>
<td>Management and Operations</td>
<td>30%</td>
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With what regulations/codes/guidelines must projects comply?

• Submissions must comply with:
  o New York City Construction Codes
  o New York City Housing Maintenance Code
  o Multiple Dwelling Law
  o Fair Housing Act
  o Section 504 of the Rehabilitation Act of 1973 and Accessibility Requirements
  o Americans with Disabilities Act, as applicable
  o NYC Zoning Resolution
  o Enterprise Green Communities Criteria Certification Overlay for NYC HPD Projects
  o Laying the Groundwork: Design Guidelines and Other Ground-Floor Uses in Affordable Housing Developments

• Where necessary to achieve the goals of the RFEI, proposals can deviate from:
  o HPD Design Guidelines for Multifamily New Construction and Senior Housing
  o HPD Design Guidelines for Supportive Housing

• Respondents may propose code changes with reasonable justification
Key Dates:
- February 21, 2019 – Deadline for sending questions to HPD
- March 14, 2019 – Submission deadline

RFI/RFEI Contact:
- Email questions to: ShareNYC_RFI_RFEI@hpd.nyc.gov

More Information:
- The RFI/RFEI is available on HPD’s website at: https://www1.nyc.gov/site/hpd/developers/request-for-expressions-of-interest/share-nyc-rfi-rfei.page
Marketing:

**Housing Connect Online Application System**

 Lottery requirement:
- Initial lease up of units must be conducted via Housing Connect lottery
- Applications submitted through online portal and randomized for processing
- HPD or HDC oversees all procedures and reviews approved applicants

**HPD/HDC Marketing Handbook**

 Dictates requirements, including:
- Advertising of affordable units
- Order of processing applicants
- Communications with applicants
- Eligibility and selection criteria
- Appeal process
Marketing:

1. **Primary objective:** Ensure a fair, open, transparent, and accessible process that provides equal opportunity to all applicants, regardless of:
   - Race
   - Color
   - Religion
   - Gender
   - Sexual orientation
   - Gender identity or expression
   - National origin
   - Age
   - Genetic information
   - Disability
   - Veteran status

2. **Comply with Fair Housing and Equal Opportunity requirements**
   - Affirmatively further fair housing, promoting racial, ethnic, income, and geographic diversity
   - Provide applicants with disabilities priority for accessible/adaptable units
C. Contact Information - Contact information is provided for those individuals who attended the pre-submission conference and indicated their willingness to share their contact information.
<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Organization</th>
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