INWOOD AFFORDABLE HOUSING AND LIBRARY DEVELOPMENT PROJECT

4790 Broadway, New York, NY 10034

Request for Proposals

Issue Date: August 25, 2017
Pre-Submission Conference: September 12, 2017
Submission Deadline: November 20, 2017
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I. INTRODUCTION

Request for Proposals (RFP). In May 2014, Mayor de Blasio released *Housing New York: A Five-Borough, Ten-Year Plan*, which commits to the preservation or new construction of 200,000 affordable homes by 2024. The Plan’s crucial goals include fostering diverse and thriving neighborhoods, anchored by quality affordable housing for the diverse communities of New York City. In furtherance of the vision set forth in *Housing New York*, the City of New York (“City”), through its Department of Housing Preservation and Development (“HPD”), in partnership with the New York Public Library (“NYPL”) is pleased to release this Request for Proposals (RFP) to develop a high-quality, sustainable, and mixed-use affordable housing development with a new library, and a Universal Pre-Kindergarten (“UPK”) facility (“Project”) in the Inwood neighborhood in Manhattan.

The Inwood Affordable Housing and Library Development Project. The Site for this Project, known as the Inwood Affordable Housing and Library Development Project (“Site”), is owned by the City and located at 4790 Broadway (Lot 13) and a portion of the adjacent City owned parking lot at IS 52 junior high school (Lot 20), in the Inwood neighborhood of Manhattan (Community District #12). The City will subdivide the Parking Lot and convey the applicable subdivided portion (the “Parking Portion”) together with the Library Lot to the Developer. The Developer will be expected to merge the Library Lot and Parking Portion (collectively, the “Property”) and construct and develop the Project on the Property. The Project will produce high-quality affordable housing, a new library to replace the current New York Public Library - Inwood Branch that operates on the Site and a UPK facility.

HPD and NYPL are inviting all qualified developers (“Respondents”) to submit complete responses (“Submissions”) to this RFP for the development of the Project. The City will convey the Site subject to a remainder interest, so that title to the Project (except for the library, which will be conveyed to the NYPL as
described in this RFP) will revert to the City upon expiration of the regulatory period unless the parties mutually agree to an additional term of affordability.

**Development Teams**

Qualified Respondents may be for-profit, non-profit, or joint venture entities that demonstrate the experience and capacity to implement the Project in accordance with community development objectives and long term equitable investments in neighborhoods. In furtherance of HPD’s and NYPL’s commitment to community development, HPD and NYPL encourage responses from Minority and/or Women Owned Business Enterprises (“MWBEs”), as well as Community Housing Development Organizations (“CHDOs”) and Community Development Corporations (“CDCs”) that bring enhanced and tangible community development benefits to the proposed Project. Respondents may submit proposals for Community Land Trusts (CLTs).

HPD and NYPL are committed to increasing opportunities for, and strengthening the capacity of, for- and non-profit developers, in order to expand the pool of affordable housing development firms available to participate in Housing New York. HPD and NYPL encourage potential Respondents to assemble an experienced, complete, and competitive development team (“Development Team”).

**Community Vision**

HPD and NYPL facilitated community outreach and workshops with residents and local stakeholders to develop various priorities for the design and programming of the new affordable housing and library, which have been compiled and presented in a Community Visioning Report. The proposed Project must be responsive to these goals and priorities. Please also see the InwoodNYC 2017 Action Plan for additional feedback during the community engagement process.
II. DEFINITIONS

Area Median Income (AMI)
The median income levels, as modified by household size, for the New York Metropolitan Statistical Area as
determined from time to time by the federal Department of Housing and Urban Development (HUD). For 2017,
100% of the AMI is $95,400 for a family of four and $66,800 for an individual.

CEQR
City Environmental Quality Review

CDC
Community Development Corporation

CHDO
Community Housing Development Organization

City
The City of New York

DCP
The New York City Department of City Planning

DEP
The New York City Department of Environmental Protection

DOHMH
The New York City Department of Health and Mental Hygiene

DOT
The New York City Department of Transportation

Developer
The entity or entities selected by the City and NYPL to commence negotiations regarding the development of
the Site. The entity or entities will provide equity, secure financing, assemble a Development Team, design,
develop, build, market, and manage the Project.

Development Team
The Developer and other entities that bring the necessary expertise and experience to develop and manage the
Project, such as experts in affordable housing development and finance, marketing and property management
(residential and commercial, if applicable), design and construction, and community development.

NYCEDC
The New York City Economic Development Corporation

FAR
Floor Area Ratio

ESA
Environmental Site Assessments

EIS
Environmental Impact Statement
FMR
Fair Market Rent

HCR
The New York State Division of Housing and Community Renewal

HDC
The New York City Housing Development Corporation

HPD
The New York City Department of Housing Preservation and Development

HUD
The United States Department of Housing and Urban Development

LDA
Land Disposition Agreement

Library Development Agreement
A written agreement between the NYPL and the Developer that outlines the requirements of the Library space fit out.

MIH
Mandatory Inclusionary Housing

MTA
The Metropolitan Transit Authority

M/WBE
Minority and/or Women Business Enterprise

Negotiation Letter
The written notification sent by HPD to the Developer selected under this Submission regarding the commencement of negotiations.

NYPL
The New York Public Library

OER
The Mayor’s Office of Environmental Remediation

Principal
An individual, partnership, limited liability company, corporation, or other not-for-profit or for-profit entity that will act as the general partner, officer, or managing member of the Respondent, or any entity, known limited partner, or other member that has at least a 10% ownership interest in the Respondent.

Project
The development proposed for the Site, as further described in this Request.

Proposal
Used to describe the Project, or elements of the Project, proposed for the Site.

Request
Request for Proposals (RFP)
Respondent
An individual, partnership, limited liability company, corporation, joint venture, or other entity that offers a Submission in response to this Request.

RFI
Request for Further Information

RFP
Request for Proposals

SBS
The New York City Department of Small Business Services

Site
The City-owned property located at 4790 Broadway (Block 2233, Lot 13) and the adjacent portion of the City-owned parking lot (Block 2233, part of Lot 20) to be developed by a Developer selected under this Request.

Submission
The proposed Project from the Development Team in response to this Request

UDAAP
A state statute authorizing the City to convey City-owned property, make loans, and grant tax exemptions. Before the City can take such actions, the City Council must approve or waive designation of an Urban Development Action Area and approve an Urban Development Action Area Project. For a disposition of City-owned property or the grant of a tax exemption, additional approvals are required.

Uniform Land Use Review Procedure (ULURP)
The process, set forth in the City Charter, prescribing the City’s land use review process, including public hearings and several levels of government approvals. Actions requiring ULURP include, among others, changes to the City Map, designation or change of zoning districts, Special Permits within the New York City Zoning Resolution requiring approval of the City Planning Commission (CPC), and disposition of City-owned property.
III. SUBMISSION INSTRUCTIONS

RFP Title
Inwood Affordable Housing and Library Development Project

Package
Two (2) bound originals, signed by an authorized representative of the Respondent
Two (2) bound copies
Two (2) flash drives containing all components of the Submission, with separate files or folders for each tab as well as the complete submission in one PDF file. All PDFs must be searchable.

Original and copy must be bound in a standard 3-ring view binder with the following information clearly printed on the front view cover:
- Project Title
- Respondent Name
- Project Site
- Submission Date

Delivery Address
Submissions must be delivered by hand to:

Department of Housing Preservation and Development
Office of Neighborhood Strategies, Predevelopment Planning Unit
100 Gold Street, 9-X Area
New York, NY 10038
Attention: Dwan Stark

Due Date
November 20, 2017
4:00 p.m. (Late submissions will not be accepted)

Pre-Submission Conference
Date: Tuesday, September 12, 2017
Time: 4:00 p.m.
Location: 100 Gold Street, Room 8F-14, New York, NY 10038.

HPD and NYPL strongly recommend that interested Respondents attend this pre-submission conference, as this will be the only opportunity to ask questions and receive answers in person. Responses to all inquiries will be collectively provided at the pre-submission conference and in an addendum, posted on HPD’s website and sent to all prospective Respondents. Any updates and/or additional communications regarding this RFP will also be posted [here](#). **All Respondents must RSVP for the Pre-Submission Conference, as space is limited.**

*Conference Access for People with Disabilities. Please send requests for accommodation to: inwood@hpdc.gov.*

Communications
All communications and inquiries regarding this RFP are to be directed in writing to HPD and NYPL, and specifically to Dwan Stark at: inwood@hpdc.gov. All written questions must be submitted by November 3, 2017 to be included in the RFP addendum.
Lobbying and Advocacy
In order to preserve and maintain the integrity of the selection process, HPD and NYPL will not consider or accept any advocacy or letters of support from any person or organization, including elected officials, attempting to influence the selection process.
IV. PROJECT OVERVIEW

The Site presents a unique opportunity to achieve the City’s broader development goals and provide much-needed affordable housing, a new library, a new UPK facility, community amenities and services, and other improvements for the community through a high-quality, mixed-use development.

A. PROJECT SNAPSHOT

<table>
<thead>
<tr>
<th>Site Location</th>
<th>The Site is located at 4790 Broadway, between Dyckman Street and Academy Street, in Manhattan Community District 12. The Site consists of Block 2233, Lot 13 and a portion of Lot 20, to be merged by the Developer into a single tax lot.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Description</td>
<td>The Site is a City-owned parcel in the Inwood neighborhood of Manhattan. The majority of the Site is currently occupied by the Inwood Branch of the New York Public Library. The Site also includes a portion of an adjacent City-owned lot (Lot 20) which is currently used as a parking lot for IS 52 junior high school.</td>
</tr>
<tr>
<td>Lot Size</td>
<td>Approximately 18,000 square feet.</td>
</tr>
<tr>
<td>Land Use / Zoning</td>
<td>The Site is currently an R7-2 zoning district with a C1-4 commercial overlay. The Site is part of the InwoodNYC study area and is expected to be rezoned to allow for greater density and bulk. Respondents must assume a zoning of C4-4D (R8A equivalent). The Site will be subject to the requirements of Mandatory Inclusionary Housing (MIH).</td>
</tr>
<tr>
<td>Type of Development</td>
<td>Mixed-use development with affordable housing (100% of the units) for a range of AMI levels. Affordable housing may include multi-family, senior, and/or supportive housing. Developers should propose no less than 10% of all units be set aside for the formerly homeless. The development must include a turnkey replacement of the existing library with an 18,000 square foot community facility space (including fit-out) in the new development to be occupied by the New York Public Library and a new 4,000 square foot (3 classrooms) Universal Pre-Kindergarten (UPK) facility with 1,350 square feet of outdoor space to be occupied by the NYC Department of Education.</td>
</tr>
<tr>
<td>Disposition</td>
<td>The City will convey the Site subject to a remainder interest, so that title to the Project (except for the Library) will revert to the City upon the expiration of the regulatory period unless the parties mutually agree to an additional term of affordability. These terms will be set forth in a Land Disposition Agreement (LDA) and deed.</td>
</tr>
</tbody>
</table>
A separate Library Development Agreement between the Developer and The New York Public Library will be required for the construction of the library portion of the project.

The LDA will also require that upon completion of the Project, the Developer must establish a condominium that includes a library condominium unit that will be conveyed to the New York Public Library to be operated as a public library.

| Acquisition Price | Nominal |

Financial Proposals should include assumptions that $5,000,000 of subsidy in the form of capital dollars will be provided by HPD for the core and shell of the new library development in addition to capital dollars available through HPD-HDC Term Sheets. Additionally, Financial Proposals should assume a $5,000,000 grant will be made available from the Robin Hood Foundation for the core and shell and fit out of the new library space. Financial proposals should not assume any operating income from the library or UPK facility towards the residential project.

| Project Funding |

| Governmental Approvals – ULURP and UDAAP |

The selected Project will require ULURP and City Council and Mayoral approvals.

Anticipated land use actions requiring approval under ULURP for development of the Site include a zoning map amendment, a zoning text amendment to map a Mandatory Inclusionary Housing area, and the disposition of City-owned property.

In addition, the City Council must designate the proposed development site as a UDAAP area and approve the project as a UDAAP project pursuant to Article XVI of the General Municipal Law.

B. PROJECT GOALS

Development Team Experience and Capacity
- Procure a Development Team that brings the resources, understanding, and experience to implement the proposed Project, which includes the redevelopment of a turnkey public library (approximately 18,000 usable sq. ft.) and the development of a new UPK facility.
- Procure a Development Team that incorporates a community development approach.

Financing and Affordability
- Ensure that 100% of the residential units are affordable to a mix of household incomes and comply with HPD-HDC Term Sheets.
  - Preference will be given to proposals that are responsive to the Community Visioning Report, which calls for the new building to serve households earning a range of incomes. Many participants agreed that the project should include some apartments for extremely low income families (less than $26,000 per year), as well as formerly homeless families and potentially seniors.
• Establish a sound financial capital and operating budget that addresses the various elements of the development program.
  o Successfully incorporate the core/shell and fit-out of the library space into the project budget.
  o Successfully incorporate the core/shell of a Universal Pre-Kindergarten (UPK) facility into the budget (UPK fit out should be omitted from the budget).
• Maximize long-term affordability.

Development Program and Community Development
• Create a development program with affordable housing, community facility and/or commercial space that promotes fair housing.
• Implement a development program that clearly addresses the Site and neighborhood context, as well as the priorities and needs outlined in the Community Vision Report.
• Redevelop the existing NYPL Inwood Library with a new 18,000 usable sq. ft. library.
  o Design and programming should meet the requirements of NYPL as further described in Tabs I and L of this RFP.

Design and Performance
• Design and develop a high-quality affordable building that is financially feasible and consistent with the surrounding built environment.
• Design and develop a new library that meets the requirements of NYPL as described and shown in Tab L – Architectural and Urban Design Plans and addresses community needs and priorities outlined in the Community Vision Report.
• Develop a new UPK facility.

C. SITE AND NEIGHBORHOOD CONTEXT

Site Location and Description
The Site is an irregularly shaped parcel located at 4790 Broadway in the Inwood neighborhood of Manhattan, within Community District 12. The Site consists of Block 2233, Lot 13 and a portion of Lot 20, and is approximately 18,000 square feet. The Inwood Branch of the New York Public Library, a two-story structure, currently exists on the Site and occupies most of Lot 13. The Site also includes approximately 6,200 square feet of Lot 20, which currently serves as a parking lot for an adjacent IS 52 junior high school. The Site is on Broadway, bounded by Dyckman Street to the west, Academy Street to the east, Seaman Avenue to the north and Vermilyea Ave to the south.

Current and Proposed Zoning
The Site is currently mapped with an R7-2 zoning district with a C1-4 commercial overlay. The site is part of the InwoodNYC study area. Proposals should assume a zoning of C4-4D (R8A residential equivalent).

The anticipated rezoning of the Site would be done concurrently with a UDAAP area designation and project approval, and disposition of City-owned property actions pursuant to ULURP, and would be subject to MIH. See Zoning, Site Plan, and Building Design Guidelines (Appendix B) for further direction.
The Site is also located in an area that is eligible for discretionary tax incentives through the FRESH program.
Neighborhood Land Uses
The Site is located in the Inwood neighborhood of Manhattan, within Community District 12. The Site is in the heart of a busy mixed-use corridor. The building is immediately surrounded by a junior high school and a vacant car wash. The surrounding blocks include residential buildings with ground and second floor retail, which include a variety of uses such as a grocery store, coffee shop, restaurants, drugstore, health clinic, and bank. To the east, south, and north are medium-density residential developments with ground floor retail uses. Public facilities and institutional uses in the area include IS 52 junior high school immediately north of the Site, and a satellite of New York Presbyterian Hospital across Broadway. Fort Tryon Park is located one block southwest of the Site, along Broadway.

There has been little to no new development in the area and the majority of the existing housing stock is prewar construction. The last affordable new housing construction – at 228 Nagle Avenue – was completed about 10 years ago. The last HPD financed the preservation – at 552 Academy Street – occurred in 2014, at which time more than 60,000 applications were submitted for the 41 available apartments.
Neighborhood Access
The area is well served by public transportation. The Dyckman stop on the A subway line is located a half block from the Site. The 1 Train has two stops in proximity to the site; the Dyckman Street station located at Dyckman Street and Nagel Avenue and the 207th Street station located at 10th Avenue and 207th Street. Bus service is also available via the M100, providing service between East Harlem and Inwood to 220th Street, the BxM1 providing service between Riverdale and Midtown and the Bx7 providing service between Riverdale and Washington Heights. The area is also served by the Henry Hudson Parkway to the west and Harlem River Drive to the southeast.
Neighborhood Demographics

HPD is committed to furthering fair housing throughout New York City neighborhoods, which requires an understanding of the socioeconomic dynamics at the neighborhood level. The neighborhood profile information below highlights the demographic, economic, social, and housing characteristics of the neighborhood in which the Site is located. More detailed data can be found through the DOHMH and DCP websites.

a. Median Household Income

**Inwood (CD 12)**

- Median Household Income: $41,687

**Manhattan**

- Median Household Income: $72,871

**New York City**

- Median Household Income: $53,373

Source: ACS 2011-2015 5-Year Estimates
*Based on PUMA that approximates CD 12

b. Distribution of Households by Income Group

![Distribution Chart]

Source: ACS 2011-2015 5-Year Estimates
*Based on PUMA that approximates CD 12

Income limits are for a three-person household (HUD 2016)
c. Household Types

Approximate Total Households in CD 12: 77,797
Source: ACS 2011-2015 5-Year Estimates
*Based on PUMA that approximates CD 12

Approximate Total Number of Residents in Inwood Washington Heights: 216,535
Source: ACS 2011-2015 5-Year Estimates
*Based on PUMA that approximates CD 12

d. Racial/Ethnic Composition
V. SELECTION PROCESS

A. SUBMISSION

All Submissions must include the following contents to fully describe the Respondents proposed Project (See: Section VI. SUBMISSION CONTENT AND INSTRUCTIONS for more information).

<table>
<thead>
<tr>
<th>TAB</th>
<th>CONTENTS</th>
<th>FORMS</th>
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<tbody>
<tr>
<td>B</td>
<td>Project Narrative / Development Summary</td>
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<tr>
<td>C</td>
<td>Trade Secrets (optional)</td>
<td></td>
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<tr>
<td>D</td>
<td>Developer Respondent Description</td>
<td>D-1, D-2</td>
</tr>
<tr>
<td>E</td>
<td>Development Team Experience and Capacity</td>
<td>E-1, E-2, E-3, E-4</td>
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<tr>
<td>F</td>
<td>Development Schedule/ Phasing Plan</td>
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<tr>
<td>G</td>
<td>Financing Structure of Mixed Use Development and Affordability Scenario</td>
<td></td>
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<tr>
<td>H</td>
<td>Asset Statement and Historical Financing Letters of Interest/Award Letters</td>
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</tbody>
</table>
Tabs must be in the order specified above, and run down the right-hand side of the bound original and copy.

Forms are available for download from the HPD website.

Forms E1-4 and G must also be submitted a flash drive, additionally form G should be in Excel format.

All forms must comply with the format associated with said form.

All architectural plans must be on paper no larger than 11” x 17,” and must be legible.

Plans and documents must be in formats and paper size that are simple to copy/reproduce.

**Submission Modifications**

Modifications received after the submission deadline due date will not be considered. If HPD and NYPL determine, upon review of a Submission, that any items are missing and/or incomplete, HPD and NYPL, by written notification given to the Respondent, may permit the Respondent to provide or clarify such items. Failure to provide complete information in a timely fashion could result in rejection of the Submission.

**Addenda and Extensions**

HPD and NYPL may amend or withdraw this Request at any time. In order to be considered, Submissions must conform to any amendments that may be issued to this Request. Amendments may include, without limitation, any requirements and terms or conditions contained in this Request. HPD and NYPL will advise each respondent of any clarifications or revisions.

If, in HPD and NYPL’s judgment, additional time is required for Respondents to prepare their Submissions, HPD may grant an extension of the deadline for submission, and such extension will then be granted to all Respondents.

**References and Requests for Further Information (“RFI”)**

A Submission constitutes permission from the Respondent for HPD to make such inquiries concerning the Respondent as HPD and NYPL deem necessary. HPD and NYPL may communicate with any of the Respondents, but are not obligated to do so. HPD and NYPL may discuss the Submissions of any Respondent concurrently or sequentially, as HPD and NYPL may determine. No Respondent has any rights against HPD or NYPL arising from any such invitation to a discussion, or from any negotiations that may arise pursuant to the discussions.

Respondents must comply with all RFIs and, if requested by HPD and NYPL, appear for presentations or discussions. If any Respondent fails to do so within the time period given (or within any time extension that HPD and NYPL may grant), HPD and NYPL may deem this as a failure and act of non-compliance with the Request, which will permit HPD and NYPL to select another Respondent or to solicit new Submissions. In furtherance and not in limitation of the foregoing, before a final selection is made, a Respondent may be required to produce more detailed information concerning the professional background of those persons who own and manage such Respondent, a report on the financial background of such Respondent, and information concerning the nature and status of any past or pending threatened charges or actions (including lawsuits, criminal or disciplinary actions, administrative proceedings by any governmental or regulatory agency or bankruptcy action) against such Respondent or any of its partners, directors, officers, employees, shareholders, subsidiaries, or affiliates, as the case may be.
B. REVIEW CRITERIA

The Development Team will be selected through an open, competitive, and transparent juried selection process consisting of two stages: 1) Threshold Review and 2) Competitive Review.

Threshold Review
HPD and NYPL will review each Submission according to the threshold requirements (“Threshold Requirements”), which are listed below. The Submission must contain each Tab with all requested Forms and supporting documents. Submissions that are not complete or do not conform to the requirements of this Request will be eliminated from further consideration, unless HPD and NYPL permit the Respondent to correct the omission or provide further information through an RFI.

<table>
<thead>
<tr>
<th>Threshold Requirements</th>
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<tr>
<td>Completeness of Submission and Conformance with Requirements</td>
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<tr>
<td>Development Team Experience and Capacity</td>
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<tr>
<td>• No Adverse Findings</td>
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<tr>
<td>• Comparable Development Experience</td>
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<td>• Comparable Management Experience</td>
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<tr>
<td>• Development Team</td>
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<tr>
<td>• Development Schedule / Phasing Plan</td>
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<td>Financing and Affordability</td>
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<tr>
<td>• Feasibility of Submission</td>
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<tr>
<td>• Ability to Finance</td>
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<td>Development Program and Community Economic Development</td>
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<tr>
<td>• Development Program</td>
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<td>• Community and Economic Development</td>
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<tr>
<td>Design and Performance</td>
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<td>• Zoning Compliance</td>
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</table>

Competitive Review
Submissions that meet all Threshold Requirements will be comprehensively evaluated, and rated according to the competitive selection criteria (“Competitive Criteria”) below. These criteria include both requirements and preferences. For example, a proposal will be scored on how strongly it meets the Submission requirements, but may also receive extra points for meeting preferences. Respondents may refer to Section IV. SUBMISSION REQUIREMENTS AND COMPETITIVE PREFERENCES and Section V. SUBMISSION CONTENT, for specific guidance.

<table>
<thead>
<tr>
<th>Competitive Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Development Team Experience and Capacity</td>
<td>20%</td>
</tr>
<tr>
<td>Financing and Affordability</td>
<td>30%</td>
</tr>
<tr>
<td>Development Program and Community Development</td>
<td>20%</td>
</tr>
<tr>
<td>Design and Performance</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>50%</td>
</tr>
</tbody>
</table>

HPD may request additional information, interviews, presentations, or site visits. The selected Respondent(s) will be chosen from among the highest rated Submissions. HPD may disapprove the inclusion of any member of a Respondent’s Development Team and/or require the selected Respondent to substitute other individuals or firms.
C. SELECTION

Selection of one or more Developers under this Request means only that HPD and NYPL will commence negotiations with such Respondent(s) regarding the Submission for the Site.

Negotiation Letter
Upon such selection, HPD will send written notification ("Negotiation Letter" or "Letter") to the Developer regarding the commencement of negotiations. This Negotiation Letter will set forth certain information regarding the Project and procedures that will form the basis for such negotiation. Form A-2 is a Respondent’s Letter that describes this process. Each Submission must include this letter signed on behalf of the Respondent by a Principal. HPD may terminate negotiations with or without cause after the issuance of such Negotiation Letter. Among other conditions, the Negotiation Letter will require the Developer to enter into a Library Development Agreement with the NYPL and satisfactory to HPD prior to the disposition of the Site.

Terms of the Library Development Agreement shall include, but will not be limited to the scope of work, developer’s responsibilities, schedule and timing of project deliverables, consents and approvals, payment procedures, maintenance of accounts, and any additional insurance requirements.

Disclosure
Each Developer who receives a Negotiation Letter from HPD must thereafter disclose all previous participation with City-assisted projects. Such Developer(s) and each of its Principals, and officers and related entities will be required to submit completed Disclosure Statements. HPD will provide copies of these forms upon request to any Respondent.

No Obligation
This Request does not represent any obligation or agreement whatsoever on the part of HPD or NYPL. Any obligation or agreement on the part of HPD or NYPL may only be incurred after HPD and NYPL and the Developer enter into a written agreement approved as to form by the Corporation Counsel. HPD and NYPL may use the Submissions pursuant to this Request as a basis for negotiation with Respondents as it deems appropriate. HPD and NYPL may reject at any time any or all Submissions, amend or withdraw this Request in whole or in part, negotiate with one or more Respondents, and/or negotiate and dispose of the Site on terms other than those set forth herein (including to parties other than those responding to this Request). HPD and NYPL may also, at any time, waive compliance with, or change any of the terms and conditions of this Request, entertain modifications or additions to selected Submissions, or withdraw or add property from or to this Request.
VI. SUBMISSION REQUIREMENTS AND COMPETITIVE PREFERENCES

Submissions will be evaluated and scored based on a) responsiveness to all threshold requirements, b) the competitive quality, soundness, and strength of project characteristics that address all the requirements, including threshold, and c) whether the submission exceeds requirements by demonstrating a capacity to deliver on stated preferences that achieve broader public policy and community development objectives.
## A. DEVELOPMENT TEAM EXPERIENCE AND CAPACITY

<table>
<thead>
<tr>
<th>Threshold Requirements</th>
<th>TAB</th>
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<tbody>
<tr>
<td><strong>No Adverse Findings</strong></td>
<td>D</td>
</tr>
<tr>
<td>Submission may be rejected at any time during or after the evaluation process if there are any adverse findings in HPD or NYPL’s sole discretion, regarding the Respondent, any entity or individual associated with the Respondent, or any property owned and/or managed by them. (HPD may ask for an RFI).</td>
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</tr>
<tr>
<td><strong>Comparable Development Experience</strong></td>
<td>E</td>
</tr>
<tr>
<td>At least one Principal must have, as Principal, successfully completed new construction or substantial rehabilitation of at least one mixed use project with community facility space of at least seventy (70) residential units within the past seven (7) years.</td>
<td></td>
</tr>
<tr>
<td><strong>Comparable Management Experience</strong></td>
<td>E</td>
</tr>
<tr>
<td><em>Residential:</em> At least one Principal (of Respondent, or the Respondent’s Property Manager) must have experience managing at least seventy (70) residential units in New York City within the past seven (7) years. The Principal must have been the owner and manager, or the owner acting through a management entity, to fulfill this qualification.</td>
<td></td>
</tr>
<tr>
<td><strong>Development Team</strong></td>
<td>D, E</td>
</tr>
<tr>
<td>The Development Team must submit an Affirmative Capacity Statement attesting to their ability to undertake this Project within the timeframes delineated.</td>
<td></td>
</tr>
<tr>
<td>At a minimum, the Development Team responding to this Request must include: architect and engineer; construction manager; real estate (with condominium experience) and land-use attorney, environmental planner and engineer.</td>
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<tr>
<td><strong>Development Schedule/Phasing Plan</strong></td>
<td>F</td>
</tr>
<tr>
<td>A detailed schedule with construction commencing within 18-36 months from the issuance of the Negotiation Letter, and other Project specific key benchmarks.</td>
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<tr>
<td>A phasing plan, if applicable.</td>
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### Competitive Criteria

<table>
<thead>
<tr>
<th>Developer</th>
<th>TAB</th>
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</thead>
<tbody>
<tr>
<td><strong>Successful Experience</strong></td>
<td>E</td>
</tr>
<tr>
<td>• Developing mixed-use urban projects with community facility space.</td>
<td></td>
</tr>
<tr>
<td>• Developing multi-family urban projects using public and private financing sources.</td>
<td></td>
</tr>
<tr>
<td><strong>Strong Capacity</strong></td>
<td></td>
</tr>
<tr>
<td>• Current capacity to undertake, effectively project manage, and complete all necessary activities and obligations associated with the proposed Project within the proposed schedule.</td>
<td></td>
</tr>
<tr>
<td>• Capacity will be determined by analysis of Respondent’s current public and private development workload, other pending development obligations and financial guarantees.</td>
<td></td>
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<tr>
<td>• Strength of organizational, project management and governance structure for the Project.</td>
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</tbody>
</table>
| Property Manager/ Special Needs Housing Operator | • Experience managing mixed-use residential buildings with commercial and/or community facility uses in comparable markets, if applicable.  
• Experience operating formerly homeless, supportive, and/or low income senior housing, if applicable. | E |
| Consultant Team | **Design**  
• Experience designing high quality library space at the forefront of contemporary library practice.  
• Experience designing and providing construction oversight on multi-family and mixed-use, high-performance, residential projects that were successfully completed within budget and on schedule. | E |
| **Planning and Zoning**  
• Experience in NYC zoning and environmental review and approval processes on comparable development Projects. | |
| **Environmental**  
• Experience in environmental engineering; and experience in sustainable design and development.  
• Experience in environmental review processes in New York City. | |
| **Construction Management**  
• Experience in construction and construction management of multi-family and mixed-use with a community facility, high-performance residential projects that were successfully completed within budget and on schedule.  
• Experience complying with labor and safety requirements for similar projects in New York City. | |
| **Marketing, Leasing/Sales**  
• Experience developing and implementing affirmative fair housing marketing plans.  
• Experience in leasing and/or sales with a comparable development program and market. | |
| **Legal**  
• Experience in affordable housing development and public/private development.  
• Experience in NYC land use and zoning. | |
| **Preferences** | **TAB** |
| Community Development | Respondents that have a successful track record of tangible investments in community and economic development. | E |
| Track Record | Respondents with a successful track record in NYC residential development, multi-family, affordable housing, public/private, and mixed-use development. Respondents with experience developing a library. Joint ventures may be used to increase experience and capacity. | E |
| Project Timing and Phasing | A temporary Library site will be provided during the construction of the new Library. The NYPL will pay for lease and fit out of the temporary library site. Preference will be given to Respondents that propose and/or provide a temporary library site for the Inwood Public Library for short term lease in order to operate during the demolition and construction phase. | E |
### B. FINANCING AND AFFORDABILITY

#### Threshold Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>Affordability</td>
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<tr>
<td>100% of the units must be affordable to a mix of household incomes.</td>
<td></td>
</tr>
<tr>
<td>Feasibility of Submission</td>
<td>G</td>
</tr>
<tr>
<td>The proposed housing portion of the Project must be in compliance with HPD-HDC Term Sheets. Market comparables must be provided for residential unit rents, and any additional income from other sources.</td>
<td></td>
</tr>
<tr>
<td>Ability to Finance</td>
<td>H</td>
</tr>
<tr>
<td>Asset statement must demonstrate capacity to secure pre-development, construction and permanent financing, for the proposed Project.</td>
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</table>

#### Competitive Criteria

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Financing Proposal</td>
<td>G</td>
</tr>
<tr>
<td>Submissions shall include Financial Scenarios that support the Project included in this Submission, with the sources and uses that achieve housing affordability at the proposed levels, as well as construction of the core and shell and fit-out of the turnkey library space for the New York Public Library and the core and shell of a UPK facility. The Financial Scenarios shall be in accordance with current industry underwriting standards. Proposed total development costs and operating budgets must be within current industry parameters. Financial Proposals should include assumptions that $5,000,000 of subsidy in the form of capital dollars will be provided by HPD for the core and shell of the new library development in addition to capital dollars available through HPD-HDC Term Sheets. Additionally, Financial Proposals should assume a $5,000,000 grant will be made available from the Robin Hood Foundation for the core and shell and fit out of the new library space. Financial proposals should not assume any operating income from the library or UPK facility towards the residential project. Financial proposals must include the fit-out cost of the library based on the suggested parameters referenced in Appendix D in order to create a turnkey library space. Financial Scenarios will be evaluated based on the feasibility of the underwriting, including, but not limited to, the reasonableness of estimated development and operating costs, proposed rents and other income, the feasibility and terms of the financing sources, and the ability to support operating expenses, capital costs, and debt service to complete and operate the housing portion of the proposed Project. Financial Scenarios will also be evaluated based on the ability to maximize affordability levels and term period, how well the range of affordability levels meet the economic needs of households in the community and the city as a whole, and whether they achieve fair housing objectives by promoting community stabilization and diversity.</td>
<td></td>
</tr>
<tr>
<td>Rents and Market Comparables</td>
<td>G</td>
</tr>
<tr>
<td>Rents for residential units or other income sources must be deemed realistic and substantiated by market comparables.</td>
<td></td>
</tr>
<tr>
<td>Financing</td>
<td>G</td>
</tr>
<tr>
<td>Financing capacity will be evaluated based on the strength of the</td>
<td></td>
</tr>
<tr>
<td>Capacity</td>
<td>Respondent’s assets, bank, investor, or other lender references, and current and historical commitments that demonstrate the Respondent’s ability to secure financing, meet lender’s equity and other lending requirements, provide necessary guarantees, absorb cost overruns, and commence and complete construction of the proposed Project according to the proposed Development Schedule.</td>
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<tr>
<td>Preferences</td>
<td>TAB</td>
</tr>
<tr>
<td>Preferred Affordability Levels</td>
<td>Ensure that 100% of the residential units are affordable to a mix of household incomes and comply with HPD-HDC Term Sheets.</td>
</tr>
<tr>
<td>Extended Affordability</td>
<td>Submissions with a viable plan to extend affordability beyond the minimum regulatory period.</td>
</tr>
</tbody>
</table>

### C. DEVELOPMENT PROGRAM AND COMMUNITY ECONOMIC DEVELOPMENT

<table>
<thead>
<tr>
<th>Threshold Requirements</th>
<th>TAB</th>
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</thead>
<tbody>
<tr>
<td>Development Program</td>
<td>Affordability. 100% of the total units must be affordable to a mix of household incomes and further fair housing in the neighborhood and city (see HUD Guidance).</td>
</tr>
<tr>
<td></td>
<td>Unit Types and Sizes. Submissions must have a distribution of unit types and sizes that complies with HPD-HDC Term Sheets and guidelines.</td>
</tr>
<tr>
<td></td>
<td>Term of Restriction. Submissions must ensure that the affordable units remain in the rent stabilization system for the duration of the Project regulatory period, or as required by law, but in no case less than thirty (30) years.</td>
</tr>
<tr>
<td>Community Economic Development</td>
<td>Local Hiring/M/WBE. Submission includes a Hiring and Procurement plan for complying with the HireNYC and M/WBE Build-up Programs.</td>
</tr>
<tr>
<td></td>
<td>The library should be no less than 18,000 square feet.</td>
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<tr>
<td></td>
<td>The UPK facility shall have no less than 4,000 square feet (3 classrooms) of indoor space plus no less than 1,350 square feet of outdoor space.</td>
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<table>
<thead>
<tr>
<th>Competitive Criteria</th>
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<tbody>
<tr>
<td>Residential</td>
<td>The proposed residential development program will be evaluated within the demographic context of the neighborhood and its ability to further fair housing goals that facilitate integrated living patterns, promote fair housing choice and affordability, and foster inclusive communities that are free from discrimination. The development program will also be evaluated for its ability to serve formerly homeless, senior households, and households in need of supportive services.</td>
</tr>
<tr>
<td>Library</td>
<td>Proposals must be able to accommodate a library that includes space for the multiple uses and users that exist today, as well as accommodate future programmatic goals such as more community programs, better youth and adult education, and access to upgraded technology.</td>
</tr>
<tr>
<td>Community and Economic Development</td>
<td>Local Hiring: Submissions must have a Hiring and Procurement Plan which includes strategies for meeting HireNYC requirements, such as, but not limited to, outreach to residents of the Community District within which the Site is located regarding job training and placement programs related to</td>
</tr>
</tbody>
</table>
work opportunities generated by the Project. (Note: 10% of the criteria points within this category will be awarded on the basis of the quality of this plan).

### Preferences

<table>
<thead>
<tr>
<th>Preferences</th>
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<tbody>
<tr>
<td>Community Engagement</td>
<td>Submissions that have a Community Engagement Plan that provides opportunities for meaningful community engagement in certain elements of the Project, including design and/or programming elements identified in the Community Vision Report.</td>
<td>J</td>
</tr>
<tr>
<td>Community Vision Report</td>
<td>Submissions that include or build upon elements recorded in the Community Vision Report.</td>
<td>I, J</td>
</tr>
<tr>
<td>Minorities and Women in Development</td>
<td>Submissions that significantly exceed the requirements of the M/WBE Build-Up Program, and/or Respondents with certified M/WBEs as part of the development team.</td>
<td>J</td>
</tr>
<tr>
<td>Community Development</td>
<td>Submissions that include a plan for neighborhood investments and/or community programs or services; such as STEM education, arts/culture, social, health, senior/ special needs, to name a few.</td>
<td>J</td>
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</table>

### D. DESIGN AND PERFORMANCE

<table>
<thead>
<tr>
<th>Threshold Requirements</th>
<th>TAB</th>
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<tbody>
<tr>
<td>Zoning Compliance</td>
<td>Zoning: The Project must conform and comply with requirements of a C4-4D (R8A residential equivalent) zoning district. As part of their Submission, Respondents should not assume any waivers or special permits.</td>
<td>L</td>
</tr>
<tr>
<td></td>
<td>Plans: Architectural and Urban Design Plans are signed by a registered architect or engineer and meet all submission requirements.</td>
<td>L</td>
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<table>
<thead>
<tr>
<th>Competitive Criteria</th>
<th>TAB</th>
<th>K, L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Design Guidelines</td>
<td>Designs will be evaluated based on the following factors described further in Zoning, Site Plan, and Building Design Guidelines and Site Specific Design Guidelines (Appendix B).</td>
<td>K, L</td>
</tr>
<tr>
<td></td>
<td>• Site Capacity and Program Evaluation: how well the Submission incorporates the development program based on existing Site conditions and building parameters.</td>
<td>K, L</td>
</tr>
<tr>
<td></td>
<td>• Site Plan and Urban Design: how well the Submission serves the neighborhood experience.</td>
<td>K, L</td>
</tr>
<tr>
<td></td>
<td>• Building Design:</td>
<td>K, L</td>
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<tr>
<td></td>
<td>o Building Envelope/Exterior: how well the Submission serves the pedestrian experience.</td>
<td>K, L</td>
</tr>
<tr>
<td></td>
<td>o Building Plans/Interior: how well the Submission serves the resident experience.</td>
<td>K, L</td>
</tr>
<tr>
<td></td>
<td>o Building Systems: how well the system provides environmental comfort, ease of management and operations, and high level of durability.</td>
<td>K, L</td>
</tr>
<tr>
<td></td>
<td>• Design and Construction: building design is consistent with the Submission’s proposed construction budget, schedule, and development program.</td>
<td>K, L</td>
</tr>
</tbody>
</table>
- **Design Value**: exemplary design and construction methods that reduce or contain costs, create high-quality site and building designs, and achieve high development performance standards.

### Library Design Guidelines

The design team will ultimately develop a full set of design documents that address the programmatic, architectural, mechanical, structural and technological needs of the branch. The library design should be at the forefront of contemporary library practice yet flexible enough to adapt to evolving trends. The design documents will include all architectural, electrical, mechanical, structural, plumbing, fire alarm, IT, AV and furniture needs. The design must comply with the Americans with Disabilities Act and all relevant New York City Codes.

### Preferences

#### Excellence in Sustainability

Submissions that exceed minimum Development Design and Performance Requirements in one or more of the following categories, in furtherance of City policy goals to reduce water and energy consumption, manage storm water and heat island impacts, increase safety, strengthen neighborhood residential and commercial corridors, and increase community health, accessibility, and well-being of residents. (Submissions seeking competitive preferences are advised to consult: [NYC Department of Design and Construction Resources](https://www1.nyc.gov/site/ddd/construction/resources.page).)

- **Universal Design**
- **Sustainable Urban Site Design**
- **Active Design**:  
  - **Supplement**: Affordable Designs for Affordable Housing  
  - **Supplement**: Promoting Safety  
  - **Supplement**: Shaping the Sidewalk Experience  
- **Green Building**:  
- **Passive House Design**  
- **LEED**

#### Design Excellence

Designs that propose exceptional elements or amenities in public spaces or residential areas, especially responses that include architectural/urban context.

#### Arts in Architecture and Urban Design

Designs that incorporate arts into the architectural or urban design elements of the Project, especially for exhibition space.
VII. SUBMISSION CONTENT AND COMPLETENESS

Each Respondent must submit the forms and supporting documentation described below. Each copy of the Submission must be tabbed as indicated below, with tabs running down the right-hand side of the binder. Submissions that are incomplete or not in conformance with the requirements of this Request will be eliminated from further consideration.

Development Introduction

TAB A – Completeness Checklist and Respondent’s Letter

☐ Form A-1. Completeness Checklist
☐ Form A-2. Respondent’s Letter, printed on Respondent’s letterhead and signed by an authorized representative.

TAB B – Project Narrative / Development Summary

☐ Project Narrative must introduce and provide an overview of the Submission, including the elements that distinguish the proposed Project, the qualifications of the Respondent and the Development Team, as well as how the proposed Project achieves community development objectives and responds to community goals, as described in the Community Visioning Report.
☐ Form B. The Project Summary must provide a synopsis of the Submission’s major elements, including the development program, financing program, and architecture and urban design.
The Project Narrative and Project Summary must be concise and introduce all aspects of the Submission.

**Tab C – Trade Secrets (optional)**
Submissions and other materials submitted to HPD in response to this Request may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law (FOIL). The entity submitting a Submission may provide in writing, at the time of submission, a detailed description of the specific information contained in its Submission which it has determined is a trade secret and which, if disclosed, would substantially harm such entity's competitive position. This characterization shall not be determinative, but will be considered by HPD when evaluating the applicability of any exemptions in response to a FOIL request.

**Development Team Experience and Capacity**

**Tab D – Developer Respondent Description**
- Form D-1. Development Team Information and Respondent Questionnaire, signed by Principal (if joint venture, principal of each entity must sign).
- Form D-2. (Non-profit corporation team members only).
- Organizational Structure. Chart or diagram of structure of partnership or joint venture, including percentages of ownership and investment, with a brief description of the type of entity or joint-venture and the roles and responsibilities of each party.

Optional:
- Project Staffing and Governance Plan, with a brief narrative of any project management methods or tools that will be used to ensure an effective and collaborative public/private partnership.
- Organizational charts, schedules, and project budgets demonstrating project management approach and capacity to manage complex development projects within a public/private partnership.

**Tab E – Development Team Experience and Capacity**
- Form E-1. Residential Development Experience and Current Workload (include on flash drive)
- Form E-2. Residential Management Experience and Current Workload (include on flash drive)
- Form E-3. Management Questionnaire (include on flash drive)
- Form E-4. Commercial Management Experience, if applicable (include on flash drive)
- Brief narrative describing:
  - Experience that makes the Development Team uniquely suited to develop affordable housing, a turnkey public library and UPK component.
  - Experience developing and managing high-quality mixed-use urban projects
  - Experience managing commercial and/or community facility spaces in mixed-use urban projects
  - Experience with community economic development, such as investments in community programs or services.
- Note. A separate form must be provided for each Principal with residential management experience. Provide complete and accurate information about references.
- Note. A separate form must be provided for a Principal or managing agent proposed to manage the Development.

**Other Members of Development Team**
Submit marketing materials, narrative statements, and/or portfolio list in graphic format that clearly describes relevant experience and work on similar projects completed within the last ten (10) years. Also, provide resumes highlighting experience of key principals and staff that will be working on the proposed Project.
- Architect and Engineer, other members of the Design Team, if applicable (e.g. artist, landscape architect, urban designer, etc.)
- Construction Manager
- Real Estate Attorney and Land-Use Attorney
Environmental Planner and Environmental Engineer, if applicable
Community Service or Program Provider, if applicable
Marketing and Leasing/Sales Agent, if known

Capacity. Affirmative Capacity Statement regarding the Development Team's ability to develop, finance, construct, manage, and complete the Project within the proposed Schedule, including, but not limited to, the Developer Obligations, as well as the Terms, Conditions, and Limitations and Conflicts of Interest, included in this Request.

TAB F – Development Schedule / Phasing Plan

Development schedule and phasing plan listing and scheduling industry standard activities, including, at a minimum:
- Community planning
- Concept, Schematic, Design Development, Bidding and Construction documents
- Governmental planning approvals and construction/building permits
- Site due diligence and preparation
- Bidding
- Financing and financial closing/Site disposition
- Construction commencement, completion, and close-out
- Marketing and lease-up
- Occupancy
- Development Phasing Plan, if applicable

Schedules are to assume the following key benchmarks:
- Predevelopment commencement within 30 days of the date of HPD issuance of the Negotiation Letter.
- Schematic Design phase and HPD approval of plans and drawings within 6 months of the Negotiation Letter.
- Library fit out Schematic Design phase and NYPL approval of plans and drawings within 6 months of the Library Development Agreement.
- Construction commencement within 18-36 months from the date of the Negotiation Letter.
- Library fit out Construction commencement within 36 months from the date of the Library Development Agreement.

Financing and Affordability

TAB G – Financing Submission

Form G: Financing Scenario. (Submit in both hard copy and on flash drive in Excel format). If elements of the Project are separately financed, the Submission must provide separate financial scenarios for each portion. If Project elements are financially inter-related, a comprehensive Financing Scenario showing the financing for the whole Project, with each element delineated, may also be submitted.

Rents and AMIs. All Submissions must reflect the rent price affordability calculations (based on AMIs), and utility allowances described in the Form. In addition to the affordability requirements described throughout this Submission, any subsidy programs that are utilized will determine any additional affordability requirements, as applicable.

Superintendent’s Unit. Specific information about the superintendent’s unit(s) shall be included, as applicable. If the superintendent unit is not located onsite, a letter explaining alternative provisions for onsite janitorial services that satisfy the Housing Maintenance Code must be included.

Project Budgets. Provide Hard Cost calculations (including, but not limited to estimated construction costs, overhead, profit, insurance, contingency) with cost/sf estimates for both gross and net square footage. Please identify the entity that provided hard cost estimations and provide qualifications of this entity, if not already included in other parts of this proposal. Provide Soft Cost calculations, including assumptions for all fees for professional services, financing, and other industry standard...
and HPD allowable costs. Provide a percentage of Total Development Cost (TDC) for each line item.

- **Tax Exemption Programs.** Submissions must indicate which tax exemption program(s) the Project plans to utilize, if any.

- **Financing Narrative.** The Financial Scenario must clearly explain the financing structure of the Project, and explicitly identify proposed subsidy/financing programs. If the financing scenario proposes competitive financing sources, the financing narrative should explain the feasibility of obtaining the proposed sources and/or describe the respondents’ history of successfully applying for the proposed sources.

- **Financing Homeless, Supportive and/or Senior Housing.** Submissions that include homeless, supportive, and/or senior housing components may include competitive financing sources in their Primary Financing Scenarios.

- **Regulatory Term.** Units must remain in the rent regulation system for the duration of the Project, 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 in this Tab. 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.

**TAB H – Assets Statement and Financing Letters of Interest**

- **Assets Statement and References**
  - Each Principal of the Respondent must submit audited or reviewed financial statements detailing the Principal's financial status in the two most recent years preceding the Submission Due Date for this Request. Publically-owned companies must submit the latest annual report and Form 10K, as well as any Form 10Q submitted after such Form 10K. As an alternative, the Assets Statement in Form K may be used. Provide sufficient information necessary to evaluate the Respondent's current financial commitments and track record to meet the financial obligations of the proposed Project.
  - Provide references only of banks, investors, or other lenders that have financed previous and similar development projects.

- **Financing Letters of Interest**
  - **Private Financing**
    - If private financing is proposed, a letter, or letters of interest, from a private lender or lenders must be included. Letters must be dated no earlier than two (2) months from the date of submission of the Developer's proposal. Applicants may use different private lenders for construction and permanent financing. The letters must be provided on the lender's letterhead, signed by a representative of the lender, and must state the amount and terms of the financing. The letter(s) must indicate a willingness to provide construction and permanent financing in amounts and with terms consistent with the proposal, and must include the following:
      - **Construction Loan**
        - The amount of financing that the lender would consider based on the lender's preliminary determination of feasibility, based on expected development costs, operating income/expenses, and associated residential rent levels; and
        - The interest rate (fixed or variable), the equity requirement, applicable fees, and other terms under which the lender would provide construction financing.
      - **Permanent Loan**
        - The amount of financing that the lender would consider based on the lender’s preliminary determination of feasibility, based on expected development costs, operating income/expenses, and associated residential rent levels; and
• The interest rate (fixed or variable), the equity requirement, applicable fees, and other terms under which the lender would provide permanent financing; and
• The maximum loan to value ratio and other underwriting criteria, including treatment of rental income, minimum maintenance and operating expenses, and debt service coverage requirements.
  o **LIHTC Syndication**
    • If LIHTC financing is proposed, a syndication letter of interest is required. If LIHTC financing is proposed, the experience of the development team with tax credits must be described in the financing narrative.

• **Public Financing**
  o If HDC bond financing is proposed, a letter of interest from HDC is NOT required.

☐ **Historical Financing Letters of Interest/Award Letters** (for similar projects financed within the past 7 years, if applicable)

• **Competitive Sources**
  o Any Proposal that includes funding or financing that is awarded on a separate competitive basis must submit historical letters of interest or award letters for similar projects financed within the past 7 years, if applicable.

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**Development Program and Community Development**

**TAB I – Development Program**

☐ Form I. Site Development Program Summary

**Development Program.** Narrative describing a comprehensive perspective of the various components of the development program, particularly the residential, library and UPK spaces, but including any additional aspects of the project.

**TAB J– Community and Economic Development**

☐ Narrative describing a comprehensive approach to the various components of the community development program, including:
  • Community Engagement Plan that provides meaningful opportunities for community outreach, input, feedback, or participation in certain elements (design and programming) of the Project after Developer selection.
  • Hiring and Procurement Plan for achieving (or summary of having achieved) compliance with the following required City and HPD programs:
    o HireNYC
    o M/WBE Build-Up Program, a component of HPD’s Building Opportunity Initiative

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**Design and Performance**

**TAB K – Design Narrative**

☐ Design narrative that provides a clear and comprehensive description of the preliminary design and succinctly articulates the design approach to achieving the Project vision and goals. Narrative must cite all elements submitted in Tab L: Architectural and Urban Design Plans, as described below:

  • **Area Plan and Photos.** How the design concept was informed by neighborhood physical, cultural, historical and/or socio-economic characteristics, as well as the Site conditions.
  • **Zoning Analysis and Building Code.** How the proposed Project complies with, or requires a variance from, applicable zoning and other legal requirements, as well as any known environmental concerns and how the Respondent intends to address them.
  • **Site Capacity and Program Evaluation.** How the planning and design approach address the existing buildings and any significant Site features, and the capacity (opportunities and challenges) of the Site to incorporate the various components of the development program.
• **Site Plan and Urban Design.** How the Site plan and urban design approach creates safe and active urban residential environments, connects the Site to the surrounding neighborhood, enhances the public and pedestrian realm, and fosters sustainable development.

• **Building Design.** Highlight major and/or unique design approaches to the building envelope and façade, floor plans and unit layouts, building systems, construction type, and sustainable development.

• **Design and Construction.** Identify proposed construction type and any cost containment concepts to achieve quality design within proposed budget and schedule parameters, and consistent with the development program.

• **Design Excellence.** Narrative describes other design features proposed for the Project, such as Active Design, Universal Design, and/or arts to be incorporated Project.

### TAB L – Architectural and Urban Design Plans

Submission completeness requirements:
- Plans and drawings are to be at a concept design level typically included as part of the preliminary Schematic Design phase for architectural services.
- Preliminary plans and drawings must provide a clear understanding and comprehensive illustration of the design approach.
- All plans must be prepared and signed by a Registered Architect or Professional Engineer.
- All plans must be dimensioned and with a north arrow.
- Elevation Drawings, Section Drawings, and Floor Plans must be dimensioned at the same scale.
- All plans and drawings must include the name of the Project, Respondent, Architect and Engineer, and date.
- All materials must be on paper size of 11” by 17”, or smaller, and must be easily reproducible.

### Area Plan and Photos
- Photos: Images of the Site and the Site’s relation to surrounding buildings, streets, sidewalks, and open spaces, at least 3” x 5” in size. Photos must be keyed on the area plan outlined below. The photos must be clear enough to be reproducible. Submissions must include photos of other neighborhood and community characteristics and conditions that informed the designs.
- Neighborhood Area Plan: A neighborhood context plan(s) indicating circulation patterns, significant land uses, transportation networks, landmarks, and other neighborhood infrastructure and community amenities.

### Zoning Analysis and Building Code
- Zoning Analysis: Zoning map for the Site, and a detailed zoning computation with an analysis to demonstrate compliance with the assumed zoning. The analysis must cite pertinent sections of the zoning resolution. The analysis must include, at a minimum, the assumed zoning and uses; and the proposed and allowable/required (1) unit density; (2) FAR and ZFA (total and by use); (3) lot coverage; (4) height and setbacks; (5) streetwall requirements; (6) yard requirements; and (7) vehicle and bicycle parking, etc.

- Site Zoning Study: Site plan detailing adjacent street widths, setbacks, encroachments, easements, lot size, tax lot and zoning lot boundaries, and other relevant zoning and Site conditions and features.

- Square Footage Analysis: chart(s) with detailed breakdown of residential, community facility, parking, open space, and other components of the development program. The chart must include gross square footage, deductions and zoning square footage (floor area) by building and floor.

- Building Zoning Study: Massing diagram detailing building(s) uses, size, height, and other relevant zoning and Site conditions and features.

### Site Plan and Urban Design
- Site Plan: Site plan indicating all components of the development program.
Site Connectivity Plan: Site plan illustrating the connection of the Site to the broader neighborhood infrastructure and community amenities, within one block of the Site, at a minimum.

Circulation and Open Space Plan: Site plan with walkways, sidewalks, garage and parking areas, curb cuts, building entrance/egress points, streetscape improvements, landscapes, lighting, easements, and encroachments.

Building Design

- Floor Plans: Ground level concept plans clearly indicating distribution of the development program and circulation patterns.
- Typical Dwelling Unit Plans: Typical unit floor plans that provide residential unit uses and separation of spaces, circulation and entrance/exit, key dimensions and square footage, access to light and air, and unique features and amenities.
- Elevation Drawings: Elevations clearly indicating proposed fenestration and materials, ceiling heights, floor elevations, and total building height.
- Site Section Drawings: Site section indicating proposed building and other land uses in contextual relation to other Site improvements, including adjacent buildings and Sites.
- Building Section Drawings: Building section indicating building to grade relationship and floor-to-floor and floor-to-ceiling height; and, key wall, floor, and roof section indicating envelope materials, fenestration, and approach to sustainable development.
- Illustrative Drawings: Conceptual diagram and/or sketch illustrating the intent and approach to the design and development of the Site. Simple visualization to communicate design aesthetic, scale and relationship of the Project components, and a general sense of space from the pedestrian perspective/ experience. (Physical models will not be accepted. Photo-realistic renderings or other expensive drawings are not required or encouraged.)

Library Design

The design team will ultimately develop a full set of design documents that address the programmatic, architectural, mechanical, structural and technological needs of the branch. The library design should be at the forefront of contemporary library practice yet flexible enough to adapt to evolving trends. The design documents will include all architectural, electrical, mechanical, structural, plumbing, fire alarm, IT, AV and furniture needs. The design must comply with the Americans with Disabilities Act and all relevant New York City Codes. All library building systems are required to be separate from the housing and UPK components of the Project. The overall Library program should include a minimum of 10,000 SF on the ground floor including an independent entrance that is dedicated to the library program.

- Floor Plans: Concept plans clearly indicating distribution of all library programming and circulation patterns.
- Elevation Drawings: Elevations clearly indicating proposed fenestration and materials, ceiling heights and floor elevations specific to all library spaces.
VIII. DEVELOPER OBLIGATIONS

A. Development Team and Project Management

The Developer will be responsible for assembling a Development Team with the necessary expertise, experience, and capacity to develop and manage the proposed Project, such as expertise in affordable housing development and finance, marketing and property management (residential and commercial, if applicable), design and construction, and community development.

The Developer is responsible for a professional and disciplined project management approach to the public/private partnership in connection with this Submission with the objective of ensuring transparent information, project governance, smooth negotiations and communications, as well as risk management and quality control.

The Developer is responsible for arranging timely commencement and completion of the Project, and will be held accountable for the schedules outlined in the Submission and agreed upon with HPD and NYPL. The Developer will be required to submit ongoing status reports regarding Project development, financing, budget, schedule, marketing, leasing, and management.

The Development Team is responsible for activities typically associated with development, including, but not limited to, the design, finance, construction, marketing and leasing (and/or selling), and management of the completed residential units and commercial spaces, if applicable.

B. Community Outreach

The Developer will lead all community outreach activities and participate in required public forums, hearings, and briefings with the Community Board, elected officials, City agencies, and other organizations, as determined necessary by HPD and NYPL, and will provide the necessary documentation and presentations for said meetings and forums.

C. Design and Construction

The Developer is responsible for obtaining all necessary governmental permits for the construction of the Project. The Developer must submit to HPD and NYPL a full set of Schematic Design documents that include any modifications to the original concept/preliminary drawings and plans included in this Submission, as agreed upon by HPD and NYPL and the selected Respondent, for HPD and NYPL review and approval, within six (6) months of selection. Prior to disposition, the Developer must submit a complete set of Design Development documents and specifications to HPD and NYPL for review and approval. The Developer is responsible for submitting final Construction Documents to HPD and NYPL, which must conform to previous review comments and approvals made by HPD and NYPL. 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.

At a minimum, the Developer is responsible for meeting the most current applicable design and construction regulations and guidelines listed below:

- **HPD Design Guidelines for Multifamily New Construction and Senior Housing**
- **HPD Design Guidelines for Supportive Housing**, if applicable
- **HPD Building and Site Performance Guidelines: Enterprise Green Communities Criteria Certification Overlay for NYC HPD Projects**, if applicable

Submissions must comply with all current regulations, codes, and ordinances, including, but not limited to:

- **Zoning Resolution**
  - Mandatory Inclusionary Housing, if applicable
D. Environmental Review

The Developer will be solely responsible for any mitigation measures identified as a result of the CEQR review.

In addition, the Developer will be responsible for preparing associated environmental studies which could include, but are not limited to Phase I and Phase II ESA, Phase IA archaeological assessments and noise/acoustical studies. The Developer will be responsible for implementing any remedial measures identified in connection with the redevelopment of the Site as determined by HPD. HPD does not make any representation or warranty whatsoever regarding the condition of the property or the suitability of the property for the uses contemplated by this Request. The Developer will be solely responsible for providing engineering and institutional controls to allow for the re-use of the Site.

The Developer will be responsible for procuring a Phase I ESA for the property to be reviewed by HPD’s Environmental Planning Unit. If applicable, the Developer will be responsible for preparing and implementing a Phase II Subsurface Investigation work plan and, in the event contamination is present, a remediation plan. The Phase II work plan, Phase II results, and any required remediation plan would be subject to review and approval by HPD’s Environmental Planning Unit as well as either DEP or OER. No such investigation or remediation plan development may proceed without the oversight of these City agencies.

E. Public Land Use, Zoning and Approvals

NYCEDC and HPD will be the applicant for the ULURP application, with assistance from the Developer in preparing the supporting documentation for the application, if needed. The Project will also require City Council and Mayoral approvals. Anticipated actions requiring approval under ULURP or UDAAP for development of the Site include a zoning map amendment, a zoning text amendment to map an MIH area, the designation of the Site as a UDAAP area, UDAAP project approval and the Disposition of City-owned property. The Developer may be required to alter the designs or program before and during the ULURP process to comply with any request for modifications.

F. Financing

Real Property Taxes and Exemptions

The Developer is responsible for applying to, and meeting the requirements of, specific tax benefit program(s). HPD makes no representations or warranties as to the continued availability of these benefits or as to the Project’s eligibility to receive these benefits. The Development Site will be subject to New York City real property taxes and charges. However, the tax exemptions described below may be available for eligible projects. Specific benefits may vary depending on characteristics of the Project. For details of each program, the Developer is responsible for researching the relevant statute and rules.

- The Affordable New York Housing Program (RPTL Section 421-a(16)) that took effect on April 10, 2017, provides a partial tax exemption for new multiple dwellings from real property taxes on the increase in assessed valuation resulting from the improvement to the property. The full amount of real property taxes on the assessed valuation of the property in the tax year preceding the year in which construction commenced must be paid each year. In addition, real property taxes must also be paid for any commercial, community facility, or accessory uses that in total exceed 12% of the aggregate floor area of the project. Eligible rental projects of 6 or more units, would receive a
retroactive 100% exemption for a construction period of up to three years, and depending on the location and number of units, either a 35-year post-construction partial exemption (25 years at 100% exemption and an exemption equal to the percentage of affordable units during the last 10 years), or a 35-year post-construction full exemption (35 years of 100% exemption). Projects receiving the 100% exemption for the full 35 years are restricted for 40 years rather than 35 years.

- The Article XI tax exemption provides a complete or partial tax exemption from New York City real property taxes for up to 40 years for the new construction or rehabilitation of affordable housing carried out by a Housing Development Fund Company (HDFC). An HDFC is a corporation formed under Article XI of the Private Housing Finance Law to develop and operate low-income housing. The formation of each HDFC which is a sponsor of an HPD project is individually approved by HPD and is subject to City Council approval.

- The 420-c tax exemption provides an exemption from New York City real property taxes for up to sixty (60) years for housing financed or previously financed in part with Federal Low Income Housing Tax Credits. In order to be eligible for this tax exemption, at least 70% of the units must be subject to the income and occupancy requirements of Internal Revenue Code Section 42. Projects must be owned or leased for at least thirty (30) years by a corporation, partnership, or limited liability company, of which at least fifty percent (50%) of the controlling interest is held by a charitable organization with 501(c)(3) or (4) tax exempt status whose purposes include the provision of low income housing, or a wholly-owned and wholly-controlled subsidiary of such a charitable organization. HPD must approve the regulatory agreement that imposes tax credit restrictions on the project’s dwelling units and may also require a payment in lieu of taxes (PILOT.)

- The Urban Development Action Area Project (“UDAAP”) tax exemption is subject to approval by the City Council. The City Council may grant an exemption from the New York City real property taxes on the buildings/improvements for up to twenty (20) years. If the Council grants the full 20-year exemption, the improvements on the Site would be fully exempt from the New York City real property taxes on the buildings/improvements for the first ten (10) years with a gradual phase-in of full taxes over the remaining ten (10) years (10% per year). The full amount of the New York City real property taxes on the land must be paid each year. Other governmental approvals are required before the City is able to use the UDAAP.

Transfer Taxes and Disposition Price
The Developer is responsible for paying all transfer taxes associated with the conveyance of the Site to the Developer, including any transfer taxes associated with the conveyance of the condominium units and all transfer and recording taxes associated with financing of the construction and the Project, generally.

The Developer will pay, upon conveyance, a nominal disposition price, anticipated to be $1.00 per lot at HPD’s sole discretion, and will deliver an enforcement note and mortgage for the difference between the purchase price and the appraised value of the Site, which may accrue interest at the AFR and may be payable at maturity. When the Library Unit is conveyed by the Developer to the NYPL, no consideration will be paid by the NYPL and the Library Unit will be released from the enforcement note and the lien of the enforcement mortgage.

HPD – HDC Term Sheets
Developer Submissions must comply with all terms of any HPD subsidy program utilized. Please refer to HPD Term Sheets.

Developer Submissions that assume HDC bond financing (and subsidy financing, if applicable) must comply with all terms of the applicable HDC Term Sheet.

Project-Based Rental Assistance
Development teams that propose the use of project-based rental assistance in accordance with HPD-HDC term sheets will be expected to apply to HPD’s Project-Based Voucher (PBV) Request for Proposals or other project-based rental assistance competitions. HPD will accept applications to its PBV RFP on a rolling basis and awards will be made four times per year at intervals that will be announced at a later date.
Subordinated Debt
Developer Submissions calculate subordinated debt at the amount equal to the sum of:

1. The difference between the cash portion of the purchase price paid at closing and the appraised value of the Development Site, based on an independent appraisal acceptable to HPD; plus

2. The aggregate amount of any City, State, or Federal construction subsidies for the construction of the units less the amount required to be repaid from proceeds from the sale of the units, if applicable; plus

3. Any additional value as reflected by the difference between the homeownership sales prices and the as-built market value of the Site and improvements, if applicable.

Resale, Refinancing, and Recapture Restrictions
- The HPD enforcement mortgage is subject to repayment from refinancing and resale profits, and may be non-evaporating.

Incentive Programs
The Developer is responsible for pursuing and securing other subsidies related to the Development Program that may be available:

Brownfield Redevelopment
- New York City Office of Environmental Remediation provides subsidy and technical assistance for City-supported affordable and supportive housing developments.

Commercial and Retail Incentives
- New York City Economic Development Corporation (NYCEDC)’s guide to financing and incentives
- Food Retail Expansion to Support Health (FRESH) Program: promotes the establishment and retention of neighborhood grocery stores in underserved communities by providing zoning and financial incentives to eligible grocery store operators and developers.
- NYCEDC Capital Access Loan Guaranty Program: Provides up to a 40 percent guarantee on loans for qualified NYC micro (fewer than 20 employees) and small (21-100) businesses experiencing difficulty in accessing loans.

G. Disposition and Disposition Price
The Developer will be responsible for executing and complying with all Site Disposition requirements. Disposition of the Site to the Developer will be subject to the following:

- Receipt of all public approvals required for disposition of the Site and development of the proposed Project on such Site, including without limitation, approval by the Mayor.

- Execution and delivery of the documents necessary to complete the disposition process within a time period specified by HPD. These documents include, but are not limited to, an LDA, as required and a Library Development Agreement.

- The Site will be conveyed in accordance with the terms of the LDA to be entered into between the Developer and HPD and will be conveyed in “as-is” condition, including without limitation, all environmental conditions and hazards. The LDA will contain covenants running with the land that require the Developer to develop the Site in accordance with plans and specifications determined and approved by HPD.
• The City will convey the Site subject to a remainder interest, so that title to the Project (except for the library) will revert to the City upon expiration of the regulatory period unless the parties mutually agree to an additional term of affordability.

• The simultaneous closing of a bona fide construction loan required to finance the full development of the Site.

H. Construction

The Developer is responsible for overseeing the design, bidding, and construction process generally described below:

*Bidding and Contracting.* The Developer is responsible for managing all phases of the design process to ensure the implementation of integrated design strategies to achieve high performing buildings and sites. The Developer is responsible for ensuring competitive construction pricing and delivery to make certain that the building is deliverable according to the Project budget and schedule, which must be consistent with HPD-HDC Term Sheets.

The Developer is responsible for procuring and managing the construction of the Project, and ensuring smooth negotiations and contracting with any sub-contractors for the construction and operations of the completed Project.

*Completion and Close-out.* The Developer is responsible for implementing all professional industry standard practices in construction monitoring, construction completion, compiling all warranties and guarantees, any applicable commissioning, and transferring the completed building to property management and maintenance personnel, and coordination with HPD marketing departments as units are completed and ready for leasing or sales.

I. Marketing and Leasing

The Developer is solely responsible for marketing and leasing of the residential units. In carrying out these functions, the Developer must comply with HPD and HDC’s marketing requirements, which are designed to ensure that the availability of the units is disseminated as widely and fairly as possible. The Developer must ensure compliance with tenant/household preferences included in HPD and HDC’s marketing requirements. The rent of the units projected in the Submissions are to be determined by the Developer in accordance with HPD, as stated in applicable term sheets or otherwise. The marketing of the units will be monitored by HPD staff to ensure compliance with these requirements. The HPD-HDC Marketing Handbook will be part of the LDA that the Developer will execute (see Appendix).

The Developer is responsible for ensuring that all respondents, regardless of preference, must meet the income, employment, and other eligibility criteria set for each property for which it is applying.

J. Operating Rents – Rent Stabilization

The Developer is responsible for ensuring that initial rents will be established in accordance with the regulatory agreement consistent with any income requirements outlined in this Request and/or the subsequent Submission or other financing conditions and terms. Prior to initial occupancy, all residential apartment units must be registered with HCR under rent stabilization system at rents specified in the regulatory agreement. Residential apartments must remain in the system for the duration of the regulatory periods imposed or as required by law, but in no case less than thirty (30) years. The Developer may submit a plan to extend the affordability period for an additional number of years.

K. Property Management and Maintenance

The Developer is responsible for providing professional property management services, and having all standard asset management systems in-place to qualify income levels pursuant to funding requirements, as well as to submit property management data and operating budgets to HPD.
The Developer is responsible for professional maintenance services, as well as supporting or facilitating resident programming and community rules that promote health, safety, and quality of life at the Project.

L. HireNYC

The Developer, General Contractor, and certain Subcontractors will be required to participate in HireNYC, a workforce development program which connects the City’s real estate development projects to the City’s workforce development services. Development partners will be required to enroll with Workforce1 through an on-line system hosted by the Department of Small Business Services, to share job openings in entry-and mid-level construction positions with Workforce1, and to interview the qualified candidates that Workforce1 refers for those openings. Respondents will be required to regularly report on their outreach activities per HireNYC Program requirements. For more information about HireNYC, see HPD and SBS websites.

M. Minority and Women-Owned Business Enterprise (M/WBE) Build-Up Program

The Developer is responsible for complying with the M/WBE Build Up Program, which is a component of HPD’s Building Opportunity Initiative. Currently, the program requires developers/borrowers to spend at least a quarter of HPD-supported costs on certified M/WBEs over the course of design and construction of an HPD-subsidized project. A minimum of 25% will be required for each project subject to the program. Developers may adopt a goal higher than the minimum.

N. Fair Housing Requirements

The Developer must comply with all applicable Federal, State, and local laws, orders, and regulations prohibiting housing discrimination.

O. Warranty Coverage

If the residential apartments in the Project are sold by Developer as cooperative apartments or individual residential condominium units, Developer will be responsible for ensuring that these residential apartments are sold with a warranty that is the same as the housing merchant implied warranty described in Section 777(a) of the New York State General Business Law. The warranty must be applied to all residential apartments, regardless of the number of stories of the building in which they are located, and may not be limited, modified, or excluded by the methods provided for in Section 777(b).

P. Section 3 Clause

The Developer is responsible for complying with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and the implementing regulations at 24 CFR part 135, if applicable, which includes, but not limited to, providing: (i) to the greatest extent feasible, opportunities for training and employment arising in connection with the planning and carrying out of the project must be given to "Section 3 Residents" as such term is defined in 24 CFR 135.5; and (ii) to the greatest extent feasible, contracts for work to be performed in connection with any such project must be awarded to “Section 3 Business Concerns” as such term is defined in 24 CFR part 135.5.

Q. Davis-Bacon

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.

R. Equal Opportunity

The Developer will be required, along with partners, or authorized representatives of the Developer, to attend a class administered by HPD outlining the requirements of Executive Order No. 50, and to submit
Equal Opportunity forms provided by HPD verifying their compliance with the provisions of the Executive Order.

S. Building Services Prevailing Wages

This project will be subject to payment of prevailing wages as defined in Section 6-130(a)(13) of the New York City Administrative Code in connection with building service work performed by building service employees as those terms are defined in Section 6-130(a)(2) and (3) of the New York City Administrative Code, respectively. For the proposed financing at this time, please assume wages for building service workers published by the New York City Comptroller (http://comptroller.nyc.gov/wp-content/uploads/documents/230-schedule2017-2018.pdf). Note that the “Supplemental Benefits Rate” quoted therein are the minimum requirements for fringe benefits.

In addition, this project will be subject to the enforcement provisions set forth in paragraphs (2), (4), (6), and (8) of subdivision (d) of section 6-130 of the New York City Administrative Code, with respect to the role of the mayor or his designee, including the right of any aggrieved employee or former employee to file an administrative complaint and remedies that may be sought by the City for failure to comply with an order, determination, or disposition issued by the mayor or his designee or the office of administrative trials and hearings in accordance with said provisions of the New York City Administrative Code, and the Comptroller shall have authority to investigate prevailing wage violation complaints in accordance with paragraph (3) of subdivision (d) of section 6-130 of the New York City Administrative Code. An aggrieved current or former employee shall have a third party beneficiary right to enforce this prevailing wage requirement. Such third party beneficiary private right of action shall be effective only in the event that the enforcement provisions set forth in paragraphs (2), (4), (6), and (8) of subdivision (d) of section 6-130 of the New York City Administrative Code are determined by a court of competent jurisdiction to be inapplicable to a violation of this prevailing wage requirement.
IX. CONDITIONS, TERMS, AND LIMITATIONS

This Submission is subject to the specific conditions, terms, and limitations stated below:

All determinations of HPD regarding this Request are at the sole discretion of HPD.

The Site is to be disposed of in its “as is” condition. The City, its officers, agents and employees make no representation whatsoever as to the physical condition of the Site or its suitability for any specific use.

The Site shall be subject to New York City real property taxes and charges. Tax benefits may be available under 421-a, Article XI, 420-c, UDAAP, or other tax exemption programs.

The proposed Project must conform to, and be subject to, the provisions of the Zoning Resolution, Building Code, and all other applicable laws, regulations, and ordinances of all Federal, State, and City authorities having jurisdiction, as the same may be amended from time to time.

Valid permits and approvals, as required by City, State, and Federal agencies, must be obtained by the Developer prior to commencing work.

The commencement of negotiations with a Developer will depend on satisfaction of the additional documentation and review requirements described in this Request, and will be subject to the subsequent approval of the Mayor.

The City will convey the Site pursuant and subject to the provisions of the LDA, including the remainder interest described in this Request. HPD will recommend to the Mayor the disposition price as stated. Where required, all documentation, including but not limited to the deed and LDA, must be in form and substance satisfactory to the Mayor and Corporation Counsel. The conveyance will be subject to satisfaction of the applicable provisions of the City Charter and Article 16 of the General Municipal Law. The portion of the Site that will become the Library Unit will be conveyed to the NYPL as described above.

No transaction will be consummated if any Principal of any selected Developer is in arrears, or in default upon any debt, lease, contract, or obligation to the City, including without limitation, real estate taxes and any other municipal liens or charges. The City may refuse to review any Submission by any such Respondent.

The Developer and any contractor it retains must pass a City background check before closing.

No commission for brokerage or any other fee or compensation will be due or payable by the City, and the Submission to this Request will constitute the Respondent’s undertaking to indemnify and hold the City harmless from and against any such claim for any such fee or compensation based upon, arising out of, or in connection with any action taken by the Respondent, the selection of the Respondent’s submission and invitation to the Respondent to respond to this Request, the conditional designation of a Developer pursuant to this Request, or the sale of the Site.

The City is not obligated to pay, nor shall in fact pay, any costs or losses incurred by any Respondent at any time, including the cost of responding to the Request.

This Request and subsequent Submission do not represent any obligation or agreement whatsoever on the part of the City. Any obligation or agreement on the part of the City may only be incurred after the City executes a written agreement approved as to form by the Corporation Counsel. The City is under no legal obligation to convey the Site through a competitive process. The City may use the Submissions pursuant to this Request as a basis for negotiation with Respondents as the City deems appropriate. HPD may reject at any time any or all Submissions, amend or withdraw this Request in whole or in part, negotiate with one or more Respondents, and/or negotiate and dispose of the Site on terms other than those set forth herein (including to parties other than those responding to this Request). HPD may also, at any time, waive compliance with or change any of the terms and conditions of this Request, entertain modifications or
additions to selected Submissions, or withdraw the Site or portions of the Site from or add individual parcels to this Request.

Selection of a Respondent’s Submission will not create any rights on the Respondent’s part, including, without limitation, rights of enforcement, equity or reimbursement, until after the approvals of the City Council, Mayor, and Corporation Counsel, and until the deed, LDA, Library Development Agreement, and all related documents are fully executed and approved. After execution, the terms of the deed and LDA shall govern the relationship between the City and the Developer, and the terms of the Library Development Agreement shall govern the relationship between the NYPL and the Developer. In the event of any variance between the terms of this Request and the deed, the LDA, or the Library Development Agreement, the terms of the deed, LDA and/or the Library Development Agreement will govern.

All determinations as to the completeness or compliance of any Submissions, or as to the eligibility or qualification of any Respondent, will be within the sole discretion of the City.

This Request and any agreement resulting there from are subject to all applicable laws, rules, and regulations promulgated by any Federal, State, or municipal authority having jurisdiction over the subject matter thereof, as the same may be amended from time to time.
X. CONFLICTS OF INTEREST

Current and former employees of the City of New York may respond to this Request only in accordance with Chapter 68 of the New York City Charter governing ethics and conflicts of interest affecting City personnel. Section 2604(c)(7) of the City Charter contains specific prohibitions that exclude enumerated groups of employees from participating in the sales process. In addition, current HPD employees may not respond to this Request.

Persons in the employ of the City considering a Submission are advised that opinions regarding the propriety of their purchase of City-owned property may be requested from the New York City Conflicts of Interest Board. This body is empowered, under Section 2602 of the City Charter, to issue advisory opinions on conflict of interest questions and other matters of ethical considerations. It is not necessary, however, that such an opinion be obtained prior to responding to this Request.

Former employees of the City of New York are also advised that the City Charter imposes certain restrictions on post-employment and business relationships with the City. Such individuals are advised to consult the specific provisions on this issue contained in the City Charter.
XI. APPENDIX

A. Community Visioning Report
B. Zoning, Site Plan, and Building Design Guidelines
C. Submission Forms - Forms are available for download on the website in Word and Excel formats as part of this Submission. The lettering of Forms corresponds to the Submission Tabs. Please note that not all Tabs require a form.

Form A-1: Completeness Checklist
Form A-2: Respondent’s Letter
Form D-1: Development Team Information and Respondent Questionnaire
Form D-2: Not-for-Profit Organization Form
Form E-1: Residential Development Experience and Current Workload
Form E-2: Residential Management Experience and Current Workload
Form E-3: Management Questionnaire
Form E-4: Commercial Management Experience
Form G: Financing Scenario
Form I: Site Development Program Summary
D. Library Fit Out Design Guidelines
E. Lot 20 Site Plan
APPENDIX A:
Community Visioning Report
Introduction

Development, Informed by the Community

In January 2017, the New York City Department of Housing Preservation and Development (HPD), the New York Public Library (NYPL), and the Robin Hood Foundation facilitated three community visioning workshops to gather public input for the future development of new affordable housing and a new library at the site of the existing Inwood library branch. The purpose of the workshops was to facilitate meaningful community engagement, identify community priorities, and gather ideas from those who live and work in Inwood and have an intimate understanding of neighborhood conditions and needs.

This report summarizes the results of the workshops and shares additional feedback received through email, a questionnaire, and Community Board 12 meetings. This report is also available on HPD’s website at www.nyc.gov/inwood-library. The final report will be attached as an addendum to the Request for Proposals (RFP) issued for this site. RFP respondents are encouraged to consult this report in developing their proposals and will be evaluated on how well they respond to community priorities and concerns.
Project Background

This project emerged from a collaboration between HPD and NYPL to both address the intense demand for affordable housing in Inwood and create a new, modern library that can serve the evolving needs of the community. With limited publicly-owned land in the area, it offers the opportunity to leverage existing City resources to achieve multiple goals in one location.

As part of the project, the City is proposing to demolish the existing library and develop a new structure that would include a brand new library space, affordable housing, and Universal Pre-K classrooms. The Robin Hood Foundation is donating $5 million to help construct the new library, which will be matched with $5 million from the City towards the library portion of the project, in addition to subsidies for the affordable housing component. During construction, NYPL will open a temporary brick-and-mortar space in the neighborhood to provide continuous service to community members. It will also partner with local organizations to conduct its programming. Once construction is completed, the new library will be owned and operated by NYPL.

The Inwood Library moved to its current location in 1952. It is open seven days per week and receives approximately 150,000 visits per year. A heavily used branch, the building last received upgrades in 2001 and is quickly growing out of date. A new, strategically designed library branch will be better equipped to serve residents’ needs, with new spaces to accommodate community programs, youth and adult education, expanded technology services, and a more user-friendly layout.

HPD’s mission is to promote the construction and preservation of affordable, high-quality housing for low- and moderate-income New Yorkers in thriving and diverse neighborhoods across the city. HPD offers a number of financing programs to facilitate the construction of new affordable housing for a variety of needs and income levels.

The existing two-story library is approximately 17,300 square feet and sits on an 11,825-square-foot lot owned by the City of New York. Approximately 6,000 square feet of the adjacent I.S. 32 parking lot, which is owned by the Department of Education, will be contributed to this project. The site is currently zoned R7-2 but is being contemplated for rezoning to a C4-4D district (R8A residential equivalent) as part of the Inwood NYC Planning Initiative.
Community Visioning Workshops and Questionnaire

HPD and NYPL gathered a wide range of feedback through workshops and questionnaire responses. Three workshops were held at the Inwood branch of the New York Public Library at 4790 Broadway. The workshops were scheduled for two week nights in 2017 (Wednesday, Jan. 25, from 4 to 8 p.m. and Tuesday, Jan. 31, from 5 to 9 p.m.) and a weekend (Saturday, Jan. 28, from 10 a.m. to 2 p.m.) so community members would have several opportunities to attend. Activities were conducted in both English and Spanish.

In all, more than 300 community members participated, including families, seniors, Community Board 12 representatives, local groups, and elected officials. In addition, 20 HPD staff members and 10 NYPL staff members attended the workshops to facilitate activities and discuss the site with the community. HPD and NYPL designed activities to gather community input on needed and desired:

- Library programming and design
- Housing affordability program
- Height and density
- Building design strategies for arts and culture, the environment, and urban design

With the help of local elected officials, Manhattan Community Board 12, and local community organizations and schools, HPD and NYPL conducted outreach to encourage participation in the workshop. Outreach efforts included canvassing and distributing flyers to businesses on Broadway, Dyckman Street, and 207th Street, as well as sending email blasts to local organizations. Additionally, NYPL sent emails to all Inwood Library patrons, and the branch manager announced the workshops and questionnaire at Community Board 12 meetings. For community members who were not able to attend, NYPL and HPD also created a paper and online feedback form with questions similar to those that were asked through activities at the workshop.

- 2,000 Flyers distributed in English and Spanish
- 300+ Community participants attended
- 30 HPD and NYPL staff facilitated three workshops
- 750+ Questionnaires collected
- 1,700+ Additional written comments submitted through workshop activities and questionnaire write-in responses

Engagement Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4, 10</td>
<td>Community Board 12 Committee Briefings</td>
</tr>
<tr>
<td>January 25, 28, 31</td>
<td>Community Visioning Workshops</td>
</tr>
<tr>
<td>March 31</td>
<td>Questionnaire Closed</td>
</tr>
<tr>
<td>May 8</td>
<td>Community Board Committee Meeting/Draft Report Issued</td>
</tr>
<tr>
<td>May 31</td>
<td>Community Board Full Board Meeting/Final Report Issued</td>
</tr>
<tr>
<td>Summer 2017</td>
<td>RFP Release</td>
</tr>
</tbody>
</table>
Summary of Findings

This report summarizes findings from the questionnaire, workshop activities, and Community Board 12 meetings. The full results are also provided as an addendum to this report.

Through outreach conducted to date, respondents articulated their vision for the future development of the site. Residents had a broad range of viewpoints. However, priorities were primarily focused on ensuring the site continues to serve as a library in the neighborhood, providing robust programing to residents, and that affordable housing is targeted towards the needs of the Inwood community. Some community members also recommended that the library not be redeveloped to include affordable housing.

Most participants wanted the new library to remain in public ownership, with minimal disruption in library service during construction. They wanted the new library to be a modern space that better meets the needs of its patrons by increasing access to computers, Wi-Fi, books, and programming. Residents prioritized after-school and weekend teen zone spaces, an updated children's area, quiet adult space, and improved shared community spaces.

Most respondents wanted a new building to provide affordable housing that would serve a range of incomes, with a particular focus on matching the current incomes in the neighborhood, including homes for extremely low-income households. Many also stated a need to house seniors and the formerly homeless. Other common priorities included the creation of permanently affordable apartments and a preference for non-profit ownership and management.

Finally, many participants asked for a building that maintains the existing architectural and urban character of the surrounding neighborhood. Some asked to maximize the number of affordable apartments, while others asked for a shorter building that could be developed under existing zoning or with a contextual rezoning. Participants prioritized arts spaces and environmental responsibility as the most important design features in a new building.

Following is a sampling of responses that outline future visions for the Inwood Library site.
Affordable housing is critically important for the life of a community. Elders, teens, family, business owners (small and large), relatives and neighbors all contribute to the well-being of everyone. How great it would be to have affordable housing along with the library as a service to all!

The focus must be placed on ensuring that those who have very low incomes, which happen to make up a good proportion of our community, are given the greatest level of priority in the creation of these new affordable housing units. In the selling of rights to build upon the land in which the library stands we, the community, should have the right to ensure what will happen with the land and be allowed to make sure developers are only given rights to build upon the land, not take ownership of it.

It would be great if the affordable housing was mixed affordability so that the building could be comprised of people of low to middle income. Additionally, it would be great if there was a path to homeownership. So many properties in Inwood are unaffordable to people who live here currently (many apartments to buy are 500K+).

Inwood – like the City as a whole – needs more affordable housing, but I hope that it does not come at the expense of the library’s continued operation.

It should be contextual with the surrounding neighborhood and permanently affordable.

My vision for affordable housing development at the [Inwood Public Library] is that it is actually affordable for the majority of the people living in the area and not just affordable for the more affluent.

The housing should be developed and managed by a nonprofit or a community-based organization.

I would like it to be affordable housing for low-middle incomes. I want the building to fit the surrounding neighborhood in terms of style and size. I want to make sure that there are adequate infrastructures resources for the expansion.

I’d love a gathering space for all in the neighborhood that would promote reading and community. Adult and teen book clubs along with children’s services sound very exciting.

Tearing down a library to put up affordable housing is not something you can undo and a public institution inside a private residence is not appropriate to either the public or the residents.
100% affordable housing for residents of THIS neighborhood. In other words, housing should be affordable for households who make $30,000/year or under. The library should have a space for a tenant association to meet and organize. Housing development should commit to ethical treatment of its citizens so that Inwood/Washington Heights can continue to be a haven for immigrant families, artists, and students.

The functioning of the library must not be interfered with or diminished. The affordable housing should be affordable for community income levels. The building should not be taller than surrounding buildings and the current character of Inwood architecture (6-8 stories total).

Green space/ urban gardening, co-op or affordable ownership programs for Washington Heights/ Inwood residents, affordable childcare co-op or program, senior center/ networking opportunities for older adults, reservable common space (event room, artist studios, writing rooms, etc.).

Don’t take away the library or make it smaller.

I believe it would be much better to use that space to make the library larger in terms of space for children, adults and teens to work and meet/ workshops and classes for those that speak another language.

If the library is on public land and will be redeveloped as part of an affordable housing development the land should not only remain public, ensure the new NYPL library is of equal size or larger, but also be permanently affordable to census tract/ NTA level AMIs not MSA AMIs. Community Land Trusts and Community Land bank options should be explored. The units should be distributed proportionally: 50% of the units should target those below the AMI for deeper affordability and the other 50% for those at or above the median (capped at and up to a certain income level that makes sense for the area).

I like the idea of affordable housing, but I think that a way to keep the library opened would be a better solution. There is an empty lot a block away. Would it be possible for that property to be acquired. This property could be turned into affordable housing with the library on the ground floor, then the current library location could be developed once the library moves to the new location a block away. This could create two affordable housing buildings and not require the library to close for an extended period of time.
At the workshops, the library activity encouraged participants to rank their top five priorities for a new branch in the following categories: Teen Area, Teen Resources, Children’s Area, Children’s Resources, Adult Area, Adult Resources, and Community and Meeting Area. Each of these areas had 10 options to select from with the exception of the Community and Meeting Area grid, which included 20 options.

Although the preferences of participants varied, responses to the questionnaire as well as those received through the facilitated workshops demonstrate clearly that participants believe the Inwood library adds great value to the community. Also, the majority of questionnaire respondents have used the branch within the past three months.

Below are the top design and programming priorities for the Inwood Library as shared through the workshop activities.

<table>
<thead>
<tr>
<th>Teen area</th>
<th>Teen resources</th>
<th>Children’s area</th>
<th>Children’s resources</th>
<th>Adult area</th>
<th>Adult resources</th>
<th>Community &amp; meeting area</th>
</tr>
</thead>
<tbody>
<tr>
<td>After-school &amp; weekend teen zone</td>
<td>Computers</td>
<td>Engaging to children</td>
<td>Books</td>
<td>Quiet</td>
<td>Books</td>
<td>Community programs</td>
</tr>
<tr>
<td>Space for doing homework with friends</td>
<td>Books</td>
<td>Encourages family engagement</td>
<td>Story time area</td>
<td>Dedicated space for writing and work</td>
<td>Books for non-English speakers</td>
<td>Author talks</td>
</tr>
<tr>
<td>Quite area for doing homework</td>
<td>Books for non-English speakers</td>
<td>Separate from other areas</td>
<td>Child size seating</td>
<td>Dedicated space for reading and research</td>
<td>Table seating</td>
<td>Family literacy workshops</td>
</tr>
<tr>
<td>Space for group projects</td>
<td>Charging ports</td>
<td>Inspires creation and play</td>
<td>Computers</td>
<td>Light and airy</td>
<td>Computers</td>
<td>Technology training</td>
</tr>
<tr>
<td>Separate from other areas</td>
<td>Table seating</td>
<td>Light and airy</td>
<td>Table seating</td>
<td>Easily accessible</td>
<td>Charging ports</td>
<td>Musical performances</td>
</tr>
</tbody>
</table>
The questionnaire asked participants to rank these spaces and the value they add both to the community and their families from one (not valuable) to five (very valuable). The three overlapping priorities for both community and families were dedicated children’s space for story time/reading activities and programs, free public computers, and wireless internet access. However, when asked to rank the value these spaces may provide in the future, priorities varied slightly. Participants cited dedicated teen space and adult learning spaces for community classes, as well as grab and go areas to quickly browse books and reserve spaces for projects and community meetings.

Some additional comments are highlighted below:

“Inwood has no performance spaces, so a program room large enough for small performances would be very valuable.”

More space as an adult to read in a comfortable chair or work with your own computer at a table in a quiet space.”

“General beauty and excellence in design.”

“It’s a great branch, keep up the good work. The main thing missing from the current branch is a LARGE multi-program room for library and community events.”

“I love the library the way it is now. It is the best. Do not change it a bit. Do not fix something that is NOT broken.”

Respondents also expressed concern regarding any potential reduction to the size of the Inwood Library or the availability of the collections and materials currently available to patrons.

“I am legally blind and missing one eye, I need more access to large print books and help learning to read.”

“It cannot be stressed enough how vitally important NYPL and this Inwood branch is to the local community. There can be absolutely no compromises in research and circulating materials, generosity of space and services offered at other branches that are so very badly needed in Inwood. We are talking about a bilingual community, and people living in the lowest tax brackets from young families to the elderly, that cannot afford access to books, wifi, community services, classes, etc. on their own. The needs of the local community must be put first.”

“Very important to maintain the depth and breadth of the print collection, and not reduce the number & volume of books available onsite in the stacks, including books in Russian and Spanish, and other select languages, along with materials in large print for the elderly.”
Through the questionnaire and workshop activities, participants shared priorities regarding programming for the potentially redeveloped Inwood Library branch. When asked what would most likely drive patrons' usage of the new branch, the majority of respondents replied (with the option to choose more than one): to get books and information, to attend exhibitions or lectures, bring children and teens to explore the collections and attend programs, use free public computers and wireless internet access, and meet and work with people.

Multiple participants were concerned about the loss of programming due to new construction, that construction will take several years, and that they will not have any access to the current programs. Respondents also expressed concern about the type and size of temporary library space during the closure of the Inwood Library during construction.

“It needs to re-open extremely quickly (9 months or less) because it is a community space on which we all rely - we don’t just use it, we rely on it.”

“The library is one of the reasons I decided to move to Inwood. There is no need for a “redevelopment.”

“The library is a valuable and essential resource for the community at large. We cannot have the library closed for a long period of time. We need our library. I do not support this “redevelopment” project.”

“Move the library to a temporary space in the neighborhood while you renovate. It’s too valuable to the community to close for such a long time and too far for our seniors to go to another branch.”

A new Inwood Library branch will provide opportunities for upgraded facilities, providing expanded technology services, better spaces to accommodate programming, and a user-friendly layout. Above are examples of new library spaces in Washington Heights and Battery Park City.
Through the questionnaires and workshop activities, participants shared preferences for the incomes and needs that new affordable housing should serve. At the workshops, the affordability activity asked for feedback on what levels of affordability should be targeted in a new building. Participants were presented with information about neighborhood incomes and then walked through an affordability worksheet that detailed two options:

- Option A dedicated all of the apartments to low-income families earning between 30% and 60% of the Area Median Income (AMI), or between $24,500 and $49,000 for a family of three. However, it allowed participants to include a small tier of units for those earning slightly more.

- Option B dedicated half of the apartments for low-income households earning between 30% and 60% of AMI and half for those earning moderate incomes – up to 130% of AMI, or $106,000 for a three-person household.

Slightly more than half of all workshop participants selected Option A (47 votes), serving predominantly low-income families earning a range of incomes between $24,500 and $49,000 for a three-person household. Among those who selected Option B (37 votes), the most common preference was to serve households earning 30% of AMI, or $24,500 for a three-person family, on the low end and 80% of AMI, or $65,000 for a three-person family, on the high end.

### Additional Income Tiers Prioritized Under Option A: Low-Income (47 votes)

<table>
<thead>
<tr>
<th>Income Tier</th>
<th>Number of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-60% AMI ONLY</td>
<td>13</td>
</tr>
<tr>
<td>80% AMI</td>
<td>24</td>
</tr>
<tr>
<td>90% AMI</td>
<td>13</td>
</tr>
<tr>
<td>100% AMI</td>
<td>5</td>
</tr>
<tr>
<td>130% AMI</td>
<td>3</td>
</tr>
</tbody>
</table>

### Income Tiers Prioritized Under Option B: Mixed-Income (37 votes)

<table>
<thead>
<tr>
<th>Income Tier</th>
<th>Number of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>30% AMI</td>
<td>28</td>
</tr>
<tr>
<td>40% AMI</td>
<td>23</td>
</tr>
<tr>
<td>50% AMI</td>
<td>19</td>
</tr>
<tr>
<td>60% AMI</td>
<td>20</td>
</tr>
<tr>
<td>80% AMI</td>
<td>23</td>
</tr>
<tr>
<td>90% AMI</td>
<td>19</td>
</tr>
<tr>
<td>100% AMI</td>
<td>14</td>
</tr>
<tr>
<td>130% AMI</td>
<td>9</td>
</tr>
</tbody>
</table>

### Percentage of Units Desired for Formerly Homeless Households

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Number of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>11</td>
</tr>
<tr>
<td>30%</td>
<td>9</td>
</tr>
<tr>
<td>20%</td>
<td>21</td>
</tr>
<tr>
<td>10%</td>
<td>34</td>
</tr>
<tr>
<td>0%</td>
<td>4</td>
</tr>
</tbody>
</table>

### Percentage of Units Desired for Seniors

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Number of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>11</td>
</tr>
<tr>
<td>30%</td>
<td>19</td>
</tr>
<tr>
<td>20%</td>
<td>29</td>
</tr>
<tr>
<td>10%</td>
<td>26</td>
</tr>
<tr>
<td>0%</td>
<td>2</td>
</tr>
</tbody>
</table>
Those who took the questionnaire were presented with more general options for income targeting and asked to select all that apply. Most questionnaire respondents selected the option to include low-income units, with a preference that some of the units should serve extremely low-income households earning 30% of AMI, or $24,500 per year for a family of three.

“Lowest income should be top priority. There are too few currently and they are the hardest to get the market to offer.”

“Also include space for single individuals already in the community that make less than $20,000.”

Those who requested a broader mix of incomes expressed concerns about the potential concentration of poverty. They wanted affordability levels to be driven by the demographics of the neighborhood, to achieve a mix of incomes that better reflects the community.

“Any community needs balance. Can’t be all low-income.”

The workshop activity also requested feedback on if, and how many, apartments should be set aside for seniors and the formerly homeless. Participants had the option of selecting 0%, 10%, 20%, 30%, or 40% of the units for senior and homeless units. Nearly all participants who provided feedback on the worksheet were in favor of setting aside at least a portion of the homes for seniors and formerly homeless individuals and families. The most commonly selected option for a senior set-aside was 20% of the units, with an average across all votes of 18.5% of units set aside for seniors. For the homeless, participants most frequently selected a 10% set-aside, with an average across all votes of 14.7% of the units set aside for formerly homeless families and individuals. In the questionnaire, respondents also overwhelmingly selected seniors as a community within Inwood that is in need of housing, followed by survivors of domestic violence and those with physical or sensory disabilities. Respondents also recommended new housing should serve immigrants, single-parent households, and artists or entrepreneurs.

“We have a lot of working poor people in our community. They should be a priority.”

“Please prioritize low-income young women with children and LGBT youth who are facing domestic violence and/or homelessness.”

Through the questionnaire and during the workshops, many participants shared the fear that rents in the neighborhood will continue to rise, and that long-time residents are at risk of being displaced from the community. They noted that they would like to see a longer term of affordability than typically required under HPD’s financing programs. Workshop participants and questionnaire respondents also reiterated that this building must be 100% affordable, which the City has committed to providing.

“I am fearful that these units will convert to market rate homes in the near future and not protect those who have made this area their home for over 25-30 years. Please continue to develop services for those most disempowered, since wealthier individuals have access to a great many things throughout this city.”
Through the workshop activities and questionnaire, residents were also asked for their opinions on height and density to understand how comfortable they would be with increased density on the library site and, if so, what level of density would be most appropriate. The activity also provided reference images of other buildings of various heights in Inwood to compare the densities presented in three scenarios: the first scenario presented a building with 90 units that could be 11 stories; the second scenario presented a building with 110 units that could be 14 stories; and the third scenario presented a building with 130 units that could be 17 stories. In response to community feedback, a fourth as-of-right scenario (70 units, eight stories) was provided at the second and third workshops. Regardless of responses on density, most participants agreed that it is important for any new building to reflect Inwood's unique existing built character, with many using “contextual” to describe how the building should feel in relation to the rest of the surrounding neighborhood.

**Questionnaire Responses:** Knowing that all units in the building would be affordable, of the priorities below, which is most important to you?

<table>
<thead>
<tr>
<th>Priority</th>
<th>Number of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a shorter building but with fewer affordable units (9-10 stories)</td>
<td>214</td>
</tr>
<tr>
<td>Balance height and number of affordable units (12-14 stories)</td>
<td>186</td>
</tr>
<tr>
<td>Maximize the number of affordable units by allowing for a taller building (14-17 stories)</td>
<td>104</td>
</tr>
</tbody>
</table>

**Existing and Proposed Zoning**

Many participants requested that the project be developed under existing zoning. At two of the three workshops, HPD included an as-of-right scenario, which received a large portion of the votes. On the height and density question on the questionnaire, about 50 respondents also wrote in that the zoning should remain the same or that a building with five to eight stories would better fit the character of the neighborhood.

"Redevelop within the existing zoning envelope, whatever that means in terms of units."

"As of right height - of no more than 8 stories."

Several participants also felt that the rezoning of a single parcel would be inappropriate for Inwood because it would be out of context with the existing neighborhood character and might set a precedent for other one-off rezoning proposals west of Broadway.
“Again, it’s not just about the number of stories, it’s about the zoning precedent we set. If we allow spot rezoning here, it could happen elsewhere, and Northern Manhattan is already a likely target for developers who, quite frankly, have no interest in supporting or protecting our unique community and serving its needs...”

“As mentioned above, neighbors fear that if the building is taller, it paves the way for rezoning throughout the neighborhood. I wouldn’t be opposed to 12-14 stories if we could be ensured that this was only changed for THIS building, not for future development. The neighborhood can’t sustain the growth of changing the zoning for all buildings (parking, schools, park use, etc.).”

“We are excited about the prospect of a new library with affordable housing but do not want ANY spot re-zoning of the site.”

“No spot rezoning! We don’t want a 16-story building in the middle of a 6-story bldg. zone!”

Rezoning for More Density

Still others were comfortable with increased density, such as nine, 10, or 11 stories, but would prefer that the building not rise too much above the existing building heights in the neighborhood. Some participants also requested a building that would yield as many affordable units as possible, regardless of height, citing the need for more affordable apartments in Inwood.

“How about zoning tall buildings only if they include majority of low income units?”

“We live in MANHATTAN and there is a huge shortage of affordable housing. 17 stories is a START. I’d be in favor of 20-40 if it were an option.”

“Fabric be damned, we need more units. There is too much substandard housing in this neighborhood to sacrifice potential homes.”

“How about making it big. Don’t hold back. The one thing I know is that quantity of housing is the most important factor affecting housing costs. Please, let’s increase the supply.”

Contextual Rezoning

Others asked for a rezoning of the site, but with the caveat that it respect the existing architectural context of the neighborhood. An R7A district was proposed, providing an opportunity to impose a height limit on a site that currently does not have one. On the questionnaire, “Creating a shorter building but with fewer affordable units” was also the most popular response.

“8 stories better for neighborhood, otherwise too dense.”

“A tower much above 7 stories would look odd.”

“I’m torn—I would like it to fit in with the neighborhood—six stories—but realize that we need affordable housing.”
Infrastructure Concerns

Several workshop participants and questionnaire respondents were concerned with neighborhood infrastructure and essential services if new housing is introduced into the neighborhood. They want to be assured that ConEdison has enough capacity to serve new development; that the MTA can handle increased capacity and address any complications in developing over the A line; and that the Department of Sanitation will be able to handle increased waste from new residents. Residents also expressed that there needs to be coordination with the Department of Education to address the potential need for additional school seats in the neighborhood. As part of the formal review process for the Inwood NYC initiative, a full environmental review of potential adverse impacts resulting from the various proposed actions will be conducted. This review will include an analysis of potential impacts to infrastructure.

“Create a shorter building—9-10 may be too tall given the site and context. This needs to be studied and accurate renderings made. Impact of that number of new units must be assessed in light of nearby neighborhood resources; transportation, schools, parking, etc.”

“The building should not be taller than other buildings currently in the neighborhood and should not create any traffic congestion in this already (extremely) congested area. Also, an environmental impact study must be done before any design is considered.”
In the design elements activity at the workshops, participants were asked to think about their priorities for incorporating arts, environment, and housing design principles into a new building. Residents reiterated the need for the creative incorporation of open space, such as publicly accessible green space at the ground floor level or on the rooftop, and the intentional incorporation of spaces that encourage the display of and gathering around arts and performances. Overall, the top three design strategies that received the most votes were solar panels, exhibition space, and contextual building design.

The top three priorities for each category were as follows:

**Arts, Culture, and Placemaking**
1. Exhibition spaces
2. Art installations
3. Street art

**Environment**
1. Solar panels
2. Green roofs
3. Urban/rooftop farm

**Quality Housing Design**
1. Responds to architectural/urban context
2. Passive House
3. Active ground floor

**Arts, Culture, and Placemaking**

Within the Arts, Culture, and Placemaking section, participants selected their top three preferred strategies from: street art, creative wayfinding, art installations, street seats, exhibition spaces, street banners, pavement design, and street benches.

“Dedicated space for arts and cultural activity for local artists and community groups; performances, meetings, exhibitions, studio/residences/workspace.”

“One of the most important (and mostly unrecognized) traits of this community is its unique Lenape history and current ecological importance. Somehow, this new building needs to recognize the indigenous history and geography in which this unique collaboration is happening. … Whether the structure has Lenape names on it of artwork (perhaps a mural?) inspired by the Lenape culture and made by a Lenape New Yorker. The ideas are endless, but the crux of it is acknowledging and being proud of a land with such rich history.”

**Environment**

In the Environment section, participants selected their top three preferred strategies from: bike racks, green roofs, bioswales, solar panels, slow zones, green wall/art in lobby, and urban/rooftop farms.
“Please incorporate greenery and natural light as much as possible. There’s evidence on many benefits to this for residents, and could also help beautify Broadway, which is much needed in the community.”

“Energy efficient!”

“It should have a courtyard with trees, a garden and parking for bicycles. The building should look aspirational, not institutional. It also should be as energy-efficient as possible.”

Quality Housing Design

From the Quality Housing Design section, participants selected their top three preferred strategies from: active, transparent ground floor; building setbacks; prominent ground floor entrance; responds to the architectural and urban context; active design, varied color, texture, and materials; and Passive House.

“Make architectural choices to make the building and apartments welcoming and vibrant, not a sad, cold place like many other new apartment buildings.”

“I have worked with developers on similar projects. A major liability of these projects is that the architecture ends up feeling cold and institutional. I think one of the most important things you can do for the residents of the building and of the neighborhood is to imbue the building with a feeling of warmth and residential qualities.”

“Make the building attractive so people want to enter and use it. Make it easy to see into the ground floor with inviting attractions visible from the street. Put street trees outside to make the street in front more inviting. Make the building as “green” as practical.”

“Maintain original Inwood Library Branch architecture (at least some).”

Other responses on the questionnaire included requests for additional considerations in the development of a new building, such as laundry facilities and security.
The questionnaire solicited preferences for a health clinic, day care center, senior center, arts and/or cultural space, small business incubator, and/or technology training center if there were an opportunity to provide additional community facility space within the development. Respondents overwhelmingly expressed interest in an arts and/or cultural space. A senior center, technology training center, and day care center were also favored. Others commented that they would not like to see any additional community facility space and instead focus attention on the redevelopment of the library space to be sure the square footage is not sacrificed or that it end up in the basement of the building.

Residents commented that the adjacent, privately owned car wash should be included in the development, stating that some feel the parcel is underutilized or a hazard for children walking to the library and school. Some also identified the vacant, privately owned site across the street at 4849 Broadway as an additional opportunity. Participants presented various ideas for how to use the sites, including:

- Using the car wash or 4849 Broadway as an alternative development site
- Incorporating the car wash into the larger development site so the building would not have to be as tall to achieve a significant number of housing units
- Together with the car wash, take advantage of a larger street frontage to provide the library with a significant ground floor presence

Additionally, while the library branch itself will remain in either City or NYPL ownership, nearly all workshop participants across the three sessions and throughout questionnaire responses agreed that the library and the land are both public assets that should remain in public ownership. Participants presented various methods for retaining the development as a public good, including:

- Enter into a ground lease with a developer instead of using HPD’s traditional land disposition process
- Once construction is completed, the new library will be owned and operated by NYPL.

“As mentioned above, please do not sell
the land. Instead, enter into a ground lease between any developer and the city/NYPL.”

• Place the land in a community land trust

“We must think of another way to add affordable housing to our community without losing ownership of the land the library is on. What about a Community Land Trust? A nonprofit developer?”

• Require all units to be permanently affordable

“The new affordable housing should be PERMANENT, not limited to a certain time period.”

Some participants also expressed interest in prioritizing non-profit developers and including local partners on the designated development team; they requested that the RFP not be exclusively offered to minority- and women-owned businesses as this would automatically disqualify some non-profit developers from submitting responses. The City will also accept proposals that include a community land trust ownership structure.
APPENDIX B:
Zoning, Site Plan, and Building Design Guidelines
APPENDIX B: Zoning, Site Plan, and Building Design Guidelines

Inwood Affordable Housing and Library Development Project

The Inwood Affordable Housing and Library Development Project Site presents a unique opportunity to provide much-needed affordable housing, community facilities, and neighborhood services, and other improvements in the community. The following guidelines have been informed by a community planning process (Community Vision Report) to ensure that the Project addresses the needs and desires of the surrounding community.

The current Inwood Library was built in 1952. While the building received upgrades in 2001, a new library will ensure that NYPL can continue to serve the needs of the community into the future. Submissions should include design for core and shell and fit out of a new library that will provide more community programs, better youth and adult education, and upgraded technology to serve the Inwood community for generations to come.

Adjacent to the Inwood Library (Lot 13) is a parking lot for IS 52 junior high school (located on Lot 20.) A portion of this parking lot (a portion of Lot 20) will be used as part of the Site. See Appendix E for detailed site plan.

Site Specific Design Guidelines

- The Site should assume conformance and compliance with C4-4D (R8A residential equivalent).
- Designs should use varied massing and façade articulation to complement and relate to the existing neighborhood context.
- Submissions must address the construction difficulties that the A subway line may pose to the demolition of the existing building and to the construction of a new building. The Developer is responsible for obtaining all required approvals and supporting documentation from railroad parties, including, but not limited to the MTA, and DOT, or any other transportation authority who may have an interest in the Project.
- Designs should accommodate 18,000 square feet for the Library space. Fit out of the Library should follow the criteria outlined in Appendix D as well as the NYPL Design Guidelines.
- Designs should accommodate an onsite UPK, and egress for a portion the adjacent junior high school. Refer to Appendix E for a detailed site plan of the applicable portion of Lot 20, and to the following requirements:
  - UPK should include an open space or a playground, no less than 1,350 square feet and capable of exclusive access to the UPK. Such space shall have no dimension less than 20 feet.
  - Core and shell design should be included in the Proposal to accommodate no less than 4,000 square feet (3 class rooms of 900 square feet each and necessary administrative space) of interior area dedicated to a UPK space. Such space shall have minimal frontage on Broadway, and a clear finished floor to finished ceiling height of no less than nine feet.
  - Proposals should assume no less than a 15 foot egress for the adjacent junior high school from “Entrance 2” as shown on the map in Appendix E. This egress should be covered, open air, and secured.
  - Proposals should assume access to “Entrance 3” as shown on the map in Appendix E as an additional point of egress. This egress should be covered, open air, and secured.
Proposals should assume the replacement of the retaining wall and ramp on the eastern lot line of the portion of Lot 20, as shown on the map in Appendix E. The ramp should be covered, open air, and secured.

- Design of Broadway must reflect [NYC Department of Transportation standards found in the Street Design Manual](#).
- Separate Heating, ventilation and air conditioning system as well as Mechanical, electrical and plumbing systems for the NYPL, the UPK facility, and the affordable housing portion of the building.

**General Design Guidelines**

**SITE PLAN and URBAN DESIGN**

Respondents must develop a thoughtful site plan that connects the Site with the surrounding neighborhood. Designs will be evaluated on the approach to creating contextual architecture and urban designs that enhance existing neighborhood commercial corridors and/or residential areas, and create safe, high-quality, residential environments.

**BUILDING DESIGN**

*Envelope/ Exterior:*
- Architectural designs will be evaluated on façade, fenestration, set backs, heights, massing, materials, projections and articulations (e.g. entrance and egress), scale and other architectural elements that build upon, mend, or strengthen existing neighborhood quality and character.
- Conceptual Building Elevations.
  - Building materials will be evaluated on the aesthetic quality, as well as durability.
  - Roof lines, floor lines, and top of parapets will be evaluated on their contextual relationship with adjacent buildings and surrounding neighborhood.
- New construction must be integrated with the neighborhood context. The design of the buildings must provide for variety and visual interest, and maintain a coherent quality for the multiple buildings on the block.
- Bulkheads must be located and designed to reduce their impact on the surrounding context.

*Street/Ground Level Façades:*

The lower portions of the façade must enhance the pedestrian experience. The first one to two floors, or “lower base,” of the building must address the pedestrian scale by activating pedestrian uses on Broadway.

- The base of the building must address the pedestrian scale by defining a clear street wall with active uses, multiple pedestrian entrances, transparency, and/or other material articulation and depth to activate the abutting sidewalks and enhance the pedestrian experience. Large areas of blank wall are to be avoided.
- The base of the building must include no less than 18,000SF for the library, including an independent entrance.
- The base of the building must include no less than 4,000SF for the UPK facility, including an independent entrance.

*Plans/ Interior:*
- Typical Unit Floor Plans
  - Efficiency and quality of typical unit floor plan.
  - Quality of resident experience – views, circulation, storage, efficiencies, convenience.
- Common Space
  - Location and quality of the proposed community facility and/or commercial space.
  - Connection to, as well as quality and environmental comfort of, shared amenities, including lobby, community space, mailroom, outdoor areas, etc.
- Circulation effectiveness for controlled access (private and public), including security, visibility, etc.
- Circulation quality of experience, and efficiency and accessibility of circulation patterns.
- Quality of resident and visitor of experience – accessibility, clear egress/ingress and circulation.

**Systems:**
- Structural system. Structural systems are appropriate for Site and building design, durable, easy to maintain, and efficient.
- Mechanical, Electrical, and Plumbing (MEP) systems. MEP systems are durable, easy to maintain, and efficient.
- All systems related to the Library space must be separate from other functions in the building.
- Sustainability. Building systems maximize the use of durable passive systems to achieve energy and water efficiencies that reduce consumption and operating costs.

**Design and Construction**
- Building design maximizes construction efficiencies (type, cost, time) while achieving high-quality design.
APPENDIX C:
Submission Forms
### Form A: Completeness Checklist and Applicant’s Letter

#### A1 – Completeness Checklist (Tab A)

Before completing the following forms, please see instructions in Section IX (Submission Requirements).

<table>
<thead>
<tr>
<th>Tab</th>
<th>Form</th>
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<td>Completeness Checklist and Applicant’s Letter</td>
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<td>1. Completeness Checklist (Form A-1)</td>
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<td>2. Respondent’s Letter (Form A-2)</td>
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<td><strong>B</strong></td>
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<td>Project Narrative and Summary</td>
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<td>1. Project Narrative (provided by Applicant)</td>
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<td>2. Proposal Summary (Form B)</td>
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<td>Trade Secrets (optional)</td>
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<td><strong>D</strong></td>
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<td>Developer Respondent Description</td>
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<td>1. Development Team Information and Applicant Questionnaire (Form D-1)</td>
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<tr>
<td>2. Not-For-Profit Organization Form (Form D-2)</td>
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<td>3. Additional information on Project Staffing and Project Management (optional)</td>
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<td><strong>E</strong></td>
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<td>Development Team Experience and Capacity</td>
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<tr>
<td>1. Residential Development Experience and Current Workload (Form E-1)</td>
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<td>2. Residential Management Experience and Current Workload (Form E-2)</td>
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<td>3. Management Questionnaire (Form E-3)</td>
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<td>4. Commercial Management Experience, if applicable (Form E-4)</td>
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<td>5. Additional Evidence of Experience and Qualifications (provided by Applicant)</td>
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<td>6. Affirmative Capacity Statement (provided by Applicant)</td>
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<td>Development Schedule/Phasing Plan (provided by Applicant)</td>
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<td>Financing Submission</td>
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<td>1. Financing Proposal (Form G)</td>
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<td>2. Financing Narrative (provided by Applicant)</td>
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<td>Assets Statement and Financing Letters of Interest</td>
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<tr>
<td>1. Assets Statement and References (Form H)</td>
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<td>2. Financing Letters of Interest (provided by Applicant)</td>
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<td><strong>I</strong></td>
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<td>Development Program (provided by Applicant)</td>
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<td><strong>J</strong></td>
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<td>Community and Economic Development (provided by Applicant)</td>
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<td><strong>L</strong></td>
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<tr>
<td>Architectural and Urban Design Drawings (provided by Applicant)</td>
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NYC Department of Housing Preservation and Development  
Office of Neighborhood Strategies  
Division of Planning and Predevelopment, Predevelopment Unit  
100 Gold Street, 9X  /New York, NY 10038  
Attention: Dwan Stark

Re: Proposal in Response to the Inwood Affordable Housing and Library Development Project RFP

Dear Mrs. Dwan Stark:

This letter is being submitted in connection with my proposal ("Proposal") submitted in response to the Request for Proposals ("RFP") issued by the Department of Housing Preservation and Development ("HPD") of the City of New York ("City") for the Inwood Affordable Housing and Library Development Project RFP in Brooklyn.

I have received, read, and understand the provisions of the RFP. I understand that selection of an Applicant ("Applicant") under the RFP for disposition of the Development Site(s) and the development of the Project described in the RFP ("Project") will mean only that HPD will commence negotiations with such Developer regarding the development of the Development Site.

I recognize that any negotiations with HPD will be subject to the following terms and conditions:

1. The commencement of negotiations will not represent any obligation or agreement on the part of the City, which may only be incurred or entered into by a written agreement which has been (i) approved as to form by the City’s Law Department, (ii) approved by the Mayor after a hearing on due notice; and (iii) duly executed by the Applicant and the City. The Negotiation Letter will only indicate HPD’s intention to commence negotiations, which may ultimately lead to the execution of such an agreement.

2. The Applicant will not have permission to enter upon the Development Site(s), which permission will only be granted, if at all, in the form of a license agreement duly executed by the Applicant and the City. The execution of any such license agreement, if it occurs, will only indicate that the City has granted permission for the Applicant to enter onto the Development Site for the limited purposes stated in the scope of work set forth therein, and will not indicate that the City reached any other agreement with the Applicant regarding the Development Site or the Project.

3. The following requirements will have to be satisfied prior to the disposition of the Development Site(s):

   The disposition of the Development Site(s) and tax exemptions to be granted, if any, must be reviewed and approved in accordance with all applicable HPD and City policies, which include, but are not limited to, the following:
a. The Applicant, any other potential grantee of the Development Site(s), and their respective Principals must successfully undergo a background check concerning their suitability to do business with the City.

b. The Development Site(s) will not be sold to any person or entity which, or to any entity with a Principal who: (i) has not fulfilled development responsibilities undertaken in connection with the City or other governmental entities, (ii) is in default on any obligations to the City, (iii) is a former owner of the Development Site, or (iv) has lost real property to the City in tax or lien enforcement proceedings.

c. The price and other terms for the disposition of the Development Site(s) and the tax exemption(s) to be provided, if any, will be consistent with applicable City policies.

d. The grantee must execute legal documents in form and substance acceptable to HPD and in form approved by the City’s Law Department.

4. During negotiations, the Applicant must diligently, competently, and expeditiously comply with all requirements communicated to the Applicant by HPD.

5. The design of the Project must comply with any applicable HPD development requirements and guidelines.

6. Either HPD or the Applicant may terminate negotiations at any time with or without cause. Negotiations may be terminated if Applicant does not commence construction within 18-36 months from the date of the Negotiation Letter.

7. If negotiations are terminated by either HPD or the Applicant, whether with or without cause, or if negotiations terminate automatically, then neither the City nor the Applicant will have any rights against or liabilities to the other.

8. The City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the Applicant at any time, including, but not limited to, the cost of: (i) any prior actions by the Applicant in order to respond to any selection process, or (ii) any future actions by the Applicant in connection with the negotiations, including, but not limited to, actions to comply with requirements of HPD, the City, or any applicable laws.

Very truly yours,
_____________________
Signature

_____________________
Title

_____________________
Applicant
Inwood Affordable Housing and Library Development Project RFP

Form B – Proposal Summary

*The summary below MUST be consistent with the rest of the Proposal (e.g. Financing Proposal and Design Narrative).

### Unit Summary

<table>
<thead>
<tr>
<th>Building Name/Description</th>
<th>Rental Units</th>
<th>Homeownership Units</th>
<th>Super Units</th>
<th>Total Units</th>
<th>Gross Square Feet</th>
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### Affordability Summary

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<td><strong>Total Units</strong></td>
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<td><strong>% of Total Project</strong></td>
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<th>Type of Housing</th>
<th>Y/N if included in proposal</th>
<th>Units</th>
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<tr>
<td>Supportive Housing Units*</td>
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<tr>
<td>Senior Units (62+)*</td>
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<tr>
<td>Homeless Units*</td>
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<tr>
<td>Other</td>
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*These populations may overlap

### Unit Count by Type
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<th>3BR/4BR</th>
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<td>Total Units</td>
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**Average Unit Size (SF)**

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<th>Building Name/Description</th>
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<th>2BR</th>
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**Development Program (residential, commercial, community facility, etc.)**

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<tr>
<th>Use</th>
<th>Gross Square Feet</th>
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<td>Residential (including social services space, amenities, etc.)</td>
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<tr>
<td>Commercial (Rentable and/or condominium)</td>
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<tr>
<td>Community Facility (Rentable and/or condominium)</td>
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<tr>
<td>Open Space</td>
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<tr>
<td>Parking (if applicable)</td>
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<td>Other</td>
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<tr>
<td><strong>Total Gross Square Feet</strong></td>
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*add additional tables if more than one building/phase

**Rental Assistance and Services Funding (if applicable)**
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<th>Services Contracts (Number of units and source of contract)</th>
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Architectural Summary

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<th>Building Name/Description</th>
<th>Maximum Building Height</th>
<th>Ground Floor Height</th>
<th>Typical Floor to Floor Height (2nd floor and above)</th>
<th>Construction Method</th>
<th>Residential Hard Costs (per GSF)</th>
<th>Façade Materials</th>
<th>HVAC System</th>
<th>Number of Parking Spaces</th>
<th>Cellar Excavation (Full, Partial, or Minimal)</th>
<th>Required Zoning Variance (if any)</th>
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Form D: Development Team Information and Applicant Questionnaire

D1 – Development Team Information (Tab D)

All applicants shall complete pages 1 - 3 of this form. Applicants that include a not-for-profit entity as principal of the developer or part of the Development Team shall also complete pages 4 - 6.

Name of Applicant: ____________________________________________________________

Name of Contact Person: _________________________ E-mail: _______________________

Mailing Address: _______________________________________________________________________________________

Telephone No: ___________________________ Alternate Phone: _______________________

COMPOSITION OF APPLICANT ENTITY:

1. Type of organization (i.e. partnership, corporation, limited liability company, joint venture): _______________________

2. Provide the following information about all principals of the applicant. For corporations, provide the names of the officers and any shareholders owning 10% or more; for partnerships, provide the names of all general partners. For joint ventures, provide the information separately for each entity that comprises the joint venture. Also, state the role(s) that each principal would play in the development of the sites, using the categories specified below.

NAME OF ENTITY # 1: ________________________ Percent Interest in Proposed Project: __________

☐ M/WBE (attach certification)
☐ Non-Profit

<table>
<thead>
<tr>
<th>PRINCIPALS: Name/Position/Title</th>
<th>Home Address</th>
<th>Role*</th>
<th>% Interest in Entity</th>
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NAME OF ENTITY # 2: ________________________ Percent Interest in Proposed Project: __________

☐ M/WBE (attach certification)
☐ Non-Profit

<table>
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<th>Role*</th>
<th>% Interest in Entity</th>
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* Role Categories: GP = General/Managing Partner; GC = General Contractor; F = Provides financing, inactive; A = Architect; L = Legal Services; MA = Managing Agent; O = Other (specify)

Use additional sheets as necessary.
3. Provide the names, addresses, e-mail addresses, and telephone of members of the development team to the extent that these have been decided; if unknown, enter “N/A”.

**DEVELOPMENT TEAM:**

<table>
<thead>
<tr>
<th>Architect:</th>
<th>Marketing Agent:</th>
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<tr>
<th>General Contractor:</th>
<th>Managing Agent:</th>
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<th>Legal Counsel:</th>
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<th>Other:</th>
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</tbody>
</table>

Is there an identity of interest between any principals of the developer and any other entities that make up the development team?  
Yes [ ] No [ ]

If yes, please explain.
4. Has any principal identified above, or any organization in which the principal is or was a general partner, corporate officer, or owned more than 10% of the shares of the corporation, been the subject of any of the following:

(1) Conviction of, or charges currently pending for, arson, fraud, bribery, or grand larceny any felony or crime of dishonesty?
   Yes [ ] No [ ]

(2) Noncompliance with fair housing or anti-discrimination laws, any applicable codes or ordinances, labor laws, or construction laws?
   Yes [ ] No [ ]

(3) Had an ownership or management interest in real property that was the subject of a tax lien sale, was or is the subject of tax, mortgage, or lien foreclosure or enforcement proceedings, or is currently in tax or mortgage arrears?
   Yes [ ] No [ ]

(4) Had an ownership or management interest in a property with respect to which HPD commenced an action in the Housing Part of the Civil Court, or with respect to which an administrator was appointed pursuant to Article 7-A of the Real Property Actions and Proceedings Law?
   Yes [ ] No [ ]

(5) Denial of a certification of no harassment or any administrative or judicial finding of harassment?
   Yes [ ] No [ ]

(6) Default or poor performance rating under any agreement with, or suspension or debarment by, any governmental entity?
   Yes [ ] No [ ]

(7) In the last seven years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?
   Yes [ ] No [ ]

(8) In the last five years, failed to file any required tax returns, or failed to pay any applicable Federal, State of New York, or City taxes or other charges?
   Yes [ ] No [ ]

(9) Had any negative findings from the City’s Department of Investigation?
   Yes [ ] No [ ]

If the answer to any question is yes, provide the following information about each instance: name of principal(s); name(s) of organization(s) or corporation(s); principal’s status in the organization or corporation (e.g. officer), the date of the action, and current status and disposition.
CERTIFICATION

[This certification must be signed by one of the principals listed above; if the applicant is a joint venture, it must be signed by a principal of each entity that comprises the joint venture.]

I certify that the information set forth in this application and all attachments and supporting documentation is true and correct. I understand that the City of New York will rely on the information in or attached to this document and that this document is submitted to induce the City of New York to select this proposal for development of a site.

I understand that this statement is part of a continuing application and that until such time that the subject project is finally and unconditionally approved by the City of New York, I will report any changes in or additions to the information herein, and will furnish such further documentation or information as may be requested by the City of New York or any agency thereof.

I understand that if I receive preliminary designation to develop this site, I must submit all additional disclosure forms required.

__________________________________________________________________________
Name of Organization                                                     Signature
__________________________________________________________________________
Date                                                                       Print or Type Name and Title

__________________________________________________________________________
Name of Organization                                                     Signature
__________________________________________________________________________
Date                                                                       Print or Type Name and Title
D2 – Not-For-Profit Organization: Applicant Description

Name of Organization: ________________________________________________________________
Office Address: ___________________________________________________________________
City: ___________________________________ State: ___________________ ZIP Code ______
Executive Director: __________________________________________________________________
Contact Person: ___________________________________ Title: ____________________________
Phone No. ______________________________ FAX No. ________________________________
_________________________________________________________________________________

ROLE OF ORGANIZATION IN THE PROJECT: Describe the role that the not-for-profit organization will play, such as developer, marketing agent, etc.

Date Established: ___________________________ Incorporated: __________________________

CERTIFICATION: I CERTIFY THAT THE INFORMATION SET FORTH IN THIS DISCLOSURE STATEMENT AND ITS ATTACHMENTS IS TRUE AND CORRECT.

________________________________________________________ Signature of Officer

________________________________________________________ Print Name and Title

________________________________________________________ Date

Use additional sheets as necessary.
## Not-for-Profit Organization: Directors, Officers, and Key Staff

**Name of Organization:**

<table>
<thead>
<tr>
<th>Name and Home Address</th>
<th>Position and/or Office in Organization</th>
<th>Date of Initial Appointment</th>
<th>Current Occupation and Name of Employer</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

*Use additional sheets as necessary*
D2 – Not-For-Profit Organization: Major Sources of Funding

Name of Organization: ______________________________________________________________

Provide the following information regarding your major sources of funding during the two years preceding the deadline for submission of proposals under this RFP.

<table>
<thead>
<tr>
<th>Funding Source (Agency, Department, etc.)</th>
<th>Name of Program</th>
<th>Contact Person Name and Phone Number</th>
<th>Purposes of Funding</th>
<th>Dates of Funding</th>
<th>Funding Amount</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Use additional sheets as necessary
List below all residential properties developed within the seven (7) year period preceding the deadline for submission of proposals in response to this RFP. Use additional pages as needed.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Address</th>
<th>Role</th>
<th>Type</th>
<th>Category</th>
<th># of Buildings</th>
<th>Total # of Units</th>
<th>TDC</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Current Status</th>
<th>Gov’t Program</th>
<th>Construction Lender</th>
<th>Permanent Lender</th>
<th>Property Manager</th>
</tr>
</thead>
</table>

(a) ROLE: Indicate the role or roles you played in the development of each property listed. If developed as part of a joint venture, indicate such by adding JV to the respective role (e.g., D/JV).
D=Developer; B=Builder; GC=General Contractor; CM=Construction Manager; F=Provided Financing; O=Other (specify)

(b) TYPE: Project Type: RH=Rental Housing; CH=Coop/Condo Housing; SF=Single Family Housing; O=Office; R=Retail; CF=Community Facility; M=Mixed Use

(c) CATEGORY: NC=New Construction; SR=Substantial Rehab; MR=Moderate Rehab

(d) STATUS: Indicate if project is Pre=Pre-development; UC=Under Construction; Com=Completed

(e) GOVERNMENT PROGRAM: Provide the name of the program, contact name, and telephone number.

(f) CONSTRUCTION/PERMANENT LENDER: Provide the name of the institution.

(g) MANAGEMENT: Indicate if you manage the project directly or use a property manager. Provide the name of the property manager used, if any. Indicate N/A if you no longer own the project.
Inwood Affordable Housing and Library Development Project RFP
Form E2 – Residential Management Experience and Current Workload

Name of Applicant: ________________________________

Entity Whose Experience is Described Listed Below: ______________________________________________

List below all properties managed currently or within the seven (7) year period preceding the deadline for submission of proposals in response to this RFP. Use additional pages as needed.

<table>
<thead>
<tr>
<th>Property Address: Building Number, Street City, State, Zip</th>
<th>Housing Type (i.e. 1 - 4 family homes; multifamily rental; coop; condominium)</th>
<th>Number of DU's</th>
<th>Dates of Management From</th>
<th>To</th>
<th>Section 8? (Y/N)</th>
<th>LIHTC? (Y/N)</th>
<th>Public Hsg Units (Y/N)</th>
<th>Owner (<em>Self</em>, or provide name and phone number):</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Page _____ of _____ (Use additional sheets as necessary)
1. Across your portfolio, what is the typical ratio of property managers to number of units? Describe if staffing plans differ based on the funding source (e.g. LIHTC or HOME).

2. Describe the management and maintenance staffing plan envisioned for this project. If you have one, please submit a sample or project-specific Management Plan.

3. What property management certifications and licenses are held by your staff? (For example: RAM or IREM certification, tax credit certification, commercial real estate broker's license, etc.)

4. Please describe any LIHTC and/or HOME compliance coursework management staff has completed.

5. Has any property managed by the manager or owned by the owner ever had a recapture of LIHTC? If so, please explain in detail. Please include instances where you may have purchased or taken over management of a property with open compliance issues.

6. Have IRS Forms 8823s been issued for your properties, reporting noncompliance that was uncorrected at the time of issuance? If so, how many have been issued? Please include instances where you may have purchased or taken over management of a property with open compliance issues.

7. Do any properties managed by the manager or owned by an affiliate of the owner have open HOME compliance issues? If so, please explain in detail. Please include instances where you may have purchased or taken over management of a property with open compliance issues.

8. Do any properties managed by the manager or owned by an affiliate of the owner have open Class C NYC Housing Maintenance Code violations or open NYC DOB violations? If so, please explain in detail. Please include instances where you may have purchased or taken over management of a property with open violations.

9. Has the management company or any of its principals been disbarred by HUD or any other government agencies?

10. What is the vacancy rate across your portfolio as of the date of this submission? Please explain.

11. What are delinquent rents as a percentage of total rent roll across your portfolio of owned/managed properties? Please submit data showing arrears at 30, 60, and 90+ days arrearages.

12. Please submit a sample Monthly Management Report from the last year for an affordable housing property of your choosing.
Inwood Affordable Housing and Library Development Project

Units: 0

Site:

These calculations must match the architectural plans included in the proposal.

TOTAL BUILT FLOOR AREA (Gross Square Feet):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total building stories</td>
<td></td>
</tr>
<tr>
<td>Total Parking Spaces</td>
<td></td>
</tr>
<tr>
<td>Parking Type (i.e.- surface, covered, garage)</td>
<td></td>
</tr>
<tr>
<td>1. Residential Space</td>
<td>0</td>
</tr>
<tr>
<td>2. Unfinished Basement</td>
<td></td>
</tr>
<tr>
<td>3. Cellar</td>
<td></td>
</tr>
<tr>
<td>4. Attics</td>
<td></td>
</tr>
<tr>
<td>5. Mechanical / Utility Areas</td>
<td></td>
</tr>
<tr>
<td>6. Garages</td>
<td></td>
</tr>
<tr>
<td>7. Commercial Space</td>
<td>0</td>
</tr>
<tr>
<td>8. Community Space</td>
<td>0</td>
</tr>
<tr>
<td>9. Parking</td>
<td></td>
</tr>
<tr>
<td>10. Other</td>
<td></td>
</tr>
<tr>
<td><strong>11. Subtotal Gross Square Feet</strong></td>
<td>0</td>
</tr>
</tbody>
</table>
Form H: Assets Statement

H- Assets Statement (Tab H)

[Assets Statement must describe financial status within the last twelve months and must be dated and signed.]

Principal or Individual whose assets are described below:

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Personal Information</strong></td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Business Name:</td>
<td></td>
</tr>
<tr>
<td>Business Phone:</td>
<td></td>
</tr>
<tr>
<td>Residence Address:</td>
<td></td>
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<tr>
<td>City:</td>
<td></td>
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<tr>
<td>State:</td>
<td></td>
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<td>Zip Code:</td>
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<tr>
<td>Business Address:</td>
<td></td>
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<td>City:</td>
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<tr>
<td>State:</td>
<td></td>
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<tr>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Position (Title):</td>
<td></td>
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<tr>
<td>Years of Service:</td>
<td></td>
</tr>
<tr>
<td>Salary:</td>
<td></td>
</tr>
<tr>
<td>Bonus/Commission:</td>
<td></td>
</tr>
<tr>
<td>Other Income:</td>
<td></td>
</tr>
<tr>
<td>Source of Other Income:</td>
<td></td>
</tr>
</tbody>
</table>

Are you a defendant in any lawsuits or legal action that may impact your financial standing? If so, please describe:

Do you have any contingent liabilities? If so, please describe:
## 2. Statement of Financial Condition

<table>
<thead>
<tr>
<th>Assets</th>
<th>Dollars (omit cents)</th>
<th>Liabilities</th>
<th>Dollars (omit cents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash On Hand and in Banks</td>
<td></td>
<td>Notes Payable to Banks</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secured</td>
<td></td>
</tr>
<tr>
<td>Notes Receivable</td>
<td></td>
<td>Notes Payable to Banks</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsecured</td>
<td></td>
</tr>
<tr>
<td>Mortgages Owned</td>
<td></td>
<td>Notes Payable to Others</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secured</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsecured</td>
<td></td>
</tr>
<tr>
<td>Marketable Securities Owned</td>
<td></td>
<td>Debt Balances in Margin</td>
<td></td>
</tr>
<tr>
<td>See Schedule A</td>
<td></td>
<td>Accounts with Brokers</td>
<td></td>
</tr>
<tr>
<td>Real Estate Owned</td>
<td></td>
<td>Mortgages on Real Estate</td>
<td></td>
</tr>
<tr>
<td>Cash Value of Life Insurance</td>
<td></td>
<td>Loans Against Life Insurance</td>
<td></td>
</tr>
<tr>
<td>Other Assets* (Itemize)</td>
<td></td>
<td>Other Liabilities (Itemize)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td></td>
<td><strong>Total Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Net Worth</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Any interest in a closely held business must be documented by providing a current balance sheet for that business and stating the percent of interest held by the applicant.
Schedule A: Marketable Securities Owned

List separately and check (X) next to those pledged as collateral.

<table>
<thead>
<tr>
<th>Marketable Securities Owned</th>
<th>Dollars (Omit Cents)</th>
<th>Collateral?</th>
</tr>
</thead>
<tbody>
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</table>
3. Signature Page

You, the undersigned hereby represent the above to be a true and accurate Statement signed as of the date herein.

Name of Principal: _____________________________________________________________

Signature of Individual: _______________________________________________________

Print Name and Title of Individual: _____________________________________________

Date: ______________________________________________________________________
APPENDIX D:
Library Fit Out Design Guidelines
APPENDIX D: **Library Fit Out Design Guidelines**

The following areas are typical of an appropriate fit-out for the library portion of the project.

<table>
<thead>
<tr>
<th>LIBRARY SPACE TYPES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>READING ROOM: ADULT</strong></td>
</tr>
<tr>
<td>Welcome/ Service Desk</td>
</tr>
<tr>
<td>Seating Area</td>
</tr>
<tr>
<td>Technology Area</td>
</tr>
<tr>
<td>Collections: Adult</td>
</tr>
<tr>
<td>Circulation Factor</td>
</tr>
<tr>
<td>Support Elements</td>
</tr>
<tr>
<td><strong>READING ROOM: CHILDREN</strong></td>
</tr>
<tr>
<td>Service Desk</td>
</tr>
<tr>
<td>Early Literacy Area</td>
</tr>
<tr>
<td>Elementary Area</td>
</tr>
<tr>
<td>Computer Area</td>
</tr>
<tr>
<td>Collections: Children</td>
</tr>
<tr>
<td>Circulation Factor</td>
</tr>
<tr>
<td><strong>TEEN ROOM/AREA</strong></td>
</tr>
<tr>
<td>Service Desk</td>
</tr>
<tr>
<td>Reading Area</td>
</tr>
<tr>
<td>Computer Area</td>
</tr>
<tr>
<td>Collections: Teen</td>
</tr>
<tr>
<td>Small Program/Media/Maker</td>
</tr>
<tr>
<td>Circulation Factor</td>
</tr>
<tr>
<td><strong>LARGE MEETING ROOMS</strong></td>
</tr>
<tr>
<td><strong>MEDIUM MEETING ROOMS</strong></td>
</tr>
<tr>
<td><strong>STORAGE</strong></td>
</tr>
<tr>
<td><strong>PUBLIC RESTROOMS</strong></td>
</tr>
<tr>
<td><strong>STAFF</strong></td>
</tr>
<tr>
<td>Offices and Work Area</td>
</tr>
<tr>
<td>Materials Processing</td>
</tr>
<tr>
<td>Staff Support</td>
</tr>
<tr>
<td><strong>SUPPORT</strong></td>
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</tbody>
</table>
APPENDIX E:
Lot 20 Site Plan
APPENDIX E: Lot 20 (IS 52 Junior High School) Site Plan