



VICKI BEEN
Commissioner
ERIC ENDERLIN
Deputy Commissioner
LOUISE CARROLL
Associate Commissioner

Office of Development
Inclusionary Housing Program
100 Gold Street
New York, N.Y. 10038
nyc.gov/hpd

APPLICATION CHECKLIST

PURSUANT TO THE MANDATORY INCLUSIONARY HOUSING PROGRAM

SUBMISSION ITEM	Notes
<p><input type="checkbox"/> Complete the Mandatory Inclusionary Housing Application (attached) Information on the Inclusionary Housing Program can be found here: HPD Inclusionary Housing</p>	
<p>Division of Building and Land Development Services (BLDS) Submission Requirements</p> <p><input type="checkbox"/> Mandatory Inclusionary Housing Architect Affidavit Submit certification from an architect that states: (1) the amount of affordable floor area in the project, (2) that the affordable housing units comply with Section 23-154 of the New York City Zoning Resolution (Zoning Resolution) and Section 41-15 of the Inclusionary Housing Program Guidelines (Guidelines), and (3) that the project complies with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 part CFR 8.</p> <p>You can access the MIH Architect Affidavit here:</p> <ul style="list-style-type: none"> • MIH Architect Affidavit <p>You can access Exhibit A of the MIH Architect Affidavit here: http://www1.nyc.gov/assets/hpd/downloads/excel/Mandatory-Inclusionary-Housing-Stacking-Charts.xlsx</p> <ul style="list-style-type: none"> • Height Distribution Chart A • Horizontal Unit Distribution Chart B • Bedroom Mix Chart C • Floor Area/Unit Size Compliance Chart D <p>Zoning Resolution may be accessed here: ZR 23-154 Inclusionary Housing</p>	



VICKI BEEN
Commissioner
ERIC ENDERLIN
Deputy Commissioner
LOUISE CARROLL
Associate Commissioner

Office of Development
Inclusionary Housing Program
100 Gold Street
New York, N.Y. 10038
nyc.gov/hpd

SUBMISSION ITEM

Building Drawings

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

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

Submit DOB submission quality building drawings that substantiate or verify the professional certifications for new construction or conversion projects as follows:

NOTE: Mechanical drawings stamped by the engineer of record that show electric heating systems are now required for BLDS submissions. Units with the following two heating and hot water systems get high utility allowances:

- (1) Individual residential unit heating systems utilizing electric resistance heated PTACs or heat pumps**
- (2) Individual residential unit hot water systems heated by electrically powered boilers**

Utility Allowance Chart: [2016 LIHTC Rent & Income Limits for NYC](#)

New Construction Drawings (not including supportive housing)

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

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

[Design Review Checklist](#)

New Construction Supportive Housing:

Guidelines for submitting building plans are located here:

[Supportive Housing Construction Guidelines](#)



VICKI BEEN
Commissioner
ERIC ENDERLIN
Deputy Commissioner
LOUISE CARROLL
Associate Commissioner

Office of Development
Inclusionary Housing Program
100 Gold Street
New York, N.Y. 10038
nyc.gov/hpd

SUBMISSION ITEM	
<p><u>Conversions:</u></p> <ul style="list-style-type: none"> • Submit existing DOB approved building plans, including (1) the site plan of the building containing Affordable Housing, (2) and sheets that reflect the total size of the building, (3) and the size and configuration of the dwelling units to be contained in the building. If no existing building plans are on record, please submit newly drawn building plans. • Provide a scope of work indicating the extent of conversion work proposed. • Indicate landmark status of proposed conversion building. <p>Building drawings and responses to DOB objections must be reviewed by a DOB plan examiner. Building drawings must not be professionally-certified.</p>	
<p><input type="checkbox"/> Campaign Finance- Doing Business Data Form</p> <p>Entities participating in affordable housing transactions with the City must complete Campaign Finance forms and must submit them with the Application. Please submit a hard copy original and PDF electronic version. You can access the Campaign Finance form here: Doing Business Data Form</p>	
<p><input type="checkbox"/> Community Board Notification</p> <p>A copy of the full MIH Application must be delivered to the Community Board in which the project is located concurrently with its submission to HPD. Submit proof, either through proof of mailing or signature of receipt from the Community Board, that the MIH Application was submitted to the Community Board and the date such plan was submitted.</p>	



VICKI BEEN
Commissioner
ERIC ENDERLIN
Deputy Commissioner
LOUISE CARROLL
Associate Commissioner

Office of Development
Inclusionary Housing Program
100 Gold Street
New York, N.Y. 10038
nyc.gov/hpd

<p>Fees</p> <p>All fees must be paid in the form of a certified check, bank check or money order as follows:</p> <ul style="list-style-type: none"><input type="checkbox"/> \$100 Application Fee - due at application submission, made payable to the Department of Finance (DOF).<input type="checkbox"/> \$100 Construction Sign Fee - due at application submission, made payable to the Department of Housing Preservation and Development.<input type="checkbox"/> Mandatory Inclusionary Housing Filing Fee - \$1000 per IH Unit for 1st 50 units, \$500 for each additional unit, made payable to DOF and due prior to HPD's issuance of a Permit Notice<input type="checkbox"/> For 100% Inclusionary Housing Projects: Inclusionary Housing Reserves Fee – \$4,000 per IH Unit, comparable to 6 months of HDC- approved maintenance and operating expenses including debt service and taxes payable to HDC. Due prior to HPD's issuance of a Completion Notice.	
<p>Sponsor Review</p> <p>Submit disclosure forms for:</p> <ul style="list-style-type: none"><input type="checkbox"/> Administering Agent <p>Please provide a hard copy original, a photocopy and electronic copies (in PDF on a CD-ROM) for the entities and their principals. You can access the Sponsor Review forms here: Sponsor Review Procedures</p> <p>Tax Memo Property Lists</p> <p>Submit a list of all NYC properties currently owned, managed, or controlled by:</p> <ul style="list-style-type: none"><input type="checkbox"/> Administering Agent and all principals <p>Please provide proof of payment for outstanding DOF and DEP arrears and Dismissal Requests or Certificate of Corrections for outstanding C-violations, as applicable, for the properties listed.</p> <p>Organization Charts</p> <p>Submit organizational charts for:</p> <ul style="list-style-type: none"><input type="checkbox"/> Applicant <input type="checkbox"/> Administering Agent <input type="checkbox"/> General Contractor <p>Employer Identification Numbers</p> <p>Submit EIN Numbers for:</p> <ul style="list-style-type: none"><input type="checkbox"/> Applicant<input type="checkbox"/> Owner, if different than Applicant<input type="checkbox"/> Administering Agent<input type="checkbox"/> General Contractor<input type="checkbox"/> Architect	

SUBMISSION ITEM

Underwriting: For 100% Affordable Projects Only

Submit the following in Microsoft Excel (make sure that all cells are fully linked):

- **Development budget** - HPD IH reserves and fees must be capitalized in the development budget.
- **Sources and uses of financing**
- **Number and bedroom size of units**
- **Rents and income level of tenants** – Indicate year and AMI level of affordable rents and whether tenants are responsible for gas and/or electric.
- **Maintenance and Operations** - At a minimum, the following should be included as separate line items:
 - Administrative - legal, accounting, management fee, fire & liability insurance
 - Utilities - heating, electricity, water & sewer
 - Maintenance – supplies, cleaning, exterminating, repairs/replacement, super & maintenance salaries, elevator maintenance & repairs, building reserve.
- **30 year cash flow analysis** - Provide a Cash Flow Analysis sheet.
- **Sales Prices** - for homeownership projects only.

Permit Notice Request Letter

- Upon execution and recordation of the Restrictive Declaration (or proof that the document was submitted to the Office of the City Register for recordation), HPD will generate a Permit Notice, for delivery to the NYC Department of Buildings (DOB). The Permit Notice will state the amount of affordable floor area in the project and will allow DOB to issue a New Building permit.

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

AFFORDABLE HOUSING PLAN APPLICATION PURSUANT TO THE
MANDATORY INCLUSIONARY HOUSING PROGRAM

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

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

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

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

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

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

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

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

8. Mandatory Inclusionary Housing Area
(Include Appendix F of Zoning Resolution Map Reference):

 Special Permit: _____

9. If project is publicly financed, list all sources of governmental assistance, including lower income housing tax credits, bond financing, and receipt of government land for a nominal price:

10. Project Details:

Construction Type:

- New Construction
- Conversion

Electric Heating Systems:

- N/A – Not Used
- Individual residential unit heating systems utilizing electric resistance heated PTACs or heat pumps
- Individual residential unit hot water systems heated by electrically powered boilers

Location of MIH Units:

- On-site: (MIH Site is located on the same zoning lot as MIH Development)
- Off-site: (MIH Site is located on a different zoning lot to MIH Development)

Unit Count:

Total Units: _____

Total MIH Units: _____

Super's Units: _____

Tenure of Units:

MIH Units:

Rental

Homeownership

Non-MIH Units:

Rental

Homeownership

Not Applicable/All Units are MIH Units

11. MIH Option for Compliance with Affordable Housing Requirement - ZR 23-154 (d)(3)(i-iv):

Option 1

Option 2

Deep Affordability Option

Workforce Option

12. Tax Exemption to Be Requested: _____

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

Authorized Signature of Applicant: _____

Print name: _____

Date: _____