

Local Law 44 Reporting System

Organization Structure User Guide

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Introduction

Per [Local Law 44](#) of 2012 (LL44), HPD must make information about housing development projects that receive City financial assistance available on its website and [NYC Open Data](#). This information includes project and building information, city financial assistance, organization structures, unit rent and affordability, and if wage information was submitted to the agency. Information is updated until project completion or permanent closing, depending on the type of submission.

The Local Law 44 Reporting System allows the Borrower Legal Entity (BLE) and General Contractor (GC) to submit organization structures for all projects subject to LL44 requirements. LL44 requires organization structure information to be submitted at the time of closing. Entities will be notified after closing, via email, to submit BLE and GC organization structures.

- **Note:** BLEs are the legal entities in which HPD enters into a contract to create or preserve affordable housing.

This guide assumes familiarity with LL44. For further information on LL44 and its requirements, as well as answers to frequently asked questions, please visit HPD's LL44 webpage: <https://www1.nyc.gov/site/hpd/services-and-information/local-law-44.page>.

For a general overview on how to log in and create an account on the LL44 Reporting System, please refer to our [LL44 Reporting System: General Overview User Guide](#).

Local Law 44 Organization Structure Submissions

The BLE is responsible for listing all owners and officers that make up the BLE and GC. For purposes of LL44, an owner may be either an entity or an individual, provided it has a 10% or greater ownership interest in the associated entity. An officer is a person serving as or performing the functions of a CEO, CFO, or COO, even if they do not have an ownership interest in the associated entity. This section covers the functionality available to the BLE when adding these members, and their respective contact information and ownership interest.

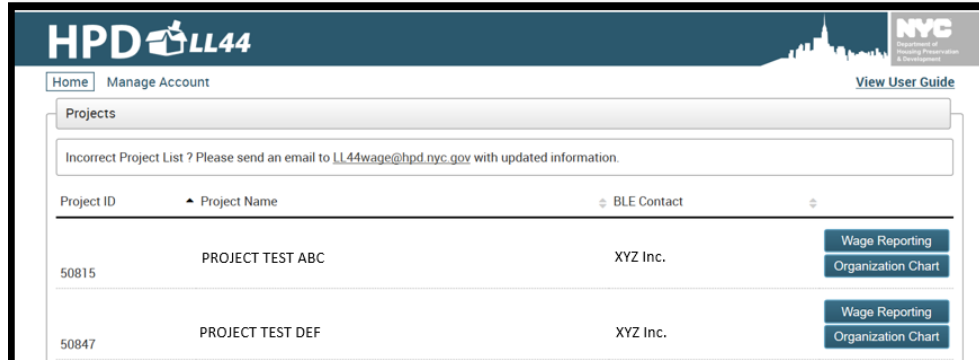
- **Note:** Per LL44, the BLE is ultimately responsible for making the submissions required by the law. However, the BLE may delegate their authority for coordinating the submissions to another organization (such as the GC) if it so chooses. The LL44 Team can change the person responsible for making submissions (the "BLE Contact") at any time. For instance, the BLE may provide the organization structure information, and then have the GC coordinate wage reporting. Contact the LL44 team (LocalLaw44@hpd.nyc.gov) if the BLE Contact needs to change.

The organization structure of subcontractors must also be submitted, but it is done so as the subcontractors perform project work and are added to the system as part of the wage reporting process. See the "New Contractors" section (page 4) of the [LL44 Reporting System: Wage Submissions User Guide](#) for information on how subcontractors are added.

Project List

Once logged into the system, you are presented with the Project List. The Project List contains all projects for which you are the BLE Contact (the person responsible for coordinating reporting on behalf of the BLE).

If you believe the list should have projects added or removed, please reach out to the LL44 team at LocalLaw44@hpd.nyc.gov.



Click the **Organization Chart** button on the right-hand side of the desired project to begin adding the organization structure(s).

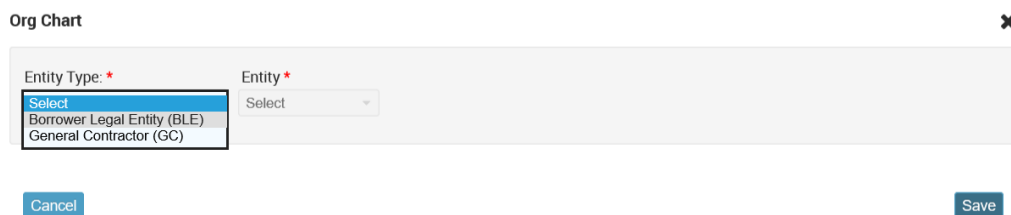
Status Bar

Once you click on **Organization Chart** for a desired project, you will notice the status bar at the top of the page. The status bar contains three sections: the org. charts drop-down, which allows you to see all the organization charts entered in the system, the project name and **New Org. Chart**, which permits the primary contact to add a new organization chart to the project.



Adding Organization Chart Information

To add a new organization chart, click on **New Org. Chart**, which is located on the right-hand corner of the status bar. A pop-up window will display an **Entity Type** dropdown. In the drop-down of the Entity Type field, click on the type of entity for which you need to submit an org. chart: a **Borrower Legal Entity (BLE)** or a **General Contractor (GC)**.



Once you select the type of entity, the **Entity** field activates. Within the **Entity** field, you will see existing entities that have been previously added in an HPD System. These names will reflect the name used to register the entity with the IRS— please use the existing entities. If the project has an additional borrower legal entity or an additional general contractor, you may select **Add An Additional BLE/ GC**, depending on the selected entity type. You should only need to add an entity when a project has multiple BLEs or GCs. However, please make sure that if you select an additional BLE or GC, you type the exact naming convention that was first registered with the IRS. If you have any issues or questions about the entities you see listed in the system or about adding a new entity, please feel free to reach out to the Local Law 44 team at locallaw44@hpd.nyc.gov.

The LL44 Reporting System provides two options for easily adding borrower legal entities.

- *“Existing Entities” feature:* Clicking the desired BLE listed in the **Existing Entities** will import an existing BLE’s information if it has been previously input into an HPD system. The BLE’s contact information may still be modified, added or removed as necessary.
- *“Add New” feature:* Clicking **Add New** allows the primary contact to add a new BLE. This button should only be used when a project has multiple BLEs or GCs.

Adding/Editing Entity Information

After choosing the appropriate option, a form appears for adding or editing information on the BLE or GC, depending on the option you selected previously.

Please make sure to add/verify the BLE's name, address, and primary contact info for the organization.

Click **Save** once all required fields are complete. After the BLE is entered in the system, you will notice that you have three new options for working with the current entity:

- **Add Member:** Add a new member to the entity on the org. chart. A member can be an owner or an officer. This functionality is described in the next section.
- **Edit:** Edit the information associated with the selected member.
- **Remove:** Removes the selected member from the org. chart, as well as any members that are a part of the selected member.

The screenshot shows the HPD system interface. At the top, there is a navigation bar with the HPD logo and 'LL44' on the left, and 'NYC Department of Housing Preservation & Development' on the right. Below the navigation bar, there are links for 'Home', 'Manage Account', and 'View User Guide'. A blue header bar displays '50815 | PROJECT TEST ABC'. The main content area shows a dropdown menu for 'Org. Charts' with 'TEST INC. [BLE]' selected. To the right of the dropdown is a 'New Org. Chart' button. Below the dropdown, a light blue box contains the following information: '[BLE] TEST INC.' with a link '[Add Member | Edit | Remove]' to its right. Below this, the address is listed as 'Address: 100 gold street, Manhattan, New York, 10458, USA'. At the bottom of the box, contact information is provided: 'Name: Test Test | Email: test@mailinator.com | Phone: 212-666-6666'.

Adding Members

HPD is required to collect information on all members that are a part of the BLE and GC. Once you click “Add Member”, a form appears for inputting the information associated with the member.

The screenshot shows the 'Add Member' form. At the top left, it says 'Add Member' with a close button (X) on the right. The form is divided into sections. The first section is 'Member Type *' with two radio buttons: 'Individual' (selected) and 'Corporate Member'. Below this is the 'Member Information' section, which includes a 'Clear Fields' link. The form contains several input fields: 'First Name *', 'Last Name *', 'Role *' (a dropdown menu with '--' selected), 'Title *', and 'Officer Equivalent' (a dropdown menu with '--' selected). There is also an 'Equity Interest in Parent Member *' checkbox. The 'Country *' field is set to 'USA'. The 'Address line 1 *' field is empty, with a note below it: 'Street address, P.O. box etc.'. Below this is the 'Address line 2' field, which is also empty, with a note below it: 'Apt, Suite, Unit, Fl.(optional)'. The 'City *' field is empty, 'State *' is set to 'NY', 'NYC Borough *' is set to 'MANHATTAN', and 'Zip/Postal Code *' is empty. At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Save' on the right.

As previously stated, members can be either individuals or entities (corporate members). In the **Member Type** field, select **Individual** if inputting an individual, or **Corporate Member** if inputting a corporate entity. The content of the form will change slightly depending on the option selected.

Add Member ✕

Member Type *
 Individual | Corporate Member

Member Information Clear Fields

Name *

Equity Interest in Parent Member *

Country *

Address line 1 *

Street address, P.O. box etc.

Address line 2

Apt, Suite, Unit, Fl. (optional)

City *

State *

NYC Borough *

Zip/Postal Code*

When inputting a corporate entity, provide the name, address, and equity interest in the parent member. (For instance, if the corporate member 123 Park Ave. Managers LLC has a 99.99% interest in 123 Park Ave. Apartments LP, enter “99.99” into the Equity Interest field.) Click **Save** when finished.

When adding an individual, the process is largely the same. Provide the name, address, and equity interest in the parent member. You will also need to provide the **Role** (Owner or Officer), the **Title**, and the **Officer Equivalent** (if the individual is an officer in the associated corporate member). Select **CEO, CFO, COO**, or **NA** as appropriate.

Add Member ✕

Member Type *
 Individual | Corporate Member

Member Information Clear Fields

First Name *

Last Name *

Role *

Title *

Officer Equivalent

Equity Interest in Parent Member *

Country *

Address line 1 *

Street address, P.O. box etc.

Address line 2

Apt, Suite, Unit, Fl. (optional)

City *

State *

NYC Borough *

Zip/Postal Code*

Repeat as necessary for any additional individual and/or corporate members. Be sure to click **Add Member** in the appropriate parent entity when adding new members. For instance, if an individual is serving as the CFO for 123 Park Ave. Managers LLC, which owns 123 Park Ave. Apartments LP, be sure to click **Add Member** in the entry for 123 Park Ave. Managers LLC. You should NOT click **Add Member** in the entry for 123 Park Ave. Apartments LP.

- **Note:** Be sure to account for all BLEs and GCs, ensuring that each has a separate organization chart. If there are two BLEs and one GC associated with a project, then three organization charts should be submitted.

Editing Existing Organization Charts

To edit organization charts that have already been entered for the project, click the **Org. Charts** dropdown and select the organization chart you wish to edit.

Org. Charts: Select
TEST ORG CHART [BLE] New Org. Chart

View entered organization charts

[BLE] TEST ORG CHART [Add Member | Edit | Remove]
Address: 123 Park Ave, New York, New York, 10001, USA
Name: Testy Testerson | Email: test@test.com | Phone: 123-456-7890

Add and edit members as necessary, following the instructions in the “Adding/Editing Entity Info” section on page 3.

If you have any questions regarding the organization structure functionality of the LL44 Reporting System, please contact the Local Law 44 Team at locallaw44@hpd.nyc.gov.