Next Gen NYCHA RFP Addendum 1
RFP issue date: July 1, 2015
Addendum 1 issue date: July 31, 2015

Contents of the Addendum

Enclosed is a summary of questions and answers discussed at the pre-submission conferences that took place on July 17th and July 21st, 2015. Also included are answers to questions that were sent to the Next Gen NYCHA email address, zoning calculations, Supportive Housing Design Guidelines and a list of individuals who agreed to share their contact information.

Questions and Answers

Fair Housing

Q1. The link on page 6 about promoting fair housing does not work – it says page not found. Please send a correct link or a PDF of the referenced document.

A1. The correct link is below:
http://www.huduser.org/portal/affht_pt.html#final-rule

Finance

Q2. NYCHA is proposing to receive a portion of the developer fee. As part of receiving a portion of the developer fee, is NYCHA willing to share in any guaranties or environmental indemnities, share in any predevelopment cost risks, or take on any other development risk or exposure?

A2. NYCHA will accept a portion of the developer fee in lieu of a payment for land, but will not participate in the listed aspects of development, except assuming a lead role in environmental assessment, Section 18 disposition and ULURP application.

Q3. If NYCHA's real estate tax exemption cannot be used, will NYCHA consent to the formation of a 2 unit condominium as part of the ground lease to facilitate an ICAP exemption on community facility space?

A3. Yes, both NYCHA and HPD are ok with this.

Q4. Is a Project Labor Agreement applicable to development on ground lease from NYCHA?

A4. No, a Project Labor Agreement is not applicable.

Q5. Instead of using 420-c, is it possible to use NYCHA's real estate tax exemption as NYCHA will continue to hold title to the sites? That would be similar to what has happened with HPD/HDC developments on NYC Health and Hospital Corporation sites where the existing HHC exemption would be used. It would be simpler and less expensive and would give more flexibility on the community facility spaces – i.e. a health care use that might not meet HPD's definitions of eligible community facility use under 420-c. It would also prevent the need for

creating a condominium to enable eligibility for ICAP on community facility space in such situations.
A5. No, NYCHA prefers 420-c to be used, similar to previous HPD/NYCHA deals.

Q6. We have several developers that will be responding to the RFPs. Do they need letters of interest from syndicators as part of a financing proposal?
A6. Yes, letters of interest are required from syndicators.

Q7. With respect to the ground lease, are you seeking an upfront payment or annual payments?
A7. Neither. There is no acquisition fee. Page 16 of the RFP on Site Disposition indicates that the development site will be conveyed through a long term ground lease, and that the developer will pay a disposition fee of $1 per tax lot.

<u>Zoning/Parking</u>

Q8. On page 22 of the RFP it indicates that an estimate of the square footage construction costs using both net and gross square footage must be provided along with the Project budget. What is the methodology you want used to calculate "net square footage" and where should this information be provided in the application?
A8. The net square footage refers to the zoning floor area that the project architect will provide for DOB. Construction cost per gross sq. ft. and construction cost per net sq. ft. should be included in the project budget and proforma.

Q9. Will Mayoral Override be used to waive parking requirements?
A9. Please see Section III in the RFP for parking assumptions in the submissions. The Department of City Planning is currently proposing a zoning text amendment for affordable housing, Zoning for Quality and Affordability, which waives parking requirements for affordable housing.

Q10. Would building height and setback be modified through Mayoral Override instead of ULURP?
A10. Building height and setback modifications may be obtained through a Mayoral Override, instead of ULURP. This decision will have to be made in consultation with the Department of City Planning and other stakeholders.

Q11. Are the sites eligible to get additional buildable square feet under the FRESH program?
A11. Although the Mill Brook and Van Dyke sites are eligible for additional square footage under the FRESH program, the sites do not have a commercial overlay for a grocery store.

Q12. It was stated at the meeting on July 17th that zoning calculations will be posted for the three sites. What is the intended time frame for this posting? Also, when can we expect a sign-in sheet from the July 17th meeting?

A12. The list of attendees who wish to share their contact information is included in this Addendum.

The zoning calculations are included in this Addendum. An additional pre-submission conference was held on July 21st to accommodate those who were turned away on July 17th because of capacity constraints.

Q13. The RFP states that the development sites will be part of the NYCHA zoning lot. The RFP sets site specific limits for the available total zoning floor area for the new development. Will you consider proposals that exceed the limits in the RFP, if it is per as-of-right zoning, for example to provide a larger community facility?
A13. Proposals must conform to the parameters in the RFP.

Q14. The RFP states that applicants are expected to submit an as-of-right (zoning) proposal. However, it states that applicants can assume no parking requirements for the new development. Is this true for both residential and community facility use? How will this scenario be achieved?
A14. Please see Section III in the RFP for parking assumptions in the submissions. The Department of City Planning is currently proposing a zoning text amendment for affordable housing, Zoning for Quality and Affordability, which waives parking requirements for affordable housing.

Q15. Will NYHCA/HPD share their zoning analysis for the development sites?
A15. Yes. It is attached to this Addendum.

Q16. Will NYCHA or HPD make available a site survey for each of the RFP locations?
A16. No.

<u>Community Facility</u>

Q17. Are the requirements for market comparables required for residential units below 60% AMI? Or is this only for community facility spaces/uses?
A17. Market comparables for residential units below 60% AMI do not need to be provided. It is only for community facility spaces/uses. Applicants proposing community facility as part of a housing project should also indicate if they have experience in operating housing projects with community facility uses in comparable markets.

<u>Project Based Vouchers</u>

Q18. For senior projects, particularly in low income neighborhoods serving households earning less than 60% AMI, HDC has typically required that the project have a source of rental subsidies. Is NYCHA going to provide Section 8 PBVs to this project and is it okay to assume that in the application? If not, how should this be addressed in the application?

A18. NYCHA issued a PBV RFP in March 2014. There are currently no plans for NYCHA to issue another PBV RFP. Applicants may develop alternative proposals with assumptions of funding sources.

If applicant submits a proposal in which rental assistance will be requested at a later date, should such assistance become available, they should submit two financing scenarios. The first financing scenario should assume non-competitive funding sources with no prevailing wage assumptions. The second financing scenario can assume the requirements of the SARA term sheet including an unspecified type of rental assistance with prevailing wage assumptions and a 30% homeless set aside.

Please note: *Applicants that specifically reference "Project-Based Section 8" vouchers in their RFP submission may disqualify their project from requesting Project-Based Section 8 vouchers at a later date.* Please review 24 CFR 983.51 – "Owner proposal selection procedures" for more information on this topic.

Q19. If Section 8 project based vouchers are provided (i.e. for senior housing units), will NYCHA still allow the 50% Community Board preference as indicated on page 15 of the RFP?
A19. It should be noted that NYCHA Section 8 PBVs are not part of this RFP. Pursuant to federal regulations, applicants who will occupy PBV units must be selected from the NYCHA Section 8 waiting list which can be a site-based waiting list in accordance with all federal laws and regulations including Fair Housing and in accordance with NYCHA's Housing Choice Voucher Program Administrative Plan.

Q20. Does the RFP assume the SARA term sheet for senior housing with or without Section 8 vouchers?
A20. The RFP does not require the use of any specific funding source or program. If applicant submits a proposal in which rental assistance will be requested at a later date, should such assistance become available, they must submit two financing scenarios. The first financing scenario should assume non-competitive funding sources with no prevailing wage assumptions. The second financing scenario can assume the requirements of the SARA term sheet including an unspecified type of rental assistance with prevailing wage assumptions and a 30% homeless set aside.

Q21. Would HDC accept financing proposals for senior housing without Section 8 subsidies?
A21. Yes. See answer to Question 18 or 20.

<u>M/WBE</u>

Q22. How does the scoring acknowledge M/WBE and/or non-profit developers?
A22. NYCHA and HPD are looking forward to receiving responses from M/WBE and non-profit developers. The RFP is intended to solicit proposals from a broad base of interested applicants/ developers; therefore extra points will not be given.

Competitive Criteria

Q23. How are the important aspects of the development proposal, such as Section 3 requirements evaluated relative to the competitive criteria?
A23. Please see Section VIII.C. for more detail on the four Competitive Selection Criteria, which are
(1) Financial Feasibility of Development Proposal
(2) Development Experience, Management, Capacity
(3) Quality of Building & Urban Design; and
(4) Program.
The first two important aspects of developer's fee to NYCHA and deepest affordability with least amount of subsidy will be evaluated under Financial Feasibility. The remaining aspects are evaluated as part of Development Experience and Programming for the development. Community facility plans will also be evaluated under the Quality of Building & Urban Design.

Prevailing Wage

Q24. Do we assume prevailing wages? What happens if PBV is assumed to be a source of financing?
A24. Prevailing wage is only assumed should construction and permanent financing sources require it. Davis Bacon requirements are applicable to buildings with Project Based Vouchers; however, neither NYCHA nor HPD have committed PBVs for the NextGen NYCHA sites. See answer to Question 18 or 20.

Resident Services

Q25. What are the components of a Resident Services Plan?
A25. Applicants are advised to consider the needs expressed by residents in the vision summaries for the three sites at http://www1.nyc.gov/site/nycha/about/nextgen-nycha.page

Unit Mix

Q26. What is the preferred mix of studios and one-bedroom apartments for the senior building?
A26. The RFP does not require the use of any specific funding source or program; projects may include both studios and 1-bedroom apartments.

Marketing Plan

Q27. Please elaborate on the preferences required in the marketing plan for the community district and NYCHA.
A27. See HPD-HDC Marketing Guidelines (Exhibit F) for details on the Marketing Plan. In addition, see Section V.I for more details on the NYCHA preference.

RFP

Q28. Would NYCHA and HPD consider postponing the submission deadline for one of the two RFP's that were recently issued?
A28. No.

Q29. Do you have a preference with respect to proposals for all three sites vs. proposals for individual sites?
A29. No, we do not have a preference with respect to the number of proposals from each applicant. Page 27 of the RFP on Format of Proposal indicates that each development site requires a separate proposal.

Q30. As we are a not-for-profit that provides social services to seniors, as well as builds affordable senior housing, we are being pursued by a number of potential partners. Are we permitted to be part of separate development teams that are submitting proposals for each of the Ingersoll and Mot Haven sites? Are we allowed to be part of multiple development teams per site?
A30. If your organization has an ownership stake in a development proposal, you may only be part of one development team and submission. If your organization is only providing social services, then yes, you may be part of multiple development teams.

Q31. Do you have a list of developers that are interested in the Bronx location?
A31. No.

Section 3

Q32. Is Section 3 required for NYCHA projects with ground lease or possible Section 8 or HOME funding?
A32. Section 3 is not required for projects without federal funding. However, under Section VII C. of this RFP, Section 3 Equivalent Requirement is applicable to all Projects regardless of funding sources. Developers are expected to provide comparable resources and opportunities for resident training and employment as would be required by Section 3.

Threshold Criteria

Q33. The RFP states that developers must have a 100 unit project completed in the previous 7 years. Considering our projects in the immediate neighborhood, would we be excluded from contention because the largest recent development was 98 units and not 100?
A33: We would like to see teams that are capable and experienced and have the track record that we can rely on to know that these units will be developed. To that end, if you have experience that does not exactly match the criteria, you may put together a summary of your experience and justify that you are an experienced team.

VAN DYKE

Q34. On page 10 of the RFP, it indicates for the Van Dyke site that applicants are expected to submit an as-of-right proposal. Is that referring to as-of-right uses – i.e. no commercial space? Or is it also referring to as-of-right in terms of heights and setbacks, etc. under the R6 zoning?
A34. Applicants for the Van Dyke site are expected to submit as-of-right proposals in terms of uses and building envelope under R6.

Q35. For the Van Dyke site, are NYCHA & HPD interested in a ground floor community facility use in the new building? As the floor zoning area is limited, are NYCHA & HPD okay with giving up residential units for community facility space?
A35. Yes, Community facilities, such as healthcare centers and childcare centers may be planned for the ground floor of the proposed building on the Van Dyke site.

Q36. During the resident engagement sessions, did Van Dyke residents identify particular community facility uses they would like to see in the building?
A36. Van Dyke residents who participated in the visioning sessions identified the need for daycare facilities with extended hours of operation.

Q37. What is the nature of the two 30' wide easements on either side of the proposed tax lot at the Van Dyke site?
A37. The 30' easements on either side of the Van Dyke site are required for the existing sewer lines.

Q38. Since the site for the relocated trash compactor area has not been identified, it is impossible to estimate the cost of relocated that space. What kind of budget number should be carried for the relocation of this space?
A38. It would take approximately $800,000.00 to recreate the yard in a new location with new exterior compactors.

Q39. Will you provide zoning calculations for the existing buildings to facilitate planning for as-of-right development on the Van Dyke site that meet open space requirements for the entire zoning lot?
A39. Zoning calculations are included in the Addendum.

MILL BROOK

Q40. The RFP requires that a 6,200 sf senior community facility space be included to serve residents of building and surrounding community. What are the requirements for the staffing levels, services provided, hours of operation, fees that can be charged, etc. for this senior center?
A40. The RFP calls for a 6,200 sq. ft. senior center to be provided. Applicants will propose operating details including programming and staffing for the facility.

Q41. Since neither HPD nor NYCHA funding will be provided for the center, can NYC DFTA funding be assumed?
A41. Applicants may assume funding from available non-competitive financing sources.

Q42. Can you provide information on the site conditions where the 12 relocated parking spaces will be built including access to storm water lines, site lighting, etc.? Or alternatively, what amount should be budgeted for the cost of constructing the relocated parking?
A42. Applicants may propose a new parking lot or expansion of an existing parking lot on either the subject block or the adjacent block of Mill Brook Houses. Storm water lines and electrical lines for site lighting are readily available within the existing parking areas. Applicants will estimate their own costs for relocating the parking spaces.

Q43. Is there an existing senior center or service provider at Mill Brook Houses?
A43. No, Mill Brook does not have an existing senior center or service provider.

<u>INGERSOLL</u>

Q44. Will ULURP be required for the Ingersoll site / development?
A44. Anticipated land use actions requiring CPC approval for development of the Ingersoll site *may* include height and set-back modifications.

Q45. The RFP requires that an accessory community room be included to serve residents of the building and the surrounding NYCHA community. What are the requirements for how big this space should be and how it should be used? In particular, what types of uses are contemplated by the surrounding NYCHA community?
A45. The community room is expected to be not more than 5% of the building floor area for social functions, meetings and classes.

Q46. For the Ingersoll site, would you consider additional development rights from the neighboring parcel that could facilitate commercial use on the ground floor?
A46. No, we will not consider additional development rights from the neighboring parcel to facilitate commercial uses on the ground floor. Moreover, the site does not have a commercial overlay.

NYCHA Zoning Analysis
Aggregate Tabulation
MILL BROOK HOUSES

Mill Brook (1959)			
Borough	Bronx		
Community District	1		
Development Name	Mill Brook		
NYCHA TDS No.	084		
Zoning Map No.	6a & 6b		
Block/Lot	**Block 2263/Lot 19**	**Block 2548/ Lot 1**	**Total per Development**
Zoning District	**R6**	**R6**	
Lot Area			
	204,067 SF	294,000 SF	498,067 SF
Net Lot Area = Lot Area - Park Area			
	204,067 SF	294,000 SF	498,067 SF
Max. Lot Coverage (See C-2)			
Residential	32,706 SF	51,117 SF	
Commercial			
Community Facility	142,847 SF	205,800 SF	
Total Per Zoning Lot	32,706 SF	51,117 SF	
Total per Development			83,822 SF
Existing Lot Coverage (See C-2)			
Residential	31,548 SF	37,477 SF	
Commercial	0 SF	0 SF	
Community Facility	6,109 SF	3,522 SF	
Total per Zoning Lot	31,548 SF	37,477 SF	
Total per Development			69,025 SF
Available Lot Coverage (See C-2)			
Residential	1,158 SF	13,639 SF	
Commercial			
Community Facility	1,158 SF	13,639 SF	
Total per Zoning Lot	1,158 SF	13,639 SF	
Total per Development			14,797 SF
Proposed Lot Coverage (See C-2)			
Residential	0 SF	12,200 SF	
Commercial	0 SF	0 SF	
Community Facility	0 SF	0 SF	
Total per Zoning Lot	0 SF	12,200 SF	
Total per Development			12,200 SF
Max. Permitted FAR (See C-2)			
Residential	2.42	2.43	
Commercial	0.00	0.00	
Community Facility	4.80	4.80	
Total per Zoning Lot	4.80	4.80	
Max. Permitted Floor Area (See C-2)			
Residential	493,842 SF	714,421 SF	
Commercial	0 SF	0 SF	
Community Facility	979,521 SF	1,411,202 SF	
Total Per Zoning Lot	979,521 SF	1,411,202 SF	
Total per Development			2,390,723 SF
Existing Floor Area (See C-1 & C-2)			
Residential	489,604 SF	603,364 SF	
Commercial	0 SF	0 SF	
Community Facility	6,109 SF	3,522 SF	
Total per Zoning Lot	495,712 SF	606,886 SF	
Total per Development			1,102,598 SF
Available Floor Area (C-2)			
Residential	4,238 SF	111,057 SF	115,295 SF
Commercial	0 SF	0 SF	0 SF
Community Facility	483,809 SF	804,316 SF	1,288,124 SF
Total Per Zoning Lot	483,809 SF	804,316 SF	1,288,124 SF
Total per Development			1,288,124 SF
Proposed Floor Area for H.F. Calculations (See C-2)			
Residential	0 SF	111,000 SF	
Commercial	0 SF	0 SF	
Community Facility	0 SF	0 SF	
Total Per Zoning Lot	0 SF	111,000 SF	
Total per Development			111,000 SF
Total Floor Area Existing + Proposed (See C-2)			
Residential	489,604 SF	714,364 SF	
Commercial	0 SF	0 SF	
Community Facility	6,109 SF	3,522 SF	
Total Per Zoning Lot	495,712 SF	717,886 SF	
Total per Development			1,213,598 SF
Height Factor (See C-4)			
For Residential FAR Height Factor (=Total Floor Area/Total Lot Coverage)	*16	14	14
For Open Space Ratio Height Factor (=Residential Floor Area/ Residential Lot Coverage)	*16	14	14
Number of Buildings (See A-2 & C-1)			
Existing	4	5	9
Proposed Additional Buildings	0	1	1
Total	4	6	10
Total per Development			10
Open Area (See C-2)			
Open Space Ratio (as per HF)	35.0%	34.0%	
Min. Open Space Area	171,361 SF	242,884 SF	414,245 SF
Existing Open Space Area	172,519 SF	256,523 SF	429,042 SF
Proposed Open Space Area	172,519 SF	244,323 SF	416,842 SF
Density (See C-2)			
Dwelling Unit Factor	680	680	
Max. Permitted Dwelling Units	726	1,051	1,777
Existing Dwelling Units	565	676	1,241
Available Dwelling Units	161	375	536

NYCHA Zoning Analysis
Aggregate Tabulation
INGERSOLL HOUSES

Ingersoll (1944)					
Borough	Brooklyn				
Community District	2				
Development Name	Ingersoll Houses				
NYCHA TDS No.	14				
Zoning Map No.	12d				
Block/Lot	**Block 2025/ Lot 150**	**Block 2034/ Lot 1**	**Block 2050/ Lot 1**		**Total per**
Zoning District	**R6**	**R6**	**C1-3 Overlay**	**R6/C1-3**	
Lot Area					
	124,302 SF	424,652 SF	15,059 SF	463,280 SF	1,012,234 SF
Net Lot Area = Lot Area - Park Area					
	0 SF	424,652 SF	15,059 SF	463,280 SF	887,932 SF
Max. Lot Coverage (See C-2)					
Residential	0 SF	93,541 SF		273,319 SF	366,859 SF
Commercial			15,059 SF	15,059 SF	15,059 SF
Community Facility	0 SF	297,256 SF		324,296 SF	621,552 SF
Total Per Zoning Lot	0 SF	93,541 SF		273,319 SF	366,859 SF
Total per Development					366,859 SF
Existing Lot Coverage (See C-2)					
Residential	0 SF	85,741 SF		92,025 SF	177,766 SF
Commercial	0 SF	0 SF	0 SF	0 SF	0 SF
Community Facility	3,832 SF	3,591 SF		14,756 SF	22,179 SF
Total per Zoning Lot	0 SF	85,741 SF		92,025 SF	177,766 SF
Total per Development					177,766 SF
Available Lot Coverage (See C-2)					
Residential	0 SF	7,800 SF		181,293 SF	189,093 SF
Commercial			15,059 SF	15,059 SF	15,059 SF
Community Facility	0 SF	293,665 SF		309,540 SF	603,205 SF
Total per Zoning Lot	0 SF	7,800 SF		181,293 SF	189,093 SF
Total per Development					189,093 SF
Proposed Lot Coverage (See C-2)					
Residential	0 SF	6,592 SF		0 SF	6,592 SF
Commercial	0 SF	0 SF		0 SF	0 SF
Community Facility	0 SF	0 SF		0 SF	0 SF
Total per Zoning Lot	0 SF	6,592 SF		0 SF	6,592 SF
Total per Development					6,592 SF
Max. Permitted FAR (See C-2)					
Residential	0.00	2.40		2.23	
Commercial	0.00	0.00	2.00	0.03	
Community Facility	0.00	4.80		4.80	
Total per Zoning Lot	0.00	4.80		4.80	
Max. Permitted Floor Area (See C-2)					
Residential	0 SF	1,019,164 SF		1,033,115 SF	2,052,279 SF
Commercial	0 SF	0 SF	30,117 SF	30,117 SF	30,117 SF
Community Facility	0 SF	2,038,328 SF		2,223,745 SF	4,262,073 SF
Total Per Zoning Lot	0 SF	2,038,328 SF		2,223,745 SF	4,262,073 SF
Total per Development					4,262,073 SF
Existing Floor Area (See C-1 & C-2)					
Residential	0 SF	673,802 SF		633,205 SF	1,307,008 SF
Commercial	0 SF	0 SF	0 SF	0 SF	0 SF
Community Facility	3,756 SF	3,555 SF		19,637 SF	26,947 SF
Total per Zoning Lot	3,756 SF	677,357 SF		652,842 SF	1,333,955 SF
Total per Development					1,333,955 SF
Available Floor Area (C-2)					
Residential	0 SF	345,362 SF		399,909 SF	745,271 SF
Commercial	0 SF	0 SF	30,117 SF	30,117 SF	30,117 SF
Community Facility	0 SF	1,360,971 SF		1,570,903 SF	2,928,118 SF
Total Per Zoning Lot	0 SF	1,360,971 SF		1,570,903 SF	2,928,118 SF
Total per Development					2,928,118 SF
Proposed Floor Area for H.F. Calculations (See C-2)					
Residential	0 SF	345,000 SF		0 SF	345,000 SF
Commercial	0 SF	0 SF		0 SF	0 SF
Community Facility	0 SF	0 SF		0 SF	0 SF
Total Per Zoning Lot	0 SF	345,000 SF		0 SF	345,000 SF
Total per Development					345,000 SF
Total Floor Area Existing + Proposed (See C-2)					
Residential	0 SF	1,018,802 SF		633,205 SF	1,652,008 SF
Commercial	0 SF	0 SF		633,205 SF	633,205 SF
Community Facility	3,756 SF	3,555 SF		19,637 SF	26,947 SF
Total Per Zoning Lot	3,756 SF	1,022,357 SF		652,842 SF	1,678,955 SF
Total per Development					1,678,955 SF
Height Factor (See C-4)					
For Residential FAR Height Factor (=Total Floor Area/Total Lot Coverage)	N/A	11		7	9
For Open Space Ratio Height Factor (=Residential Floor Area/ Residential Lot Coverage)	N/A	11		7	9
Number of Buildings (See A-2 & C-1)					
Existing	0	8		13	21
Proposed Additional Buildings	0	1		0	1
Total	0	9		13	22
Total per Development					22
Open Area (See C-2)					
Open Space Ratio (as per HF)	0.0%	32.5%		30.0%	
Min. Open Space Area	0 SF	331,111 SF		189,962 SF	521,072 SF
Existing Open Space Area	124,302 SF	338,911 SF		371,255 SF	834,467 SF
Proposed Open Space Area	0 SF	332,319 SF		371,255 SF	703,574 SF
Density (See C-2)					
Dwelling Unit Factor	680	680		680	
Max. Permitted Dwelling Units	0	1,499		1,519	3,018
Existing Dwelling Units	0	956		847	1,803
Available Dwelling Units	0	543		672	1,215

NYCHA Zoning Analysis
Aggregate Tabulation
VAN DYKE HOUSES

Van Dyke I & II (1955)				
Borough	Brooklyn			
Community District	16			
Development Name	Van Dyke I & II			
NYCHA TDS No.	61			
Zoning Map No.	17d			
Block/Lot	**Block3760 / Lot 1**	**Block3777 / Lot 1**	**Block 3794 / Lot 1**	**Total per Development**
Zoning District	**R6**	**R6**	**R6**	
Lot Area				
	337,075 SF	337,075 SF	338,000 SF	1,012,150 SF
Net Lot Area = Lot Area - Park Area				
	337,075 SF	337,075 SF	276,175 SF	950,325 SF
Max. Lot Coverage (See C-2)				
Residential	68,046 SF	62,975 SF	48,425 SF	179,446 SF
Commercial				
Community Facility	235,953 SF	235,953 SF	193,322 SF	665,227 SF
Total Per Zoning Lot	68,046 SF	62,975 SF	48,425 SF	179,446 SF
Total per Development				179,446 SF
Existing Lot Coverage (See C-2)				
Residential	59,064 SF	51,988 SF	40,147 SF	151,199 SF
Commercial	0 SF	0 SF	0 SF	0 SF
Community Facility	5,407 SF	25,890 SF	6,523 SF	37,821 SF
Total per Zoning Lot	59,064 SF	51,988 SF	40,147 SF	151,199 SF
Total per Development				151,199 SF
Available Lot Coverage (See C-2)				
Residential	8,982 SF	10,988 SF	8,278 SF	28,247 SF
Commercial				
Community Facility	230,545 SF	210,062 SF	186,799 SF	627,407 SF
Total per Zoning Lot	8,982 SF	10,988 SF	8,278 SF	28,247 SF
Total per Development				28,247 SF
Proposed Lot Coverage (See C-2)				
Residential	8,970 SF	8,970 SF	8,022 SF	25,962 SF
Commercial	0 SF	0 SF	0 SF	0 SF
Community Facility	0 SF	0 SF	0 SF	0 SF
Total per Zoning Lot	8,970 SF	8,970 SF	8,022 SF	25,962 SF
Total per Development				25,962 SF
Max. Permitted FAR (See C-2)				
Residential	2.42	2.43	2.43	
Commercial	0.00	0.00	0.00	
Community Facility	4.80	4.80	4.80	
Total per Zoning Lot	4.80	4.80	4.80	
Max. Permitted Floor Area (See C-2)				
Residential	815,722 SF	819,092 SF	671,105 SF	2,305,919 SF
Commercial	0 SF	0 SF	0 SF	0 SF
Community Facility	1,617,960 SF	1,617,960 SF	1,325,639 SF	4,561,559 SF
Total Per Zoning Lot	1,617,960 SF	1,617,960 SF	1,325,639 SF	4,561,559 SF
Total per Development				4,561,559 SF
Existing Floor Area (See C-1 & C-2)				
Residential	567,241 SF	466,208 SF	489,853 SF	1,523,302 SF
Commercial	0 SF	0 SF	0 SF	0 SF
Community Facility	5,353 SF	25,631 SF	6,458 SF	37,442 SF
Total per Zoning Lot	572,594 SF	491,840 SF	496,311 SF	1,560,744 SF
Total per Development				1,560,744 SF
Available Floor Area (C-2)				
Residential	248,481 SF	352,884 SF	181,252 SF	782,617 SF
Commercial	0 SF	0 SF	0 SF	0 SF
Community Facility	1,045,366 SF	1,126,120 SF	829,329 SF	3,000,815 SF
Total Per Zoning Lot	1,045,366 SF	1,126,120 SF	829,329 SF	3,000,815 SF
Total per Development				3,000,815 SF
Proposed Floor Area for H.F. Calculations (See C-2)				
Residential	248,000 SF	352,000 SF	180,000 SF	780,000 SF
Commercial	0 SF	0 SF	0 SF	0 SF
Community Facility	0 SF	0 SF	0 SF	0 SF
Total Per Zoning Lot	248,000 SF	352,000 SF	180,000 SF	780,000 SF
Total per Development				780,000 SF
Total Floor Area Existing + Proposed (See C-2)				
Residential	815,241 SF	818,208 SF	669,853 SF	2,303,302 SF
Commercial	0 SF	0 SF	0 SF	0 SF
Community Facility	5,353 SF	25,631 SF	6,458 SF	37,442 SF
Total Per Zoning Lot	820,594 SF	843,840 SF	676,311 SF	2,340,744 SF
Total per Development				2,340,744 SF
Height Factor (See C-4)				
For Residential FAR Height Factor (=Total Floor Area/Total Lot Coverage)	12	14	14	
For Open Space Ratio Height Factor (=Residential Floor Area/ Residential Lot Coverage)	12	13	14	
Number of Buildings (See A-2 & C-1)				
Existing	9	8	6	23
Proposed Additional Buildings	1	1	1	3
Total	10	9	7	26
Total per Development				26
Open Area (See C-2)				
Open Space Ratio (as per HF)	33.0%	33.5%	34.0%	
Min. Open Space Area	269,029 SF	274,100 SF	227,750 SF	770,879 SF
Existing Open Space Area	278,011 SF	285,087 SF	297,853 SF	860,951 SF
Proposed Open Space Area	269,041 SF	276,117 SF	289,831 SF	834,989 SF
Density (See C-2)				
Dwelling Unit Factor	680	680	680	
Max. Permitted Dwelling Units	1,200	1,205	987	3,391
Existing Dwelling Units	627	512	457	1,596
Available Dwelling Units	573	693	530	1,795

HPD DESIGN GUIDELINES FOR SUPPORTIVE HOUSING

Department of Housing Preservation & Development

BILL DE BLASIO, Mayor
VICKI BEEN, Commissioner

www.nyc.gov/hpd

THE NEW YORK CITY DEPARTMENT OF

HOUSING PRESERVATION AND DEVELOPMENT

Vicki Been
COMMISSIONER

Eric Enderlin
DEPUTY COMMISSIONER

Jessica Katz
ASSISTANT COMMISSIONER
Division of Special Needs Housing

John Gearrity
ASSISTANT COMMISSIONER
Building and Land Development Services

TABLE OF CONTENTS

1	URBAN DESIGN	Relationship to Neighborhood Massing & Elevations Outdoor Spaces Parking Screening	1
2	SITE ASSESSMENT	Site Assessment & Investigation Subsurface Conditions	3
3	BUILDING PLANNING	Commercial & Community Facilities Lobby & Circulation Common Spaces / Building Services Social Services Offices Building Area Analysis	5
4	APARTMENT PLANNING	Types of Spaces for Efficiency Units Multi-Family Units Area Calculations Required Furniture Capacity	9
5	ENERGY EFFICIENCY & SUSTAINABILITY	Applicability / Integrative Design Site Planning / Water Conservation Energy Conservation & Renewables Materials & Ventilation Enterprise Green Communities Certification	11
6	SENIOR HOUSING	Site Planning Building Planning Apartment Planning	13
7	SCOPE OF WORK	Building Systems Exterior Materials Interior Finishes Equipment / Accessories Mechanical Systems / Other Systems	15
8	SUBMISSION REQUIREMENTS	Building & Programming Description Form 1: DAE Submission Checklist Form 2: Program Description Form 3: Building Description Form 4: Building Area Analysis	17
9	SUPPLEMENTARY MATERIAL	Reference Materials Glossary of Acronyms & Terms	25

Executive Summary

Introduction

The Supportive Housing Loan Program (SHLP) of the New York City Department of Housing Preservation and Development (HPD) provides funding to non-profit sponsors to develop permanent housing with on-site services for special populations. Proposals must adhere to the specifications required by SHLP including tenant selection requirements, cost limitations, design requirements and site selection procedures. An architectural limitation of 580-610 gross square feet per unit must be maintained for new construction which represents the total construction area —including circulation space, service areas, basements, and cellars— divided by the number of units. Developments providing more units must achieve lower gross square feet per unit area compared to that of developments with fewer units where the maximum gross square feet per unit must not exceed 610 square feet.

Intention of the Design Guidelines

The *HPD Design Guidelines for Supportive Housing*, developed by Division of Architecture + Engineering (DAE), has been established to ensure feasible supportive housing developments that provide appropriate living accommodation with an emphasis on design, sustainability, and cost efficiency.

The core principles of the *Guidelines* are to:

- Ensure new buildings relate to and enhance neighbourhood character.
- Promote better site planning.
- Encourage spaces that are inviting and allow for interaction.
- Ensure dwelling units are liveable, easily furnished, and accessible.
- Establish construction standards.

The goal of the document is to provide guidance to the development team in designing a project and to make both development team and DAE reviewers aware of the standards against which the projects will be evaluated at HPD. To ensure efficient review of projects the *Guidelines* has recommended maximum floor area for specific uses. The *Guidelines* also identifies required documents for submission to HPD for review.

Additional Regulations for Implementation

The *Guidelines* are not intended to supersede all applicable regulations of any other agency having jurisdiction. In the case of conflict, the more restrictive rules shall govern. The plans must be in full compliance with the design requirements of all applicable laws, including, but not limited to, the *New York City Building Code*, the *New York City Zoning Resolution*, the *New York City Housing Maintenance Code*, the *New York State Multiple Dwelling Law*, the *Fair Housing Act*, and Section 504 of the Rehabilitation Act of 1973. Each architect must provide a certification that the design complies with the accessibility requirements of the *New York City Building Code*, Section 504 of the *Rehabilitation Act of 1973*, and, for federally funded projects, the *Fair Housing Act*.

Filing and Documentation

Upon receiving initial approval from SHLP, the sponsor shall proceed to submit necessary documents to commence initial design review by DAE. HPD recommends that any project receiving funding through SHLP be filed with the Department of Buildings (DOB) under ZR-Use Group 3: Non-Profit Institution with Sleeping Accommodations. The Occupancy Group should be R-2 Residential and the proposal should comply with the residential occupancy requirements and Construction Classifications. All proposals must provide a detailed zoning analysis of the site as well as fundamental Building Code information in the initial submission. Refer to Section 8 'Submission Requirements' for comprehensive description of required items. Incomplete submissions will delay design review of the proposal.

URBAN DESIGN 1

Relationship to Neighborhood

The intent of the *Guidelines* is to ensure that proposed developments relate to and enhance the neighborhood character. The scale, density, and location of the development should integrate into the surrounding neighborhood and reflect its context. New construction projects should avoid abrupt changes in building height from adjacent buildings and deviations from the street wall.

Each submission must include photographs of the surrounding context, including neighboring building facades, height, fenestration patterns, and predominant material palettes. Graphical illustrations of building massing are encouraged as part of the zoning analysis submission.

Massing & Elevations

Articulation of massing, material, color, and texture must be used to define the base, middle, and top of buildings. The design should create a strong pedestrian-scale building base. The main residential entrance should be appropriately distinguished and visible from the street, offer a welcoming atmosphere, and provide shelter from inclement weather. The ground floor along street frontages must be activated with programming and be as transparent as possible. Avoid blank walls at the street level.

All building elevations are important. Due consideration should be given to the street façade, rear elevation, and side elevations, including lot-line elevations that are more than two floors above adjacent buildings. Every submission must include all elevations.

Building facades should minimize the monotonous or institutional appearance of the building, and must promote each building's identity and presence. HPD encourages architectural variety and appropriately scaled architectural details on the building envelope to create a sense of depth with light and shadow. Flat, featureless elevations and large expanses of blank wall area should be avoided, and may be resolved through variation in the type, color, and depth of material. The proportions, dimensions, and spacing of fenestrations should echo neighborhood patterns and maximize daylight in units.

Developments must also enhance the local streetscape and reinforce pedestrian-friendly frontages through architectural elements such as setbacks, bay windows, and ground floor transparency. An uninterrupted street wall should be maintained, and the design must provide lighting along street frontages that enhances security. The number of entry points into a building or project site must be minimized.

In addition to these general requirements, projects must demonstrate compliance with New York City *Zoning Resolution* and its urban design requirements.

Outdoor Spaces

Due to the limited amount of open space in most developments, projects should maximize the use of outdoor space including all yards at ground level, terraces, and rooftops and including green roofs, provided non-HPD funding sources are secured.

All outdoor spaces should be appropriately programmed and landscaped for their intended populations, and should include seating spaces. All areas of programmed outdoor space must be fully handicap accessible, and changes in elevation must be shown on all plans included in the submission. When providing multiple outdoor spaces, it is highly recommended that each space be programmed for different purposes. Additionally, outdoor spaces must be visible from common areas to enhance security. Wherever possible, windows should maximize visibility to the street and surveillance of

public and private outdoor spaces. Excessive garden furnishings, garden plantings, greenscreen walls or green structures are not recommended. Paved areas must be constructed of cost-effective and durable materials. Landscaping must be attractive and low-maintenance, incorporating native plants or plants suited to the local climate in order to limit the need for artificial irrigation. For specific requirements, consult Section 5 'Energy Efficiency & Sustainability'. HPD encourages the provision of accessible outdoor spaces on concrete decking; for instance the surfaces above parking or the roofs over a ground floor commercial space or a community facility are often easily accessible outdoor spaces. These areas should be programmed for tenant use, and a significant portion of the surfaces should be landscaped with planting strips, box planters, or other planting systems to minimize hard surfaces. One street tree must be provided for every twenty-five feet of street frontage pursuant to Section 26-40 of the New York City *Zoning Resolution*, New York City Department of Parks and Recreation (including the *Tree Planting Standards*), and New York City Department of Transportation standards (including the *Street Design Manual*).

In developments including family-oriented dwelling units, a toddler play area with safe equipment and matting should be provided and located to allow nearby supervision. HPD recommends grouping play areas with other programmatic elements such as laundry rooms, outdoor seating, and recreation spaces. Play areas should be secured and screened from street traffic.

Parking

Where parking is provided, it must be shielded from the street and from on-site open spaces. Vehicular access to all surface parking, parking garages, and loading areas should be along side-streets or areas of low pedestrian traffic. Trees may be used to provide shading over surface-level parking facilities. If a large number of parking spaces are needed, consideration should be given to parking below grade when financially feasible and where site conditions permit. The provision of parking is governed by the New York City *Zoning Resolution* Section 25-00.

Pursuant to the New York City *Zoning Resolution* Section 25-80, bicycle parking must be secured within the property either inside the building, yard or parking garage. If provided in parking garages, bicycle parking areas and the access paths to those spaces must be safe and secure and should avoid conflicts with vehicular parking and circulation.

Screening

A security barrier such as a steel picket fence must be provided to prohibit entry into the site wherever the site perimeter is open to the street, an adjacent empty lot, or another unsecured area. All outdoor spaces must be screened from vehicular circulation and parking areas. Dwelling units must be adequately screened from exterior utility meters, mechanical equipment, vehicular circulation and parking, and refuse storage as well as public or common spaces such as sidewalks, courtyards, and front and rear yards to ensure privacy for the residents. Where front yards are proposed, they should be appropriately landscaped and must provide screening for all residential units, exterior utility meters, mechanical equipment, vehicular circulation and parking, and refuse storage. Chain link fences are not permitted.

References:

Tree Planting Standards
Street Design Manual
Zoning Resolution

SITE ASSESSMENT 2

Design Intention

A thorough site investigation is necessary to ensure that site planning is successful and financially feasible. This process will determine the location of the building within the site while reflecting the neighborhood context and meeting programmatic requirements.

Site Assessment & Investigation

In determining a site's suitability for residential use one should assess the current and former on-site and nearby uses to identify potential for sources of pollution such as noise and/or sub-surface contamination. The City and/or Federal environmental review processes deal with many aspects of these, as well as, potential quality of life issues that may need to be addressed through the projects design and site redevelopment. Phase I environmental site assessments/Phase II Site Investigation (contamination) reports; noise studies; historic surveys and investigations; and mitigation/remediation/protection plans may need to be developed during the design phase to address these and/or other concerns. The developer should work with the SHLP to ensure appropriate coordination with HPD's Division of Environmental Planning and Implementation to address such issues.

Subsurface Conditions

An integral part of site planning is to assess the geological condition of the site. The development team is responsible for a proper site investigation to ensure that the subsurface conditions at the project site are sufficiently defined in an effort to avoid subsurface condition change orders and/or re-design during the construction phase.

An evaluation based on available geologic resources and a field visit, should be one of the considerations during the conceptual design phase of a project. The field visit should be conducted by the development team's Professional Engineer (Foundation/Structural/Geotechnical) to make and record observations, determine field conditions, assess obstructions, and lay-out a proposed subsurface investigation boring and test pit plan. The evaluation must be conducted prior to developing a site plan.

The subsurface investigation should be conducted as early as possible in the design development as it is integral to the decision making process for potential foundation systems, assigning mechanical and or other uses for the sub-grade, roof and common areas. The site investigation should summarize the results of the field investigation, provide a boring/test pit location diagram, boring logs, groundwater level measurements, assess the potential sheeting shoring and/or underpinning requirements to protect adjacent buildings and structures and provide recommendations for additional analysis as required. This information must be provided to HPD as part of the initial design review package and no later than the second schematic submission.

Any structural issues associated with adjoining properties or problematic underlying conditions must be documented in the event any claims are brought against the developer/contractor.

Early site investigation will ensure appropriate placement of buildings to minimize geotechnical work and structural work. When rock is found on the project site through investigation, a boring analysis with an estimate of the rippability determined through rock quality data (RQD) and reasonable rock allowance removal must be provided with submission of initial schematic review. For project involving significant (greater than 5 cubic yards) rock removal, and or a de-watering operation, a

constructability cost benefit analysis, must be prepared in consultation with the structural and geotechnical engineer. The design should be advanced in a manner to reduce cost and potential uncertainties.

Developments adjacent to underground structures such as subway lines, transportation, tunnels, other infrastructure, or other easements, must coordinate and secure necessary approvals from the owner (e.g. MTA/NYCT, MTA B&T, NYCDEP) during the design development phase through final design, and may continue into the construction phase (e.g. construction, vibration monitoring).

BUILDING PLANNING 3

The plans must be in full compliance with the design requirements of all applicable laws, including, but not limited to, the *New York City Building Code*, the *New York City Zoning Resolution*, the *New York City Housing Maintenance Code*, the *New York State Multiple Dwelling Law*, the *Fair Housing Act*, and Section 504 of the Rehabilitation Act of 1973. Each architect must provide a certification that the design complies with the accessibility requirements of the *New York City Building Code*, Section 504 of the *Rehabilitation Act of 1973*, and, for federally funded projects, the *Fair Housing Act*.

Design Intention

The building layout shall promote interaction among residents within community rooms and open spaces. Similarly, the building layout shall encourage interaction between residents and the neighborhood. The overall intent of the building planning section is to provide guidelines for common areas that serve the residents of supportive housing and for maintenance and operation of the building. The gross floor area per efficiency unit must not be more than 610 sf. Typically the economies of scale benefit larger developments; as developments increase in size beyond 70 efficiency units the gross floor area per unit must reduce to 580 sf.

Commercial & Community Facilities

Any community facility or commercial space provided within a residential building must function independently of the residential portion, including entrances, exits, stairs, elevators, and indoor and outdoor recreation spaces. For information regarding commercial spaces, see the *HPD Design Guidelines for New Construction*.

Lobby & Circulation

Each building must have a ground floor residential entrance lobby that is distinctly articulated and clearly visible from the street. This lobby is intended for residential use only and must be entirely separated from non-residential facilities. The lobby must be treated as a welcoming space with an inviting seating area where programmatically feasible, ample daylight, and a view of the street. When a seating area is not provided in the lobby, access from the lobby area to common spaces such as multi-purpose rooms must be provided. Alternatively, visual access to common spaces and outdoor landscaped areas from lobby must be provided. The materials and furnishings in this space shall be cost-effective, durable, and easily maintained. Double-height floors are not recommended; as such spaces would have higher heating and cooling needs.

A security station must be located for visual control over the entry and lobby areas. The security station must not exceed 150 sf. A mail alcove shall be located in an area that is visible and accessible from the lobby. A package closet is recommended if possible. Building services —including waste management, utilities, janitorial, and mechanical rooms— shall not open directly into the lobby.

The ground floor entrance lobby establishes circulation patterns within the building. The primary vertical circulation must be visible and accessible from the lobby. HPD encourages consideration of the New York City *Active Design Guidelines,* which promote fitness through active lifestyle, particularly noting the location and treatment of stairs in buildings. The architect must provide a justification for providing multiple elevators if the proposed building contains fewer than 50 units.

Security cameras must be located at the building entrance, remote exits, and outdoor public spaces for tenants' safety. Overly expensive security systems such as electronic lobby entry or swipe systems are not encouraged, unless a trade-off analysis demonstrates a reduced need for security personnel.

On each floor, the public circulation space must be minimized by locating larger units at the end of corridors to reduce corridor length. The interior circulation system should have a minimal number of changes in corridor direction and minimal recesses or offsets. HPD strongly recommends a centralized core to diminish travel distance. The residential corridor must be at least 5'-0" wide at the elevator lobby on each floor to facilitate accessibility, circulation, and furniture movement. However, a 6'-0" clearance is preferred.

Common Spaces

HPD recommends a variety of common spaces for tenant use, some of which are described below. The occupancy and the program of each space should determine its size, finishes, and furniture capacity. To optimize buildable floor area, the *Guidelines* have set maximum floor areas for tenants' common spaces. Furthermore, it is recommended that common spaces be located in the cellar area when possible.

Lounge/Multi-purpose Room should be located adjacent to primary entryways and have maximum visual connection to the lobby to promote tenant engagement. Furthermore, this space must be flexible and adapt to multiple different uses, including training areas. This space should be outfitted with comfortable furniture and should include a countertop, possibly including a warming station with a sink, a refrigerator, and a microwave. When multi-purpose rooms are located in the basement due to site constraints, an areaway for natural light and air should be considered. The total area of a multi-purpose room must not exceed 750 sf. If the area is greater than this limit, dividing panels should be provided to separate the space to facilitate simultaneous functions.

Computer Room should be located in the cellar in proximity to other common spaces. Unlike the lounge/multi-purpose room, which is an active communal space, the computer room is a space for more focused activity and requires a quiet area. This space can also be used for other sedentary activities. Although natural light is desirable in training rooms, working with computers in direct light is difficult. If the training room has windows, arrange the furniture to minimize glare. A computer room that will be used for multiple purposes can have a variety of light sources. The area for 10 computer terminals shall not exceed 350 sf.

Commercial Kitchens in efficiency buildings are not recommended but are allowed subject to non-HPD funding. It is strongly recommended that any commercial kitchen be located adjacent to the lounge/multi-purpose room. The sponsor must provide proof of private funding sources for all commercial kitchen appliances, furniture, and fixtures beyond the core-and-shell with associated operational costs.

Laundry Room must be conveniently located and directly accessible from the public circulation. Natural light and ventilation are encouraged.

Children's Indoor Play Room should have safe and durable play equipment and playful finishes. This space should be clearly visible from other common spaces such as the laundry room or lounge/multi-purpose room.

Exercise Room should be visually connected to other spaces.

Accessible Restroom should be directly connected to common circulation and located in proximity to the laundry room, lounge/multi-purpose room, or other common areas.

Bicycle Storage is required pursuant to the New York City *Zoning Resolution* Section 25-80. Where possible,

Table 3.1 MAXIMUM AREAS FOR SOCIAL SERVICE SPACES

Social Service Offices	Size by Number of Units		
	50 dwelling units	75 dwelling units	100 dwelling units
Reception / Office Waiting	150 sf	150 sf	200 sf
Restrooms	50 sf	50 sf	50 sf
Total Office Space	300 sf	400 sf	540 sf
Director Office	120 sf	120 sf	120 sf
Equipment/Copy Room	54 sf	54 sf	54 sf
Storage	60 sf	80 sf	100 sf
Conference	250 sf	275 sf	300 sf

these spaces should be located near circulation spaces easily accessible by the tenants.

Tenants' Storage is required for developments receiving certain HCR funding. Fifteen square feet of additional bulk storage for each efficiency unit may be required. These spaces must be secured and fully accessible. Where possible, storage areas should be located in close proximity to the elevator core. Bulk storage within individual dwelling units is a preferred alternative to centralized storage areas.

Social Service Offices

To optimize the proposed floor area for residential units, it is recommended that social service spaces be located in the basement/cellar in proximity to circulation spaces. To allow for natural light in the office spaces, a light well may be considered. Table 3.1 provides space allocation guidelines for Social Services offices. Cubicles shall not exceed 6'-0" by 6'-0" and private office spaces should allocate 100 sf for each case manager. If cubicles are provided for case managers instead of offices, then one counseling room measuring 100 sf must be provided for every two case manager cubicles.

Building Services

The floor plans must indicate utility spaces including boiler and sprinkler equipment, elevator machines, electric systems, and meter rooms. Each building must have a telecommunications room, janitor's closet with a slop sink, trash chute, recycling room, and a trash compactor in elevator buildings pursuant to the *Building Code*. The compactor room should be located for convenient transport of compacted refuse to the collection point, minimizing circulation through interior and exterior spaces. Neither access to the compactor room nor the path of garbage removal shall circulate through ground floor lobby. Building service spaces shall occupy no more than 5 to 10 percent of the gross floor area.

Building Area Analysis

Total circulation area must be less than 25 percent of gross square feet of building area, and larger developments must be more efficient. Additionally, social service, common spaces, building services, and their related circulation spaces must be less than 25 percent of the gross square feet of building area. In buildings with more units, the ratio of social service space to the number of units should decrease as would the ratio of circulation space to the gross floor area due to economy of scale. A building area analysis table is included in Section 8 'Submission Requirements'.

References:

Active Design Guidelines
Building Code
Zoning Resolution
HCR Handbook

[this page is intentionally left blank]

APARTMENT PLANNING 4

Design Intention

This section describes spaces within dwelling units, the relationships among these spaces, and the metrics HPD utilizes to evaluate suitable living spaces. The goal of this section is to ensure unit layouts are livable, furnishable, and handicap accessible.

HPD recommends buildings with only efficiency units for homeless and low-income individuals, and the following requirements describe such units. Proposals offering larger units will be considered and reviewed on a case-by-case basis, and any such units must comply with the *HPD Design Guidelines for New Construction*. Rehabilitation developments that do not meet the following requirements will be reviewed at the discretion of SHLP/DAE.

Types of Spaces for Efficiency Units

Each efficiency unit must contain a living space, private bathroom, kitchenette, and storage space. While there are various unit configurations that would meet code requirements, it is the intent of HPD to encourage good design. The standard floor-to-ceiling height for all residential floors must not exceed 8'-0". At a minimum, the design of each unit must clearly distinguish the areas allocated to living, sleeping and dining spaces within the 150 square foot living area required. An efficiency unit with a sleeping alcove is acceptable, however it will increase the net floor area and will be reviewed on a case-by-case basis.

The layout must also reflect a kitchenette separate from the main living area. If the layout proposes a kitchenette within the living/sleeping space, the area of the kitchenette and the floor space up to 3'-0" in depth from the counter, while counted towards living area, must be free and clear of furniture and any obstructions, as indicated in figures 4.2 and 4.3, must be at least 2'-0" deep by 10'-0" long and must comply with the *Fair Housing Act* and the *Building Code*. The kitchenette should consist of a refrigerator, sink, range, under-cabinet microwave oven, wall-hung cabinets, removable base cabinets, outlets for countertop appliances, and a minimum 2'-6" of linear countertop work surface. Refer to Section 7 'Scope of Work' for equipment, materials, and fixtures. The length of countertop and shelving shall be measured along the front edge of the surface area that achieves the minimum depth, and shall not include corners. Base cabinets and countertops must be 2'-0" deep. Shelving must be minimally 11½" deep, though 16" deep is preferred. Kitchen elevations must be provided.

Every dwelling unit must have at least one full, Type B - Appendix P bathroom per *Building Code*. It must contain a bathtub with a shower head, a sink, and a toilet. This bathroom must also conform to the *Fair Housing Act, Section 504 of the Rehabilitation Act of 504*, and the *Building Code*.

Every unit must contain a minimum 6 linear feet of storage. Separate storage spaces for clothes (2'-0" by 4'-0" wide) and linen/pantry (1'-6" deep by 2'-0" wide) is preferred.

Table 4.1 MINIMUM SIZES FOR TYPICAL EFFICIENCY UNITS

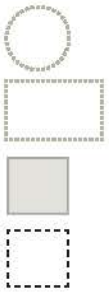
Space	Area	Minimum Dimension
Kitchenette	20 sf	10'-0"
LR/DA/SA	150 sf	10'-0"
Net Floor Area	300 sf	10'-0"

Multi-Family Units

For multi-family unit area and layout requirements, see the *HPD Design Guidelines for New Construction*.

Area Calculations

The text and figures in this section describe the methodology DAE utilizes to calculate the floor area of the combined living area / dining area / sleeping area (LA/DA/SA) in efficiency units only. The legend for figures is as follows:



NOTE: The layouts in this section are provided for the purpose of illustrating spatial relationships and area calculations. These layouts are not intended as examples, and should not limit the range or variety of units proposed for a development.

Clear Floor Area

For efficiency units only, the area up to 3'-0" in front of the countertop shall count toward the LA/DA/SA as indicated in figures 4.2 and 4.3. This area shall remain clear of obstructions, including furniture and mechanical equipment.

Minimum Dimensions

The minimum dimension 10'-0" is indicated in figures 4.2, 4.3, and 4.4. For efficiency units only, the minimum dimension of the LA/DA/SA may overlap the 'clear floor area'.

Vestibule and Corridor

The unit entry vestibule and corridor shall not count toward the LA/DA/SA. See figures 4.2 and 4.3.

Figure 4.2 AREA CALCULATIONS

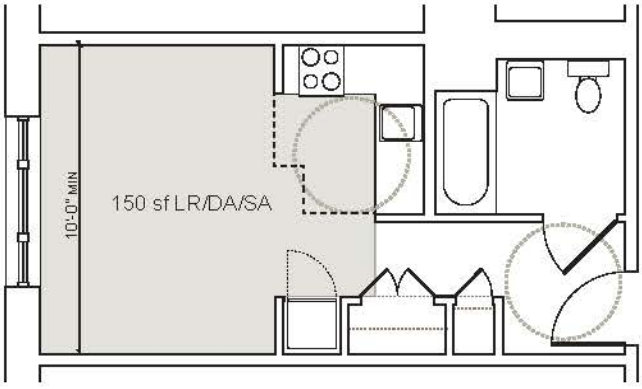
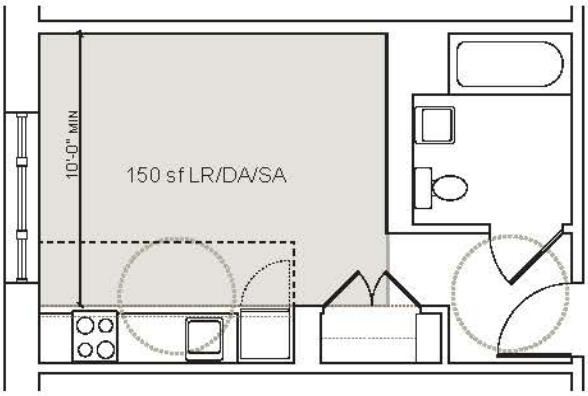


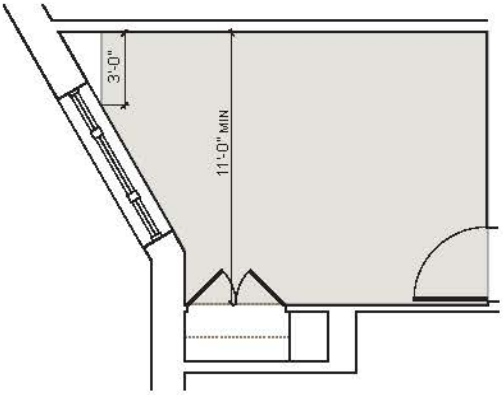
Figure 4.3 AREA CALCULATIONS



Irregular Geometries

In irregularly-shaped spaces, any floor area narrower than 3'-0" shall be excluded from the total floor area for that space. The majority of the space must still maintain the minimum dimension of 10'-0". See figure 4.3 for an illustration.

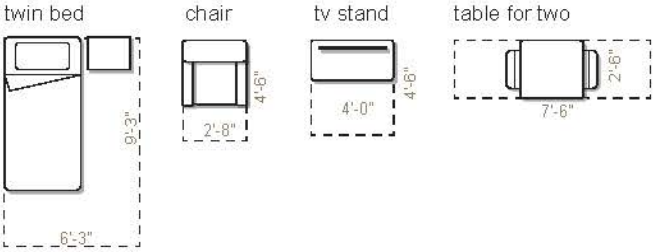
Figure 4.4 IRREGULAR GEOMETRIES



Required Furniture Capacity

Each efficiency unit must be able to accommodate the following furniture in an accessible layout:

Figure 4.5 REQUIRED FURNITURE CAPACITY



ENERGY EFFICIENCY & SUSTAINABILITY 5

Applicability

All projects must achieve Enterprise Green Communities Certification by complying with the Criteria's mandatory standards and earning 35 points from the Optional Criteria. Implementation of these criteria for affordable housing projects will result in a healthy living environment, lower residents' utility costs, and help protect the environment by conserving energy, water, materials and other resources.

The Enterprise Green Communities Criteria contains detailed information that addresses aspects of design, development and operations. The Criteria are grouped into the following eight categories:

- Integrative Design
- Location and Neighborhood Fabric
- Site Improvements
- Water Conservation
- Energy Efficiency
- Materials Beneficial to the Environment
- Healthy Living Environment
- Operations and Maintenance

Key considerations for HPD projects are summarized below. Project teams are advised to consult the full text of the Enterprise Green Communities Criteria & Technical Manual for additional details. The full document is available for download on the Green Communities web site.

Integrative Design

One mandatory item for all projects is the submission of a Green Development Plan that outlines the integrated design approach used for a particular project. An integrated design process incorporates sustainability from the outset and this plan should demonstrate the involvement of the entire development team.

Site Planning

Sustainable design and site planning integrate design and construction strategies to: minimize environmental site impacts; enhance human health; reduce construction costs; and maximize energy, water, and natural resource conservation. With regards to landscaping, new construction projects must provide a plant list demonstrating that the selection of plants and trees are at least 50% native species, 100% appropriate to the site's soil and microclimate, and do not include invasive species. The locations of plantings are important and present an opportunity to provide shading in the summer and allow heat gain in the winter. If irrigation is necessary, HPD mandates the following components for a highly efficient irrigation system: a system designed by an EPA Water Sense certified professional or qualified landscape professional, at least 50% of landscape planting beds must utilize drip-irrigation, turf and each type of bedding area should be separately zoned, a timer/controller for various zones, and moisture sensor controllers or rain delay controllers.

Water Conservation

Water efficiency conserves fresh water resources and reduces utility bills. In addition to an efficient outdoor irrigation system, HPD mandates the use of water-conserving fixtures and appliances, including faucets, showerheads, and toilets.

Energy Conservation & Renewables

Energy efficiency helps to maximize resident comfort and health and reduces utility bills. Projects must meet the minimum energy performance standard outlined in the Criteria. If appliances such as washers, dishwashers, and refrigerators are provided, HPD mandates Energy Star appliances. Interior and exterior

energy efficient lighting are also mandated For interior lighting, install the Energy Star Advanced Lighting Package in all interior units and use Energy Star or high efficiency commercial grade fixtures in all common areas and outdoors. For exterior lighting, light pollution should be kept to a minimum and daylight sensors or timers should be installed on all outdoor lighting. For common spaces at the exterior of a building, daylighting should be used to reduce electric lighting needs. Air locks or vestibules at entrance doors may prevent loss of heating/cooling. The use of high-albedo roof surfaces is encouraged to reduce the cooling costs and energy input to the building. The installation of individual or sub-metered electric meters is required.

Materials & Ventilation

The importance of a healthy living environment is a significant green building issue directly affecting residents. Creating a healthy living environment involves the use of materials that do not cause negative health impacts for residents or workers.

HPD mandates the use of low/no Volatile Organic Compound (VOC) paints and primers, low/no VOC adhesives and sealants, and Urea-Formaldehyde free composite wood. Exhaust fans must be provided for both bathrooms and kitchens. HPD mandates ventilation systems providing adequate fresh air per ASHRAE 62.1-2007 for residential buildings above 3 stories or ASHRAE 62.2 for single family and low-rise multifamily dwellings. The sizing of HVAC systems is mandatory and ASHRAE handbooks or equivalent software must be utilized.

Green Communities Certification

Step 1

Project team completes online certification request form and submits additional documentation during the design phase as plans and specifications are being developed. Once all submittals required under Step 1 are complete, Enterprise will conduct an initial review of the materials and provide feedback on the submission as necessary.

Step 2

Project team completes online final certification form within 60 days of construction completion.

Enterprise conducts final review and determines whether project can be certified as meeting the Green Communities Criteria. Enterprise sends notification of certification to project contact via email within 30 days of receiving completed submission.

Any project team submitting a request for certification to Enterprise may be subject to on-site verification by a third-party provider. Projects will be selected for on-site verification on a quarterly basis, using a random sampling approach based on the number of certification requests submitted in a given quarter. Enterprise will direct a consultant to conduct the on-site verification, monitor the consultant for quality assurance, and cover the costs to complete the verification.

Additional information is available on the Enterprise Green Communities web site:

http://www.greenCommunitiesOnline.org

References:

Green Communities Compliance Manual 2008a

SENIOR HOUSING 6

Design Intention

In addition to compliance with all other sections of the *Guidelines*, buildings specifically designed for seniors and/or persons with disabilities must meet the provisions described in this section.

Site Planning

All outdoor spaces should be appropriately programmed and landscaped for their intended populations. Provisions must be made for seating space for at least twenty percent of all residents in secure and appropriate outdoor areas, and a variety of outdoor seating areas should be offered. These areas may range from intimate shaded seating to larger, more social game table areas.

Landscaping should be attractive and low-maintenance, incorporating native plants or plants suited to the local climate in order to limit the need for artificial irrigation. It should also incorporate a variety of textures and materials, shading devices, strategically placed planters, and plant selection in order to promote visual interest in outdoor spaces. Provisions must be made for adequate site and street lighting to ensure visibility and safety within the project area.

Building Planning

The main entry should be clearly articulated from the outside, protected from inclement weather, and well lit. The project should provide convenient, comfortable seating areas near the residential entry, situated to maximize views of outdoor activity and pedestrian areas. Additional activity areas may be located above the first floor, provided that such spaces are programmed. Within the building, a high degree of social interaction should be encouraged, and community areas should be programmed to allow for a variety of activities. The community rooms should be located adjacent to primary entrances and provide maximum visual connection to the lobby to encourage participation in activities. A common area with computers and broadband Internet access is also recommended.

Circulation space throughout the common areas should comfortably accommodate occupants with limited mobility, including those using walkers, canes, and wheelchairs. Proposed furniture should facilitate senior use and be adaptive in terms of heights, angles, and appropriate clearances. All floors should be anti-slip. Frequently used doors and passageways should be emphasized by the use of different colors and textures for guidance.

Apartment Planning

Senior housing units should permit easy maneuvering within the unit, and should consider the physical limitations of many senior residents. In addition to other required accessibility standards, the unit design should incorporate the following minimum design considerations:

- Apartment should be designed to accommodate two persons.
- The bathrooms should be outfitted for handicap use including grab bars, lever faucets, walk-in bathtubs/ shower stalls, and modified heights of toilet seats.
- Because high level storage is impractical, closet hang rods should be mounted 60” above the floor.
- The light switches must be easily identifiable in the dark and located no more than 48” above the finished floor height. A master or three-way switch adjacent to the bed is suggested.
- A panic button should be provided within each unit.
- Each unit should have individual control for heating and ventilation.

For those projects utilizing HUD 202 funding, HPD acknowledges the difficulty in complying with both HUD maximum square footages and HPD minimum room sizes. Utilizing the 270 sf Living/Dining/Kitchen room size for 1-BR units can be efficiently designed to comply with both sets of guidelines. HPD may permit, at its discretion, minor deviations from the *Design Guidelines* to achieve a superior unit layout for senior housing.

SCOPE OF WORK 7

All HPD projects should be constructed of high quality, attractive, sustainable, and durable materials that are cost-effective and that minimize maintenance costs. Specification items equal in cost and performance to those items listed in the *HPD New Construction Specification Manual* may be considered by HPD if proper documentation and supporting information are provided by the development team.

Building Systems

Structure	CMU wall and pre-cast concrete plank
Roof	Built-up / single membrane
Note	*Alternative structural building systems (for example, structural steel) are subject to separate HPD approval. Conditional justification and cost efficiency will be required.*

Exterior Materials

Exterior Wall	Brick with continuous air and thermal barrier
Windows	Thermally-broken aluminum and glass double-hung or sliding
Note	*All proposed exterior materials and finishes must be cost efficient and should reflect the predominant character of the surrounding neighborhood context. Expensive cladding materials, glass curtain walls, excessive and varied metal paneling, costly alternative masonry and stone, EIFS, composite rainscreen are not recommended. Exterior walls must be insulated, including at baths.*

Interior Finishes

Ceilings	Painted plank
Bathroom	Hung ceiling; Ceramic tile floor-to-ceiling for bathtub interior, 4'-0" wainscot for walls of the bathroom and ceramic mosaic bathroom floor must be specified. Walls must be reinforced for grab bars.
Kitchen	Ceramic tile between countertop/backsplash and the bottom of wall-mounted cabinets
Walls	Painted drywall and block
Floors	Hardwood floors in living spaces inside apartments; a combination of tile an linoleum in public spaces.
Counters	Post-formed plastic laminate
Cabinetry	Post-formed plastic laminate
Note	*The following costly interior materials and finishes are not encouraged: bamboo floors, wainscoting, excessive ceramic tiling in bathrooms and public halls, expensive countertops such as granite, marble, corian, and stainless steel.*

Equipment / Accessories

Appliances	Energy Star Appliances 14 cubic foot Refrigerator Under-cabinet Microwave
Fixtures	20" Range 20" Kitchen sink with 2.0 gpm flow Bathroom sink with 1.5 gpm flow Shower head with 1.75 gpm flow Toilet with 1.3 gpm flush
Accessories	Towel rack & robe hook Shower curtain rod Medicine cabinet Grab bars as required Toilet paper dispenser

Mechanical Systems

Heating	Sealed combustion hydronic heating system with baseboards/ convectors. Atmospherically vented systems are not allowed. Non-condensing boilers with 85% efficiency shall be provided, and are recommended to be located on the roof.
Plumbing	System for all domestic water lines in the entire building. Insulate all hot and cold lines.
Cooling	Air-condition units for all efficiencies. Central cooling systems, cooling towers, heater/chiller rooms, PTAC systems and other costly mechanical systems will be subject to separate HPD approval. Technical justification and cost analysis for alternative systems must be submitted.

Other Systems

Sprinklers	All buildings must be fully sprinklered
Security	CCTV system with cameras at critical locations connected to security station and equipped with DVR recording device
Electrical	Full installation throughout the building with Energy Star lighting and combined hard-wired smoke/ carbon monoxide detectors within the dwelling units
Communications	One telephone outlet in each program space and unit; intercom system; master TV system
Fire Alarm	Fire alarm system for building
Ventilation	All bathrooms, kitchens, and kitchenettes must be mechanically ventilated
Elevator	Conventional electric elevators preferred
Miscellaneous	Compactor with a refuse chute

[this page is intentionally left blank]

SUBMISSION REQUIREMENTS 8

Building & Program Description

As part of the submission for all SHLP projects, and in preparation for a kickoff meeting between the sponsors, DAE, and SHLP staff, the development team shall provide a completed version of the forms included in this section.

Submission Packages

The developer or developer's agent must submit a complete package to HPD for schematic design review, cost estimation, construction document review, DOB permitting and bid review; incomplete packages cannot be reviewed and will be returned. All plans must be prepared by a Registered Architect or Professional Engineer. PLEASE NOTE: upon receiving a complete submission package, DAE shall conduct its review and provide comments within 45 days. The requirements for submission packages are as follows (materials may be submitted earlier, but no later than indicated):

Form 1: Submission Checklist

A document at the end of this section.

Form 2: Program Description

A document at the end of this section describing some of the programmatic requirements of the project.

Form 3: Building Description

A document at the end of this section describing some of the architectural requirements of the project.

Form 4: Building Area Analysis

The analysis should provide a summary of the areas within the building for the purposes of comparison and evaluation. The total GSF shall include all programmed area, including internal circulation, located within the Sub-Basement, Basement, Cellar, Ground Floor, Typical Floor Area, and Roof Floor Area (if programmed).

Photographs

Photographs must describe the site of the proposed development and the site's relation to surrounding buildings, streets, and open spaces. Photographs must be graphically keyed to the area plan.

Outline of the Scope of Work

A written description of the scope of work of the proposed building project.

Area Plan & Sanborn Map

An area plan should locate distinctive features in the immediate vicinity and surrounding neighborhood of the project site. This plan should show the following information for a four-hundred foot radius around the site: land use, the stories/heights of surrounding buildings, historic districts, adjacent landmark buildings, vehicular traffic directions, locations of subway and bus stops, above- and below-ground infrastructure, and other distinctive information. This plan may be based on the most recent Sanborn map of the area or the base map from the DCP. A Sanborn map should be provided with the area plan regardless.

Zoning Map & Analysis

A zoning map which locates the site is required along with a detailed zoning analysis. This analysis must specifically cite all relevant sections of the New York City Zoning Resolution and indicate permitted and proposed calculations for bulk regulations (including floor area, open space, density, height & setbacks, and yard and court requirements) and parking regulations.

Site Plan

The site plan should be clearly legible (minimum scale of 1"= 20') and must indicate all components of the development within the nearest street intersections. It must include site boundaries, restrictions, easements, encroachments, all buildings and their access points, adjacent structures, private roads, parking, driveways, sidewalks, pathways, spot elevations, proposed topography, surface materials, tree types and locations, landscaping, fences, gates, and lighting. The flood zone district should also be indicated.

Building Code Analysis

Complete *Building Code* information indicates occupancy group, construction classification, fire resistance ratings, egress / access requirements and types, and live load capacity. This summary must cite all relevant sections of the current *New York City Building Code*, *Housing Maintenance Code, Multiple Dwelling Law, Fair Housing Act* and other applicable agencies regulating accessibility. The Schedule A DOB form must be provided in the initial submission.

Floor Plans

Submissions must include a complete package of all floor plans which meets the following criteria:

- Floor plans must be drawn at a minimum scale of 1/8" = 1'-0" and must be adequately dimensioned.
- Handicap accessibility must be illustrated.
- Floor plans must describe all levels of the proposed buildings, including cellar/basement, street level, typical floor, upper floors, and roof plan. Parking plans should include traffic flow information and parking spaces should be uniquely identified.
- Spaces must be clearly labeled by name and area.
- Each unique floor layout must be submitted.
- Each unit type must be uniquely labeled by name and net area.
- If necessary, larger developments should provide layout of individual units at 1/4" = 1'-0".
- Spaces for building utilities must be indicated on the plans. These spaces include boiler and sprinkler equipment, elevator machines, electric systems, meter rooms, telecommunications rooms, trash chutes, recycling room, janitor's closet, building storage and trash compactor in elevator buildings.
- The superintendent's unit must be labeled.

Elevations

All elevations of the building or buildings must be provided for review at the same scale as the plans. Elevations must indicate finishes, construction materials, ceiling heights, floor elevations, and total building height. All elements must be labeled. Elevations should show existing adjacent buildings to demonstrate compatibility with the neighborhood. Color elevations showing material are encouraged.

Renderings

Perspective renderings are mandatory for public sites and are highly recommended for all projects in order to more clearly communicate the design intentions. Renderings should show existing adjacent buildings to demonstrate compatibility with the neighborhood.

Electronic Version of Documents

Electronic versions of the drawings formatted in *.dwf* and *.dwg* (AutoCAD 2000) must include a layer with the geometries used for area calculation.

Boring Plan

A site plan enumerating and locating borings to be taken in preparation of the Geotechnical Report and Subsurface Condition Survey.

FEMA Flood Hazard Area Map

A map by the Federal Emergency Management Agency locating areas of flood risk and clearly locating the proposed building site.

Sustainability Summary & Green Communities Checklist

A paragraph statement of sustainable design practices should accompany a formal Green Communities Criteria checklist for verification.

Topographic Survey

A professionally rendered survey must show all existing topographic information.

Utility Survey

A professionally rendered survey must show all existing utility services.

Existing Field Conditions Report

Demolition, material abatement, rock allowance, remediation, site monitoring, noise (window wall)

attenuation report, and other expenses resulting from site conditions should be included within the General Contractor's base construction contract. No additional alterations should be proposed at the time of closing. All reports must be submitted to HPD DAE for review.

Geotechnical Reports & Subsurface Condition Surveys

Provide two copies of the boring logs. The Investigation of the site's previous use(s) and history as well as the current use of the neighboring sites should be conducted and should be a part of the written report. The report must also include:

- The proximity of any under or above ground rails
- Existing easements, if applicable
- REUC Number (R.E. Utility Corp.) for particular site
- Existing underground storage tanks
- Ground water table
- Underground stream location, if applicable
- Environmental reports and remediation plans
- Engineering report on the analysis of the existing conditions and salvage protocol if necessary
- Recommendations for the proposed structural system(s) based on site findings.
- Sanborn Maps and Site History including historical maps of subject property and adjacent properties.

Soil and Foundation Investigations must comply with 2008 *New York City Building Code* - Chapter 18: Soils and Foundations and 2008 *New York City Building Code*, Section 1802: Foundations and Soils Investigation

Provide two copies of the boring logs with additional boring tests performed in the locations described below. This requirement exceeds the minimum required by the *New York City Building Code*. Architect shall interpret the boring logs and existing conditions. Pursuant to DOB LL 10/80 Reports, the site report should include structural conditions of adjacent buildings surrounding the proposed site. Test pits should also be done near other existing buildings and the report should note all irregular conditions. Any unusual features of the site and surrounding lots must also be included in the report.

The boring contractor should perform borings at the center of each proposed foundation wall and elevator pit. Investigate and explain in writing previous use of the site and current use of neighboring sites. For existing sites, evaluate the proximity to any underground rail system or easements, have all bulk storage tanks investigated; perform test pits in the cellar of basement to determine ground water elevation, including pits for elevators and along existing party walls, have an engineer provide an analysis of the existing structural conditions of all buildings considering a salvage protocol.

Phase 1 Report

HPD strongly recommends that every proposed development conduct a phase 1 environmental report at an early stage in the project.

Initial Cost Estimate

Architect must provide an initial cost estimate with schematic drawings.

Construction Documents with Specifications

Construction Documents must be submitted at 100% completion along with Specifications. A detailed cost breakdown of trades with quantity takeoffs for each item must be submitted in the early Construction Documents phase.

Application Forms for the Department of Buildings

For all properties, a final set of DOB-approved architectural drawings in 11" x 17" format must be submitted. For all HPD-owned properties, PW-1 and other DOB forms must also be submitted for HPD signature.

Architect's Certification

The architect of record must provide certification that, if the project is constructed in accordance with the HPD-approved schematic plan, the completed project will be in full compliance with the construction and design requirements of city and federal laws related to accessiblity and adaptability.

[this page is intentionally left blank]

FORM 1: DAE SUBMISSION CHECKLIST HPD SHLP

Organization Name: _____

Building Name: _____

Address of Building: _____

Upon receiving a complete submission package, DAE shall conduct its review and provide comments within 45 days.

Checklist for Initial Design Review

- ☐ Form 2: Program Description
- ☐ Form 3: Building Description
- ☐ Form 4: Building Area Analysis
- ☐ Photographs
- ☐ Outline of the Initial Scope of Work
- ☐ Area Plan with Sanborn Map
- ☐ Zoning Map and Analysis
- ☐ Site Plan
- ☐ *Building Code* Analysis
- ☐ Floor Plans
- ☐ Elevations
- ☐ Renderings
- ☐ Electronic Version (AutoCAD)
- ☐ Boring Plan
- ☐ FEMA Flood Hazard Area Map
- ☐ Sustainability Summary and Green Communities Checklist

Checklist for Second Design Review

- ☐ Required Resubmission Material from the Initial Design Review
- ☐ Topographic Survey
- ☐ Utility Survey
- ☐ Existing Field Conditions Report
- ☐ Geotechnical Reports & Subsurface Condition Surveys
- ☐ Phase I Report
- ☐ Initial Cost Estimate

Checklist for Third Design Review

- ☐ Required Resubmission Material from the Second Design Review

Checklist for Construction Document Review

- ☐ Topographic Survey
- ☐ Existing Field Conditions Report
- ☐ Geotechnical Reports, Boring Logs & Written Report
- ☐ 100% Completed Construction Documents, including Mechanical, Electrical, and Structural Drawings (3 sets)
- ☐ Final Specifications (3 sets)
- ☐ Samples of Materials
- ☐ Sustainability Summary and Green Communities Checklist

Checklist for DOB Permitting

- ☐ *Building Code* Summary with DOB *Schedule A* Form
- ☐ Initial DOB Submission Documents
- ☐ Application Forms for DOB
- ☐ List of DOB objections

Checklist for Final Cost Estimate Review

- ☐ 100% Completed Construction Documents including Mechanical, Electrical, and Structural Drawings
- ☐ Final Specifications and Final Scope of Work
- ☐ Add Alternates

Checklist for Bid Review

- ☐ 100% Completed Construction Documents including Mechanical, Electrical, and Structural Drawings
- ☐ Final Specifications
- ☐ Final Bid Packages
- ☐ Final General Contractor's Bid with Quantity Takeoffs
- ☐ Add Alternates
- ☐ Architect's Certification

FORM 2: PROGRAM DESCRIPTION HPD SHLP

Organization Name: _____

Building Name: _____

Address of Building: _____

D.U. Count Total number of units: _____ + superintendent unit

Units for: individuals _____

families with children _____

couples _____

Description of population(s) to be served: _____

Service contract agency: _____

Funding sources: _____

Describe indoor and outdoor space needs for tenant engagement: _____

Describe social service staffing needs and space requirements: _____

Describe property management staffing needs and space requirements: _____

Describe any space needed for larger community or organizational purposes: _____

FORM 3: BUILDING DESCRIPTION HPD SHLP

Organization Name: _____

Building Name: _____

Address of Building: _____

D.U. Count Total number of units: _____ + superintendent unit

Units for: individuals _____

families with children _____

couples _____

Zoning District and Use Group: _____

Allowable FAR: _____ Proposed FAR: _____

☐ New Construction ☐ Rehab

Describe the conditions of the site (including details about any physical or geological constraints, environmental issues, etc.) and how this affects the building design: _____

Describe surrounding buildings/lots: _____

Describe how the building will contribute to the neighborhood: _____

If applicable, describe any space or design requirements negotiated with the community for project approval:

Describe any specific programs proposed for residents that will be provided on site: _____

FORM 4: BUILDING AREA ANALYSIS HPD SHLP

Organization Name: _____

Building Name: _____

Address of Building: _____

Total Gross Square Footage (GSF) including cellar	A	sf		
Total Number of Dwelling Units (DU)	B	du		
Total GSF per DU	(A/B)	gsf/du		
Total Nonresidential Spaces	D	sf	Area as % of Total	
Social Service Area (including circulation)	E	sf	(E/D)	%
Tenant Common Spaces (including circulation)	F	sf	(F/D)	%
Building Services (including circulation)	G	sf	(G/D)	%
Total Nonresidential Spaces / GSF			(D/A)	%
Total Residential Area	H	sf	Area as % of Total	
Average Net DU Area	J	sf		
Average Gross DU Area	K	sf		
Total Residential Area / GSF			(H/A)	%
Total Residential Circulation Area	L	sf	Area as % of Total	
Total Residential Circulation Area / GSF			(L/A)	%

Additional Information: _____

SUPPLEMENTARY MATERIAL 9

REFERENCE MATERIAL

Active Design Guidelines, New York City Department of Design and Construction

[http://www.nyc.gov/html/ddc]

New York City Building Code, part of the New York City Construction Codes, available from the New York City Department of Buildings

[http://www.nyc.gov/html/dob/html/model/construction_code.shtml]

FRESH (Food Retail Expansion to Support Health), a city government initiative and part of the New York City Five Borough Economic Opportunity Plan

[http://www.nyc.gov/html/misc/html/2009/fresh.shtml]

Enterprise Green Communities Compliance Manual, Enterprise Green Community Partners, Inc.

[http://www.greencommunitiesonline.org]

Fair Housing Act

[http://www.fairhousingfirst.org/documents/E8-23785_ANSI_Final_Rule.pdf]

HCR Design Handbook, New York State Division of Housing and Community Renewal

[http://www.dhcr.state.ny.us/Publications/DesignHandbook/]

HPD Design Guidelines for Supportive Housing, New York City Housing Preservation and Development

[http://www.nyc.gov/hpd]

New York City Housing Maintenance Code

[http://www.tenant.net/Other_Laws/HMC/hmctoc.html]

New York State Multiple Dwelling Law

[http://www.tenant.net/Other_Laws/MDL/mdltoc.html]

Street Design Manual, New York City Department of Design and Construction

[http://www.nyc.gov/html/ddc]

Tree Planting Standards, New York City Department of Parks and Recreation

[http://www.nycgovparks.org]

Zoning Resolution, New York City Department of City Planning

[http://www.nyc.gov/html/dcp/html/zone/zonetext.shtml]

GLOSSARY OF ACRONYMS & TERMS

Albedo	a coefficient describing a material's ability to reflect radiation, such as sunlight (high albedo surfaces reduce heat gain)
Apartment	[see 'Dwelling Unit']
ASHRAE	the American Society of Heating, Refrigeration, and Air-Conditioning Engineers
ANSI	the American National Standards Institute
ANSI 117.1	a document that sets standards for accessibility in new construction and remodels
Building Code	the current *New York City Building Code* and amendments administered by the DOB
DAE	the Division of Architecture + Engineering, a division within HPD
HCR	the New York State Division of Housing and Community Renewal
DOB	the New York City Department of Buildings
Dwelling Unit	a space made up of one or more rooms that contain lawful cooking and sanitary facilities, inhabited by one or more persons living together and maintaining a common household, in a residential building or residential portion of a building; also called an 'apartment' or 'unit'
EIFS	Exterior Insulation and Finish System
Fenestration	the arrangement and proportion of windows, doors, and other openings on the elevations of a building
Fair Housing Act	a part of the 1968 Federal Civil Rights Act
Furnishability	ability of a space to contain the minimum furniture to accommodate the needs of its maximum occupancy and to arrange such furniture for common usage
Green Communities	an initiative by Enterprise Community Partners, this is the HPD standard for sustainable building practice
Guidelines	the *HPD Design Guidelines for Supportive Housing*
HMC	the New York City *Housing Maintenance Code*, part of the city's *Administrative Code*
HPD	the New York City Department of Housing Preservation and Development
HUD	the United States Department of Housing and Urban Development
HUD 202	the Supportive Housing for the Elderly program Section 202
HVAC	Heating, Ventilation, and Air-Conditioning
MDL	the New York State *Multiple Dwelling Law*
NYSERDA	the New York State Energy Research and Development Authority
PW-1	a DOB form also known as the Plan/Work Approval Application; the first document filed with the DOB to begin the application process
Sanborn Map	historical maps of urban areas originally created for the insurance industry
Schedule A	a DOB form which provides supplementary occupancy and use information
SF	square feet
SHLP	the Supportive Housing Loan Program, a program that provides funding to non-profit sponsors to develop permanent housing with on-site services for special populations
Unit	[see 'Dwelling Unit']
VOC	Volatile Organic Compound
Xeriscaping	landscaping which eliminates the need for supplemental water through irrigation
Zoning Resolution	the *Zoning Resolution* of the City of New York and current amendments

CREDITS

Design Team

Brian Baldor
Michael Davis
Simone Dennery
Eugenia Theofilaktidou

Special Thanks

Thomas Cavallo
Shayna Cooper
John Gearitty
Piotr Grebski
Judy James-Hernandez
Cha Lee
Christopher Mahase
Souzan Malty
Wain Seto
SHNNY

Department of
Housing Preservation
& Development

BILL DE BLASIO, Mayor
VICKI BEEN, Commissioner

www.nyc.gov/hpd