



# COMMUNITY BOARD ELEVEN

BOROUGH OF MANHATTAN  
1664 PARK AVENUE  
NEW YORK, NY 10035  
TEL: 212-831-8929  
FAX: 212-369-3571  
www.cb11m.org

Nilsa Orama  
Chair

Angel D. Mescain  
District Manager

Dear Applicant:

In order to assist our review of your application and/or proposal, we require that you complete the *Manhattan Community Board 11 Land Use and Planning Questionnaire*.

Please read the attached questionnaire thoroughly and submit the completed document as well as the required supporting documentation to our office by mail or hand delivery to:

Manhattan Community Board 11  
c/o Land Use, Landmarks & Planning Committee  
1664 Park Avenue, New York, NY 10035  
Attention: District Manager

The District Manager and the Chairperson of the Land Use, Landmarks & Planning Committee will review these materials for completeness and advise accordingly before a presentation is scheduled. The submission of a questionnaire does not ensure immediate review by the committee(s). Our committees will only review your request if the questionnaire is completed accurately and all required documentation is enclosed.

All land use action applications and development project proposals must be presented to the Land Use, Landmarks & Planning Committee. Additional committee presentations may be required as follows:

1. projects that include construction and/or a commercial use component within its scope must also be presented to the Economic Development & Culture Committee.
2. projects that involve the rehabilitation and/or the preservation of housing within its scope must also be presented to the Housing Committee.

Please direct all inquiries and committee presentation requests to our District Manager.



# MANHATTAN COMMUNITY BOARD 11 LAND USE AND PLANNING QUESTIONNAIRE

## SECTION 1 - SUMMARY / CHECKLIST

**Applicant(s):**

**Project Name:**

**Project Type (Check all that apply):**

- Residential (complete Section 5)
- Commercial (complete Section 6)
- Community Facility (complete Section 7)
- Manufacturing / Industrial (complete section 8)
- Other, please explain: \_\_\_\_\_ (complete section 9)

**Please select all actions/applications relevant to your project:**

- Disposition of Real property (DCP)
- Zoning Text Amendment (DCP)
- Zoning Map Change (DCP)
- Other action subject to ULURP (DCP)
- FRESH Food Store Designation (CPC)
- Special Permits (BSA)
- Zoning Variance (BSA)
- Request for Site Control of Vacant City-Owned Property (HPD)
- 421a Property Tax Exemption (HPD)
- Inclusionary Housing Program (HPD)
- UDAA/UDAAP (HPD)

**Please indicate if this project proposal was in response to any of the following:**

- Request for Proposals (RFP)
- Request for Expressions of Interest (RFEI)
- Requests for Qualifications (RFQ)

*If so, please provide a copy of the notice.*

## **SECTION 2 – PROJECT SITE INFORMATION**

**Project Address:**

**Cross Streets:**

**Block(s):**

**Lot(s):**

**What is the total area (sf) of the project site?**

**Provide a brief description of the project site currently:**

**What is the total size (sf) of the proposed project?**

**Who are the current owners of the project site?**

**If the development team owns/manages property adjacent to the proposed development site, provide the Block and Lot information for that property:**

## **SECTION 3 – PROJECT TEAM**

### **PROJECT PARTNER #1**

**Organization Name:**

**Principal:**

**Project Ownership %:**

**Street Address:**

**City, State, Zip:**

**Project Contact Person:**

**Contact Telephone:**

**Contact Email:**

**Prior relevant experience:**

Please provide a brief summary of projects your organization has developed within the last ten years:

**PROJECT PARTNER #2 (if any)**

**Organization Name:**

**Principal:**

**Project Ownership %:**

**Street Address:**

**City, State, Zip:**

**Project Contact Person:**

**Contact Telephone:**

**Contact Email:**

**Prior relevant experience:**

Please provide a brief summary of projects your organization has developed within the last ten years:

**GENERAL CONTRACTOR:**

**Organization Name:**

**Principal:**

**Project Ownership %:**

**Street Address:**

**City, State, Zip:**

**Project Contact Person:**

**Contact Telephone:**

**Contact Email:**

**Prior relevant experience:**

Please provide a brief summary of projects your organization has developed within the last ten years:

**ARCHITECT:**

**Organization Name:**

**Principal:**

**Project Ownership %:**

**Street Address:**

**City, State, Zip:**

**Project Contact Person:**

**Contact Telephone:**

**Contact Email:**

**Prior relevant experience:**

Please provide a brief summary of projects your organization has developed within the last ten years:

**PROPERTY MANAGEMENT:**

**Organization Name:**

**Principal:**

**Project Ownership %:**

**Street Address:**

**City, State, Zip:**

**Project Contact Person:**

**Contact Telephone:**

**Contact Email:**

**Prior relevant experience:**

Please provide a brief summary of projects your organization has developed within the last ten years:

**SECTION 4 - LAND USE AND ZONING**

**Current Zoning:**

**Proposed Zoning:**

**List all actions the applicant will request to facilitate the proposed development, including the corresponding land use application and/or BSA application number(s):**

- a.
- b.
- c.
- d.
- e.
- f.

**SECTION 5 – RESIDENTIAL**

If the proposed project includes a residential component, please review *CB11’s Affordable Housing Development Guidelines (see appendix)* and complete the following section.

**Total Residential SF:**

**Unit Mix and Affordability:**

Type of Unit	No. of Units	Affordability Band (as % of AMI)
Studio		
1- bedroom		
2 - bedroom		
3- bedroom		
Other		
Total No. of Units		

**Amenities (Check all that apply):**

- Community Room
- Doorman
- Fitness Room/Gym
- Resident Parking
- Laundry
- Outdoor space
- Other - Write In:

**Marketing Strategy**

Please read *CB11’s Affordable Housing Community Preference Outreach Guidelines (see appendix)* and complete the following section.

**Will there be community preference for residents of Manhattan Community District 11? YES NO**

**If so, what percentage of the units will be subject to this preference?**

**Describe your overall marketing strategy. Be sure to specify how you will target outreach to CB11 residents to fulfill community preference requirements:**

**Who will you hire for to assist with grassroots marketing?**

## **SECTION 6 – COMMERCIAL**

**If the proposed project includes a commercial component, review and complete the following section.**

**Total Commercial SF:**

**What type of commercial tenants will the project aim to attract?**

- Office
- Retail, large
- Retail, small
- Parking
- Food / Beverage Establishment
- Other - Write In:

**Describe your overall marketing strategy to attract tenants, including locally-owned business.**

## **SECTION 7 – COMMUNITY FACILITY**

**If the proposed project includes a community facility component please complete the following section.**

**Total Community Facility SF:**

**Type of community facility tenants will the project aim to attract? (Check all that apply.)**

- Child care center
- Community center
- Cultural facility
- Educational Facility, public
- Educational Facility, private
- Health care facility
- Homeless shelter
- Religious facility
- Other - Write In:

## SECTION 8 - MANUFACTURING / INDUSTRIAL

If the proposed project includes a manufacturing / industrial component, please complete the following section.

Total Manufacturing / Industrial SF:

Please describe the of manufacturing / industrial tenants will the project aim to attract?

## SECTION 9 - OTHER

## SECTION 10 - BUILDING DESIGN ELEMENTS

Does the proposed project utilize any of the following building design elements?

(Check all that apply.)

- Passive House Standards
- Universal Design
- Green Building and Energy Efficiency Policies
- Energy efficient technologies (appliances, renewable energy, etc.)
- Green Roof (if so, what is the total square footage? \_\_\_\_\_)
- Indoor air filtration/ventilation
- Request for Site Control of Vacant City-Owned Property (HPD)
- Storm water control
- Reused/recycled construction materials
- Water efficiency technologies

Will you seek LEED certification for this project? Yes No

## **SECTION 11 -LOCAL HIRING AND WORKFORCE DEVELOPMENT PLAN**

*All applicants are expected to familiarize themselves with CB11's recommendations for Local Hiring (see attached).*

**Describe your strategy for achieving CB11's recommendation for local hiring:**

**How will you specifically target East Harlem residents to fulfill CB11's local hiring recommendations?**

**Have you partnered with a local workforce development organization to recruit, train and hire local residents for employment? YES NO**

**Prior Experience: Please attach a summary of local hiring practices from your prior development projects:**

## **SECTION 12 - REQUIRED DOCUMENTATION**

All of the following documents, which are applicable to your project, are REQUIRED for Land Use, Landmarks & Planning Committee review. Check all that apply and submit with your completed questionnaire.

- List of applicant organizations' Board of Directors, including addresses
- Copy of applicant organizations' most recent Annual Audit and Annual Report
- Current copy of applicant organizations' proof of non-profit status, if applicable
- Architectural plans, including floor plans and project renderings
- Project Pro Forma
- Letter of proof of financing for this project (from subsidy source or financing bank)
- Letter of proof of site availability, from owner
- Letter(s) of support from organizations and businesses in the immediate project area

## **CERTIFICATION**

The Manhattan Community Board Eleven Land Use and Planning Questionnaire has been completed with all the information available to this applicant. All statements answered by this applicant are true to the best of our knowledge.

**Name:**

**Title:**

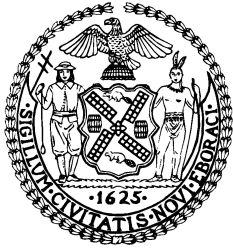
**Organization:**

**Signature:**

**Date submitted:**

# APPENDIX

# **Affordable Housing Development Guidelines**



# COMMUNITY BOARD ELEVEN

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Nilsa Orama  
Chair

Angel D. Mescaín  
District Manager

June 18, 2019

Louis Carroll  
Commissioner  
Department of Housing Preservation & Development  
100 Gold Street  
New York, NY 10038

## **RE: Affordable Housing Development Guidelines**

Dear Commissioner Carroll,

The following resolution details the *Manhattan Community Board 11 Affordable Housing Development Guidelines* which should be utilized by City Agencies and developers to design proposals that fit the housing needs of Manhattan Community District 11:

Whereas, past housing policies have concentrated extremely low-income and special needs housing in Manhattan Community District 11 while failing to provide sufficient levels of public and private investments to ensure an economically viable, environmentally healthy and safe neighborhood with adequate social services, and

Whereas, the effects of rapid rent increases and an influx of affluent residents in Manhattan Community District 11 have exacerbated a housing crisis to which City housing policy has not adequately responded, and

Whereas, current and past government programs to subsidize housing construction on City-owned properties have often produced housing and mixed-use developments which do not meet the needs of Manhattan Community District 11 residents, and

Whereas, the need to clarify the specific housing needs of Manhattan Community Board 11 residents and encourage future housing proposals to meet current and future demand is paramount as the stock of City-owned land and opportunities to build truly affordable housing is diminishing.

Therefore, be it

Resolved, that Manhattan Community Board 11 will give priority to those proposals which seek Community Board approval and meet the following guidelines:

1. *Income and Rent Schedule.* Income requirements are based on the Area Median Income (AMI) of \$96,100 for a family of three in 2019
  - **Extremely Low-Income** is defined as less than or equal to 30% of AMI (\$28,830 or less for a family of three)
  - **Very Low-Income** is defined as 31-50% of AMI (\$28,830-\$48,050 for a family of three)
  - **Low Income** is defined as 51-80% of AMI (\$48,050-\$76,880 for a family of three)
  - **Moderate Income** is defined as 81%-120% of AMI (\$76,880-\$115,320 for a family of three)
  - **Middle Income** is defined as 121%-165% of AMI (\$115,320 -\$158,565 for a family of three)

Unit Size	30%	40%	50%	60%	80%	100%	120%	130%	165%
Studio	\$375	\$535	\$696	\$856	\$1,225	\$1,545	\$1,866	\$2,026	\$2,587
One-bedroom	\$481	\$681	\$881	\$1,081	\$1,542	\$1,942	\$2,342	\$2,542	\$3,243
Two-bedroom	\$588	\$828	\$1,069	\$1,309	\$1,862	\$2,342	\$2,823	\$3,063	\$3,904
Three-bedroom	\$672	\$949	\$1,227	\$1,504	\$2,143	\$2,698	\$3,253	\$3,530	\$4,501

Table 1. New York City Department of Housing Preservation and Development 2018 Area Affordable Monthly Rent, retrieved on May 28, 2019 from:

<https://www1.nyc.gov/site/hpd/renters/area-median-income.page>

- a. *Development on Publicly Owned Sites*
  - Target 100% rent and income restricted development with deep affordability and at a variety of low- and moderate-income rent levels in perpetuity.
    - **20% Extremely Low-Income** (at or below 30% of AMI)
    - **20% Very Low-Income** (between 31% and 50% AMI)
    - **20% Low-Income** (between 51% and 80% AMI)
    - **20% Moderate-Income** (between 100% and 120% of AMI)
    - **20% Middle-Income** (from 121% up to 130% AMI)
  - 50% community preference should be given for affordable developments.
- b. *Development on Privately Owned Sites*

- On privately owned rezoned sites under the MIH policy and seeking a variance or zoning change, at least 30% of the residential units should be affordable at an average of 60% AMI in perpetuity.
  - 50% community preference should be given for affordable units.
- c. *Condominium or Cooperative Development*
- Developers are encouraged to construct affordable condominiums or cooperatives to provide homeownership opportunities to local residents. Housing proposals that integrate both affordable homeownership and rental units are also encouraged. All condominium or cooperative units should be affordable to low-moderate- and middle-income households earning between 80% and 130% of AMI.
  - 50% community preference should be given for affordable home ownership developments.

2. *Design Elements*

- Large windows to maximize light and air
- Accessible to physically handicapped and visual or hearing impaired individuals that live independently or with a live in aide.
- Energy efficient (utilizing Federal and State government subsidies)
- Resilient to storm flooding and other natural disasters
- Active design
- Family and age-friendly design

3. *Density and Zoning*

- Will allow proposals to seek zoning changes that increase the height of a building by a recommended 40 feet or 3 stories in exchange for more affordable housing units which meet our income guidelines
- Proposals must adhere to standard setback rules

4. *Characteristics of Developer*

- Developers must have a proven track record of quality affordable housing development
- Preference will be given to those developers who most closely meet *Manhattan Community Board 11's Affordable Housing Development Guidelines*

5. *Included Programming/Special Needs Housing*

- Special needs housing should be accompanied by the appropriate services and level of funding to maintain quality service provision and meet the needs of clients. These service provisions may include, but are not limited to: case managers, service coordinators, group therapy, mental health counseling, employment training, security or other health and human services deemed necessary for the target population served.
- Service providers or nonprofit partners must have a proven track record of providing quality services and care to the target population, and be it further

Resolved,

that Manhattan Community Board 11 requests all our local elected officials support these guidelines and promote them amongst their colleagues and developers seeking

their support to ensure future housing proposals in Manhattan Community District 11 will serve the housing needs of its residents.

Sincerely,

A handwritten signature in black ink that reads "Nilsa Orama". The signature is fluid and cursive, with the first name "Nilsa" being larger and more prominent than the last name "Orama".

Nilsa Orama  
Chair

cc: Hon. Bill de Blasio, Mayor, City of New York  
Vicki Been, Deputy Mayor for Housing and Economic Development  
Leila Bozorg, Deputy Commissioner for Neighborhood Strategies, Department of Housing Preservation & Development  
Hon. Corey Johnson, Speaker, New York City Council  
Hon. Gale A. Brewer, Manhattan Borough President  
Hon. Diana Ayala, New York City Council  
Hon. Bill Perkins, New York City Council  
Hon. Ben Kallos, New York City Council  
Hon. Keith Powers, New York City Council  
Hon. Robert J. Rodriguez, New York State Assembly  
Hon. Inez Dickens, New York State Assembly  
Hon. Jose Serrano, New York State Senate  
Hon. Brian Benjamin, New York State Senate  
Hon. Adriano Espaillat, United States Congress

**Affordable Housing  
Community Preference Guidelines**



Matthew S. Washington  
**Chair**

George Sarkissian  
**District Manager**

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### **Affordable Housing Community Preference Outreach Guidelines**

1. Partnership with Community Board
  - a. Work with Community Board to develop a customized outreach strategy for achieving community preference goals of each project
  - b. Maintain ongoing and frequent communication on goals and assessment of progress in outreach effort
  
2. Pre-Marketing
  - a. Information Sessions
    - i. Hold forum to inform local community about project and explain application process and requirements
    - ii. Partner with credit and financial counseling services to provide information and advice to potential applicants
  - b. Email a flier to all community organizations on CB11 list with preliminary project information, including when people could expect to receive applications, where applications should be submitted, location of project and projected income guidelines
  - c. Develop a website for project that includes all relevant information; email link of project website to all community organizations. Website should also contain web links to HPD web page advertising project details and application process
  - d. At project construction site, display large, detailed posters from commencement of construction through completion of application process with all relevant information
  - e. Establish toll-free telephone line to provide information and answer questions about project to potential applicants
  
3. Marketing
  - a. Conspicuous postings should be made in all local media
    - i. City-wide circulation newspapers (i.e. NY Daily News, NY Post, NY Times, Amsterdam News, El Diario La Prensa, etc.)
    - ii. Community based newsletters
      1. Local government agencies
      2. Local elected officials
      3. Other community based organizations
  - b. Establish relationships with CBO's, churches and tenant associations to utilize existing channels of communication with local community. Conduct the following form of outreach using a CB11 list of community organizations:

- i. Email all marketing material to all community organizations
  - ii. Contact Tenant Association President, Pastor, Executive Director or Community Relations representative of each organization to request their commitment and assistance in distributing project materials
  - iii. Photo copy flyers and drop them off at select community organizations
    - 1. Request community organizations post materials on bulletin boards or other conspicuous places
    - 2. Request community organizations distribute materials to their clients, constituents or parishioners
    - 3. Request community organizations make announcements during services or other large meetings
  - iv. Follow-up with phone calls and determine if additional photocopies are needed
- c. Request local retail establishments, particularly small businesses such as laundromats and grocery stores, conspicuously display posters and/or flyers advertising project materials

# **Recommendations for Apprenticeship & Local Hiring**



Matthew S. Washington  
**Chairman**

George Sarkissian  
**District Manager**

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July 2, 2013

The Honorable Christine Quinn  
Quinn for New York  
PO Box 1445  
New York, NY 10011

Dear Ms. Quinn:

Community Board 11 recently adopted a new policy requiring all development projects reviewed by our board to include an apprenticeship program for construction trades, with a goal of 50% hiring preference for residents of Community Board 11.

The board sees this a creative way to help reduce the extremely high unemployment rate of 16% that exists within East Harlem. According to the U.S. Census Bureau's 2006-2010 American Community Survey, the median household income of East Harlem is \$30,759 per year. Of the 97,231 working age residents of East Harlem, 50,887 people (or 52%) are either unemployed or not in the workforce. It is our intent that through this stated requirement, community residents will have an opportunity to gain construction trade skills and be in a position to find gainful employment that would allow someone to take care of her/his family.

The requirement to include an apprenticeship program supplements and does not replace other stated requirements. Community Board 11 also requires developers and City agencies to adhere to our local hiring preference guidelines, which set local hiring targets as follows:

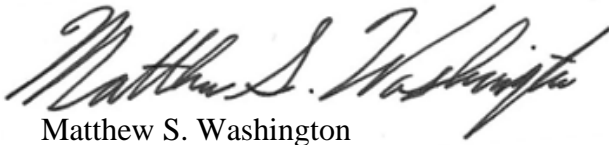
- 35% for pre-construction jobs
- 35% for construction jobs
- 50% for post-construction hiring
- 35% of the total value of all contracts being awarded to locals businesses.

Requiring developers to include an apprenticeship program was borne out of the board's recent experience monitoring the hiring practices associated with the construction of Henry J. Carter Specialty Hospital & Nursing Facility on the former grounds of North General Hospital. The board was informed, through its Economic Development committee that the developers were having difficulty finding and recruiting qualified community residents to work in construction trades. There was also repeated discussion regarding union control of the trades, such control making it difficult for community residents to gain access to employment.

Before Community Board 11 approves a construction project, the developers of the project must demonstrate that there is an apprenticeship program included as part of the overall construction project. Furthermore, we are looking for projects that commit 50% of the apprenticeships to East Harlem residents. This does not mean that the entire workforce must comprise 50% of community residents; rather, the requirement only pertains to apprenticeship slots. However, there is still a 35% goal of the entire workforce being comprised of community residents, among other goals, as stated above.

As you seek City-wide office, we hope to work with you to address the most important basic life needs in East Harlem and communities like ours around New York City.

Sincerely,

A handwritten signature in black ink that reads "Matthew S. Washington". The signature is written in a cursive, flowing style.

Matthew S. Washington  
Chairman  
Community Board 11