

PROPOSED  
CITY FISCAL YEAR 2020  
COMMUNITY  
DEVELOPMENT  
PROGRAM

---

PROPOSED CFY 2020 BUDGET

PROPOSED REALLOCATION OF CALENDAR YEAR  
2019 / CD 45 FUNDS

PROPOSED CALENDAR YEAR 2020 / CD 46  
BUDGET

APRIL 25, 2019



THE CITY OF NEW YORK

BILL DE BLASIO, MAYOR

---

MAYOR'S OFFICE OF MANAGEMENT AND BUDGET

COMMUNITY DEVELOPMENT UNIT

**CITY OF NEW YORK  
MAYOR'S OFFICE OF MANAGEMENT AND BUDGET  
PROPOSED CITY FISCAL YEAR 2020  
COMMUNITY DEVELOPMENT PROGRAM**

**TABLE OF CONTENTS**

Table of Contents	i
Introduction	1
Part I: Proposed City Fiscal Year 2020 CDBG Budget	3
City Fiscal Year 2020 Eligibility/National Objectives	7
Part II: Proposed Revised Calendar Year 2019/CDBG 45 Budget	14
Part III: Proposed Calendar Year 2020/CDBG 46 Budget	18
Part IV: Proposed City Fiscal Year 2020 CDBG Program Program and Project Descriptions	22
Housing Programs	22
Economic Development Programs	40
Service Programs	43
Landmarks Preservation and Cultural Affairs Programs	55
Public Facilities & Improvements Programs	57
Planning Programs	62
Administration	71

*PROPOSED CITY FISCAL YEAR 2020  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS*

Housing Programs	22
Housing Assistance	22
HPD Emergency Shelters	22
Code Enforcement	23
Litigation	23
Neighborhood Preservation Consultants	26
Targeted Code Enforcement	26
Rehabilitation	28
7A Program	28
Alternative Enforcement Program	30
Emergency Repair Program	31
Primary Prevention Program	32
Project Open House	33
Public Housing Rehabilitation Program	34
Clearance	34
Demolition Program	34
Maintenance and Operation of Tax-Foreclosed Housing	35
Maintenance and Operation of Tax-Foreclosed Housing	35
Fair Housing	37
HPD Fair Housing	37
Administration	38
HPD Administration	38

Economic Development Programs	40
Avenue NYC	40
Service Programs	43
Parks & Recreation Services	43
GreenThumb	43
Minipools	44
Pelham Bay Park Administrator’s Office	45
Prospect Park Administrator’s Office	46
Van Cortlandt Park Administrator’s Office	47
Criminal Justice & Legal Services	48
Elderly Safe-At-Home	48
Safe Horizon	48
Health Care & Social Services	49
Beacon School Program	49
DHS Homeless Services	50
Homeless Outreach and Housing Placement Services	51
Senior Resident Advisor Program	51
Housing Services	52
Elderly Minor Home Repair Program	52
Housing Information and Education	53
Education Services	54
Adult Literacy Program	54
Early Care and Education Services	54
Landmarks Preservation and Cultural Affairs Programs	55
Community Arts Development Program	55
Landmarks Historic Preservation Grant Program	55

Public Facilities & Improvements Programs	57
Open Space Programs	57
Bronx River Project	57
Neighborhood Facilities	58
Accessibility Improvements in City Schools	58
Code Violation Removal in Schools	58
DFTA Senior Center Improvements	59
DHS Shelter Renovations Project Support	60
Parks Construction and Renovation Program	61
DOE School Kitchen Renovations Program	61
Planning Programs	62
DCP Comprehensive Planning	62
DCP Information Technology	64
HPD Housing Policy Analysis and Statistical Research	68
LPC Planning	68
Rent Guidelines Board Support Staff	69
Scorecard Program	70
Administration	71

## INTRODUCTION

The Community Development Block Grant (CD or CDBG) is one of four formula entitlement grants the City of New York receives annually from the U.S. Department of Housing and Urban Development (HUD). As a condition of receiving these funds, grantees must release for public comment and submit to HUD a Consolidated Plan that outlines how the grantee will use the funds to address its identified needs.

This document contains three budget charts: the Proposed City Fiscal Year (CFY) 2020 Budget, the Proposed Revised Calendar Year 2019/CDBG 45 Budget, and the Proposed Calendar Year 2020/CDBG 46 Budget. These charts reflect the allocation of CD funds based on the Federal Fiscal Year 2019 allocation of \$166,843,617. In addition to this allocation, the budgets are supported by program income and other supplemental revenue sources, which include prior-year accruals, loan proceeds, fees, fines, and the sale of land in Federal Urban Renewal Areas. The total Proposed CFY 2020 budget is \$348,296,000. After City Council adoption of the CFY 2020 Budget, the changes will be incorporated into the 2019 Consolidated Plan One-Year Action Plan.

### Programmatic Changes in the CFY 2020 Budget

At the end of Calendar Year 2018, the City's CDBG program received \$235.4 million (\$235.4M) in program income from the sale of a Federal Urban Renewal property. The City allocated \$162.0M of that amount in the CFY 2019 budget and reflected this in the amended 2018 Consolidated One-Year Action Plan, which was released for public comment in February 2019. The City proposes to allocate the remaining \$73.4M in the CFY 2020 budget as follows:

- The Department of Education's (DOE) Accessibility Improvements in City Schools program will receive approximately \$66.2M. This is in addition to a CFY 2019 allocation of \$66.5M. This program will increase the number of City schools that are accessible to persons with disabilities.
- DOE's Code Violation Removal in Schools program will receive approximately \$.8M in additional funding for staff to oversee testing and remediation work to address lead in school drinking water fixtures.
- The DOE School Kitchen Renovations Program will receive approximately \$.8M to install walk-in refrigerators at City schools. This is in addition to a CFY 2019 allocation of \$1.4M.
- DOE will receive approximately \$.3M for new staff to oversee the agency's CD-funded programs. This staff will be charged to the CDBG Administration program.
- The Department of Parks and Recreation will receive \$3.9M for the Parks Construction and Renovation Program to create new or renovate existing parks.
- The Department of City Planning (DCP) will receive approximately \$1.0M in additional funding through the DCP Comprehensive Planning and CDBG Administration programs for technology upgrades and translation costs for public hearings and to support its Regional Planning staff.
- The City allocated approximately \$.4M for fringe costs associated with the newly-funded positions.

Following are highlights of additional proposed changes for CFY 2020:

- In CFY 2019, DCP Comprehensive Planning received CD funds to establish a 2020 Census Outreach Office. Due to the community-based nature of this work, the City is moving this initiative to the Department of Youth and Community Development, where it will be funded with City tax levy. DCP will use the CD funds originally allocated to this effort to prepare Environmental Impact Statements for several neighborhood rezoning projects.
- The Department of Housing Preservation and Development (HPD) will no longer use CD funds for the HPD Shelter Modernization Program. HPD will use alternate funding sources to allow the staff to work on additional projects that may not be CD-eligible.
- Through the Targeted Code Enforcement program, HPD uses CD funds for code enforcement initiatives in deteriorated and deteriorating neighborhoods (exact criteria is identified in the program description). Due to improving housing conditions, several sub-borough areas will no longer be eligible for CD-funded code enforcement efforts. As of July 1, 2019, CD will fund approximately 65 percent of the general code enforcement efforts, a reduction from the current 75 percent (City tax levy pays for activities in ineligible areas). The program's lead-based paint inspections will still be 100 percent CD-funded.
- HPD will reallocate CD funds from the HPD Shelter Modernization Program, general code enforcement efforts, and other areas to fund part of Mayor de Blasio's *LeadFreeNYC* initiative, through which the City will enhance the enforcement of laws and regulations to eliminate childhood lead exposure. *LeadFreeNYC* is projected to increase HPD's workload; HPD has targeted additional CD funds the following programs to address lead-based paint: the Emergency Repair Program, the Primary Prevention Program, and Targeted Code Enforcement. For more information on *LeadFreeNYC*, please visit [www1.nyc.gov/assets/leadfree/](http://www1.nyc.gov/assets/leadfree/).
- The City is transitioning the administration of its contracted day care system from the Administration for Children's Services to DOE. As part of this effort, DOE has changed the name of the Day Care Center Services program to Early Care and Education Services.

## **PART I: PROPOSED CITY FISCAL YEAR 2020 CDBG BUDGET**

For City Fiscal Year 2020 (CFY 2020), the City proposes a Community Development Block Grant (CD or CDBG) budget of \$348.296M. The City's CD Year is based on the calendar year, January through December. Therefore, the first half of CFY 2020 (7/1/19 – 12/31/19) coincides with the last six months of CD 45, and the second half of CFY 2020 (1/1/20 – 6/30/20) coincides with the first six months of CD 46.

### **Anticipated Funds to Supplement the CFY 2020 CD Budget**

The City's Federal Fiscal Year 2019 Entitlement grant is \$166.844M. The City expects the availability of \$181.452M to supplement the Entitlement. Supplemental revenue sources include those currently available, plus those expected to become available during the fiscal year. The sources of these supplemental funds are as follows:

- **Prior year accruals:** Due to unanticipated circumstances, a portion of prior years' CD program allocations goes unspent. These accrued funds are then reprogrammed into the current CD year.
- **Program income and applicable credits:** Several CD-funded programs generate revenue through repayment and close-out of loans, fees, and fines that are returned to the CD Program, as well as the sale of land in Federal Urban Renewal Areas.



PROPOSED CITY FISCAL YEAR 2020  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET  
(Millions of Dollars)

PROGRAMS	CFY 2020
<b><i>HOUSING PROGRAMS</i></b>	<b>208.340</b>
<b>Housing Assistance</b>	<b>22.562</b>
HPD Emergency Shelters	22.562
<b>Code Enforcement</b>	<b>43.090</b>
Litigation	7.866
Neighborhood Preservation Consultants	0.075
Targeted Code Enforcement	35.149
<b>Rehabilitation</b>	<b>108.937</b>
7A Program	1.539
Alternative Enforcement Program	8.627
Emergency Repair Program	46.823
Primary Prevention Program	0.545
Project Open House	0.198
Public Housing Rehabilitation Program	51.205
<b>Clearance</b>	<b>8.159</b>
Demolition Program	8.159
<b>Maintenance and Operation of Tax-Foreclosed Housing</b>	<b>19.295</b>
Maintenance and Operation of Tax-Foreclosed Housing	19.295
<b>Fair Housing</b>	<b>0.436</b>
HPD Fair Housing	0.436
<b>Administration</b>	<b>5.861</b>
HPD Administration	5.861

PROPOSED CITY FISCAL YEAR 2020  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET  
(Millions of Dollars)

PROGRAMS	CFY 2020
<b><i>ECONOMIC DEVELOPMENT PROGRAMS</i></b>	<b>2.286</b>
Avenue NYC	2.286
<b><i>SERVICE PROGRAMS</i></b>	<b>21.772</b>
<b>Parks &amp; Recreation Services</b>	<b>3.095</b>
GreenThumb	1.352
Minipools	0.568
Pelham Bay Park Administrator's Office	0.351
Prospect Park Administrator's Office	0.539
Van Cortlandt Park Administrator's Office	0.285
<b>Criminal Justice &amp; Legal Services</b>	<b>3.471</b>
Elderly Safe-At-Home	0.225
Safe Horizon	3.246
<b>Health Care &amp; Social Services</b>	<b>10.154</b>
Beacon School Program	5.606
DHS Homeless Services	3.545
Homeless Outreach and Housing Placement Services	0.553
Senior Resident Advisor Program	0.450
<b>Housing Services</b>	<b>0.528</b>
Elderly Minor Home Repair Program	0.362
Housing Information and Education	0.166
<b>Education Services</b>	<b>4.524</b>
Adult Literacy Program	1.561
Early Care & Education Services	2.963

PROPOSED CITY FISCAL YEAR 2020  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET  
(Millions of Dollars)

PROGRAMS	CFY 2020
<b><i>LANDMARKS PRESERVATION AND CULTURAL AFFAIRS PROGRAMS</i></b>	<b><i>0.416</i></b>
Community Arts Development Program	0.302
Landmarks Historic Preservation Grant Program	0.114
<b><i>PUBLIC FACILITIES &amp; IMPROVEMENTS PROGRAMS</i></b>	<b><i>81.495</i></b>
<b>Open Space Programs</b>	<b>0.220</b>
Bronx River Project	0.220
<b>Neighborhood Facilities</b>	<b>81.275</b>
Accessibility Improvements in City Schools	66.241
Code Violation Removal in Schools	7.545
DFTA Senior Center Improvements	1.933
DHS Shelter Renovations Project Support	0.817
DOE School Kitchen Renovations Program	0.839
Parks Construction and Renovation Program	3.900
<b><i>PLANNING PROGRAMS</i></b>	<b><i>31.522</i></b>
DCP Comprehensive Planning	20.698
DCP Information Technology	3.609
HPD Housing Policy Analysis and Statistical Research	5.631
LPC Planning	0.604
Rent Guidelines Board Support Staff	0.542
Scorecard Program	0.438
<b><i>ADMINISTRATION</i></b>	<b><i>2.465</i></b>
<b><i>TOTAL USES</i></b>	<b><i>348.296</i></b>

## CITY FISCAL YEAR 2020 ELIGIBILITY/NATIONAL OBJECTIVES

The chart on the following pages provides regulatory details for each program that will receive CD funds in CFY 2020. Below is an explanation of the headings used in this chart.

<b><u>Heading</u></b>	<b><u>Information Provided</u></b>
Agency	<p>Acronym of the City agency or authority that administers the program. Below is a key to those acronyms:</p> <p>ACS: Administration for Children’s Services            DCLA: Department of Cultural Affairs            DCP: Department of City Planning            DFTA: Department for the Aging            DHS: Department of Homeless Services            DOE: Department of Education            DoITT: Department of Information Technology and Telecommunications            DYCD: Department of Youth and Community Development            HPD: Department of Housing Preservation and Development            LPC: Landmarks Preservation Commission            MAY: Mayoralty            MOPD: Mayor’s Office for People with Disabilities            NYC PARKS: Department of Parks and Recreation            NYCHA: New York City Housing Authority            OMB: Mayor’s Office of Management and Budget            SBS: Department of Small Business Services</p>
Program Name	Name of the CD-funded program.
Matrix Code & Eligibility Category	<p>The CD eligibility category identifies the type of activity funded (i.e., describes what the activity is <i>doing</i>). An activity must meet at least one eligibility category. Please refer to the CD regulations at 24 C.F.R. §§ 570.201-.206 for further information on these categories. [Please note that HUD has not yet codified the eligibility category Operation and Repair of Foreclosed Property in the CD regulations. This activity is authorized in the CD statute at 42 U.S.C. 5305(a)(23).]</p> <p>The Matrix Code further drills down to the nature of the activity. For example, Public Facilities &amp; Improvements programs are signified by Matrix Code 03 and are usually followed by a letter that signifies the type of facility being renovated (e.g., 03A signifies a senior center, 03M signifies child care centers). The current Matrix Code definitions can be accessed at <a href="http://www.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf">www.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf</a>.</p> <p>For programs whose activities fit within several eligibility categories, the categories have been listed based on the amount of time the program spends on each, from most to least.</p>

<u>Heading</u>	<u>Information Provided</u>
Eligibility Citation	This column identifies the specific CD regulation at 24 C.F.R. Part 570 that authorizes using CD funds for the respective eligibility category.
National Objective	<p>The CD national objective identifies the population or area(s) being served through a CD-funded program. The City’s CD programs use two national objectives: activities that benefit low- and moderate-income persons (low/mod) and activities that aid in the prevention or elimination of slums or blight.</p> <p>With the exception of programs under the Planning and General Program Administration eligibility categories, every program must meet at least one national objective. Below is a key to the abbreviations used in the chart:</p> <ul style="list-style-type: none"> <li>• <b>L/M Area Benefit:</b> A Low- and Moderate-Income Area activity is designed to serve low/mod persons residing in a primarily residential area where at least 51 percent of the residents are low/mod persons. The benefits of this type of activity must be available to all residents in the area regardless of income, age, etc.</li> <li>• <b>L/M Housing:</b> Low- and Moderate-Income Housing activities benefit either a) residential buildings in which at least 51 percent of the units will be occupied by low/mod households upon completion, or b) owner-occupied single-family homes where the owner’s household income falls within the HUD-defined income limits.</li> <li>• <b>Limited Clientele:</b> A Limited Clientele activity benefits a specific group of persons rather than everyone in a particular area. Depending on the activity, beneficiaries may qualify for services based on their income, proximity to a public housing development, or characteristic that allows HUD to presume the beneficiary is low/mod [for a full listing of “presumed benefit” categories, please see 24 C.F.R. § 570.208(a)(2)(i)(A)].</li> <li>• <b>S&amp;B Area:</b> Activities funded under this objective address signs of blight in designated “Slum or Blighted Areas.” The S&amp;B Area criteria is defined at 24 C.F.R. § 570.208(b)(1).</li> <li>• <b>S&amp;B Spot:</b> Slums or Blight Spot activities eliminate blighting conditions in locations outside of designated slum or blighted areas. Programs eligible under this objective are limited to addressing public health and safety threats.</li> </ul>
National Objective Citation	This column identifies the specific CD regulation at 24 C.F.R. Part 570 that is associated with the applicable national objective.

**PROPOSED CITY FISCAL YEAR 2020 COMMUNITY DEVELOPMENT PROGRAM – REGULATORY CITATIONS**

<b>AGENCY</b>	<b>PROGRAM NAME</b>	<b>MATRIX CODE &amp; ELIGIBILITY CATEGORY</b>	<b>ELIGIBILITY CITATION</b>	<b>NATIONAL OBJECTIVE</b>	<b>NATIONAL OBJECTIVE CITATION</b>
<b>HOUSING PROGRAMS</b>					
<b>Housing Assistance</b>					
HPD	HPD Emergency Shelters	08 Relocation	201 (i)	Limited Clientele	208 (a)(2)(i)(A)
		05 Public Services	201 (e)	Limited Clientele	208 (a)(2)(i)(A)
<b>Code Enforcement</b>					
HPD	Litigation	15 Code Enforcement	202 (c)	L/M Area Benefit	208 (a)(1)
HPD	Neighborhood Preservation Consultants	18B Special Activities by Community-Based Development Organizations	204 (a)	L/M Area Benefit	208 (a)(1)
HPD / DOITT	Targeted Code Enforcement	15 Code Enforcement	202 (c)	L/M Area Benefit	208 (a)(1)
		14I Lead-Based Paint / Lead Hazard Testing / Abatement	202 (f)	S&B Spot	208 (b)(2)
<b>Rehabilitation</b>					
HPD	7A Program	14B Rehabilitation: Multi-Unit Residential	202 (a)(1)	S&B Area / S&B Spot	208 (b)(1) / 208 (b)(2)
HPD	Alternative Enforcement Program	14B Rehabilitation: Multi-Unit Residential	202 (a)(1)	S&B Spot	208 (b)(2)
HPD	Emergency Repair Program	06 Interim Assistance	201 (f)(2)	L/M Area Benefit	208 (a)(1)
		14B Rehabilitation: Multi-Unit Residential	202 (a)(1)	S&B Spot	208 (b)(2)
		14I Lead-Based Paint / Lead Hazard Testing / Abatement	202 (f)	S&B Spot	208 (b)(2)
		19E CDBG Operation and Repair of Foreclosed Property	Maintenance	L/M Housing	208 (a)(3)
HPD	Primary Prevention Program	14I Lead-Based Paint / Lead Hazard Testing / Abatement	202 (f)	S&B Spot	208 (b)(2)
		14H Rehabilitation: Administration	202 (b)(9)	S&B Spot	208 (b)(2)
MOPD / HPD	Project Open House	14A Rehabilitation: Single Unit Residential	202 (a)(1)	L/M Housing	208 (a)(3)
		14B Rehabilitation: Multi-Unit Residential	202 (a)(1)	L/M Housing / Limited Clientele	208 (a)(3) / 208 (a)(2)(i)(A)
		05B Public Services: Services For People with Disabilities	201 (e)	Limited Clientele	208 (a)(2)(i)(A)

<b>PROPOSED CITY FISCAL YEAR 2020 COMMUNITY DEVELOPMENT PROGRAM – REGULATORY CITATIONS</b>						
<b>AGENCY</b>	<b>PROGRAM NAME</b>	<b>MATRIX CODE &amp; ELIGIBILITY CATEGORY</b>		<b>ELIGIBILITY CITATION</b>	<b>NATIONAL OBJECTIVE</b>	<b>NATIONAL OBJECTIVE CITATION</b>
<b>Rehabilitation (continued)</b>						
NYCHA	Public Housing Rehabilitation Program	14C	Rehabilitation: Public Housing Modernization	202 (a)(2)	L/M Housing	208 (a)(3)
		14H	Rehabilitation: Administration	202 (b)(9)	L/M Housing	208 (a)(3)
		14I	Lead-Based Paint / Lead Hazard Testing / Abatement	202 (f)	L/M Housing	208 (a)(3)
<b>Clearance</b>						
HPD	Demolition Program	04	Clearance	201 (d)	S&B Area / S&B Spot	208 (b)(1) / 208 (b)(2)
<b>Maintenance and Operation of Tax-Foreclosed Housing</b>						
HPD	Maintenance and Operation of Tax-Foreclosed Housing	19E	CDBG Operation and Repair of Foreclosed Property	Maintenance	L/M Housing	208 (a)(3)
		14B	Rehabilitation: Multi-Unit Residential	202 (a)(1)	L/M Housing	208 (a)(3)
		14I	Lead-Based Paint / Lead Hazard Testing / Abatement	202 (f)	L/M Housing	208 (a)(3)
<b>Fair Housing</b>						
HPD	HPD Fair Housing	21D	Fair Housing Activities	206 (c)	Not Applicable	Not Applicable
<b>Administration</b>						
HPD	HPD Administration	21A	General Program Administration	206 (a)	Not Applicable	Not Applicable
		21H	CDBG Funding of HOME Administration	206 (i)	Not Applicable	Not Applicable
<b>ECONOMIC DEVELOPMENT PROGRAMS</b>						
SBS	Avenue NYC	18B	Special Activities by Community-Based Development Organizations	204 (a)	L/M Area Benefit / Limited Clientele	208 (a)(1) / 208 (a)(2)(i)(D)
		18B	ED Technical Assistance	203 (b)	L/M Area Benefit / Limited Clientele	208 (a)(1) / 208 (a)(2)(iii) / 208 (a)(2)(i)(D)
		19C	Non-Profit Organization Capacity Building	201 (p)	L/M Area Benefit / Limited Clientele	208 (a)(1) / 208 (a)(2)(i)(D)

**PROPOSED CITY FISCAL YEAR 2020 COMMUNITY DEVELOPMENT PROGRAM – REGULATORY CITATIONS**

<b>AGENCY</b>	<b>PROGRAM NAME</b>	<b>MATRIX CODE &amp; ELIGIBILITY CATEGORY</b>	<b>ELIGIBILITY CITATION</b>	<b>NATIONAL OBJECTIVE</b>	<b>NATIONAL OBJECTIVE CITATION</b>	
<b>SERVICE PROGRAMS</b>						
<b>Parks &amp; Recreation Services</b>						
NYC PARKS	GreenThumb	05Z	Other Public Services	201 (e)	L/M Area Benefit / Limited Clientele	208 (a)(1) / 208 (a)(2)(i)(B)
		03E	Public Facilities and Improvements: Neighborhood Facilities	201 (c)	L/M Area Benefit / Limited Clientele	208 (a)(1) / 208 (a)(2)(i)(B)
NYC PARKS	Minipools	05D	Public Services: Youth Services	201 (e)	Limited Clientele	208 (a)(2)(i)(D)
NYC PARKS	Pelham Bay Park Administrator's Office	05Z	Other Public Services	201 (e)	L/M Area Benefit	208 (a)(1)
		20	Planning	205 (a)(3)	Not Applicable	Not Applicable
NYC PARKS	Prospect Park Administrator's Office	05Z	Other Public Services	201 (e)	L/M Area Benefit	208 (a)(1)
		20	Planning	205 (a)(3)	Not Applicable	Not Applicable
NYC PARKS	Van Cortlandt Park Administrator's Office	05Z	Other Public Services	201 (e)	L/M Area Benefit	208 (a)(1)
		20	Planning	205 (a)(3)	Not Applicable	Not Applicable
<b>Criminal Justice &amp; Legal Services</b>						
NYCHA	Elderly Safe-at-Home	05A	Public Services: Senior Services	201 (e)	Limited Clientele	208 (a)(2)(i)(A)
		05B	Public Services: Services For People with Disabilities	201 (e)	Limited Clientele	208 (a)(2)(i)(A)
MAY	Safe Horizon	05Z	Other Public Services	201 (e)	Limited Clientele	208 (a)(2)(i)(A)
<b>Health Care &amp; Social Services</b>						
DYCD	Beacon School Program	05Z	Other Public Services	201 (e)	L/M Area Benefit / Limited Clientele	208 (a)(1) / 208 (a)(2)(i)(D)
DHS	DHS Homeless Services	03T	Operating Costs of Homeless Programs	201 (e)	Limited Clientele	208 (a)(2)(i)(A)
DHS	Homeless Outreach and Housing Placement Services	05O	Public Services: Mental Health Services	201 (e)	Limited Clientele	208 (a)(2)(i)(A)
NYCHA	Senior Resident Advisor Program	05A	Public Services: Senior Services	201 (e)	Limited Clientele	208 (a)(2)(i)(A)
		05B	Public Services: Services For People with Disabilities	201 (e)	Limited Clientele	208 (a)(2)(i)(A)



<b>PROPOSED CITY FISCAL YEAR 2020 COMMUNITY DEVELOPMENT PROGRAM – REGULATORY CITATIONS</b>						
<b>AGENCY</b>	<b>PROGRAM NAME</b>	<b>MATRIX CODE &amp; ELIGIBILITY CATEGORY</b>		<b>ELIGIBILITY CITATION</b>	<b>NATIONAL OBJECTIVE</b>	<b>NATIONAL OBJECTIVE CITATION</b>
<b>Housing Services</b>						
DFTA	Elderly Minor Home Repair Program	05A	Public Services: Senior Services	201 (e)	Limited Clientele	208 (a)(2)(i)(C)
MOPD	Housing Information and Education	05B	Public Services: Services For People with Disabilities	201 (e)	Limited Clientele	208 (a)(2)(i)(A)
<b>Education Services</b>						
DYCD	Adult Literacy Program	05H	Public Services: Employment Training	201 (e)	Limited Clientele	208 (a)(2)(i)(A) / 208 (a)(2)(i)(B)
ACS / DOE	Early Care and Education Services	05L	Public Services: Child Care Services	201 (e)	Limited Clientele	208 (a)(2)(i)(B)
<b>LANDMARKS PRESERVATION &amp; CULTURAL AFFAIRS PROGRAMS</b>						
DCLA	Community Arts Development Program	20	Planning	205 (a)(1-4)	Not Applicable	Not Applicable
		18B	Special Activities by Community-Based Development Organizations	204 (a)	L/M Area Benefit	208 (a)(1)
LPC	Landmarks Historic Preservation Grant Program	16A	Rehabilitation: Residential Historic Preservation	202 (d)	L/M Housing / S&B Spot	208 (a)(3) / 208 (b)(2)
		16B	Rehabilitation: Non-Residential Historic Preservation	202 (d)	L/M Area Benefit / Limited Clientele / S&B Spot	208 (a)(1) / 208 (a)(2)(i)(A) / 208 (b)(2)
<b>PUBLIC FACILITIES &amp; IMPROVEMENTS PROGRAMS</b>						
<b>Open Space Programs</b>						
NYC PARKS	Bronx River Project	05Z	Other Public Services	201 (e)	L/M Area Benefit	208 (a)(1)
<b>Neighborhood Facilities</b>						
DOE	Accessibility Improvements in City Schools	03E	Public Facilities & Improvements: Neighborhood Facilities	201 (c)	Limited Clientele	208 (a)(2)(ii)(A)
DOE	Code Violation Removal in Schools	03E	Public Facilities & Improvements: Neighborhood Facilities	201 (c)	Limited Clientele / S&B Spot	208 (a)(2)(i)(B) / 208 (b)(2)
		04A	Clearance: Cleanup of Contaminated Sites	201 (d)	Limited Clientele / S&B Spot	208 (a)(2)(i)(B) / 208 (b)(2)
DFTA	DFTA Senior Center Improvements	03A	Public Facilities & Improvements: Senior Centers	201 (c)	Limited Clientele	208 (a)(2)(i)(A)
DHS	DHS Shelter Renovations Project Support	03C	Public Facilities & Improvements: Homeless Facilities	201 (c)	Limited Clientele	208 (a)(2)(i)(A)

<b>PROPOSED CITY FISCAL YEAR 2020 COMMUNITY DEVELOPMENT PROGRAM – REGULATORY CITATIONS</b>						
<b>AGENCY</b>	<b>PROGRAM NAME</b>	<b>MATRIX CODE &amp; ELIGIBILITY CATEGORY</b>		<b>ELIGIBILITY CITATION</b>	<b>NATIONAL OBJECTIVE</b>	<b>NATIONAL OBJECTIVE CITATION</b>
<b>Neighborhood Facilities (continued)</b>						
DOE	DOE Schools Kitchen Renovations	03E	Public Facilities & Improvements: Neighborhood Facilities	201 (c)	Limited Clientele	208 (a)(2)(i)(B)
NYC PARKS	Parks Construction and Renovation Program	03F	Public Facilities & Improvements: Parks, Recreational Facilities	201 (c)	L/M Area Benefit	208 (a)(1)
<b>PLANNING</b>						
DCP	DCP Comprehensive Planning	20	Planning	205 (a)(1-4)	Not Applicable	Not Applicable
DCP	DCP Information Technology	20	Planning	205 (a)(1-4)	Not Applicable	Not Applicable
HPD	HPD Housing Policy Analysis and Statistical Research	20	Planning	205 (a)(1-4)	Not Applicable	Not Applicable
LPC	LPC Planning	20	Planning	205 (a)(1-4)	Not Applicable	Not Applicable
HPD	Rent Guidelines Board Support Staff	20	Planning	205 (a)(3)	Not Applicable	Not Applicable
		21A	General Program Administration	206 (a)(1)(i)	Not Applicable	Not Applicable
		21C	Public Information	206 (b)	Not Applicable	Not Applicable
MAY	Scorecard Program	20	Planning	205 (a), (b)	Not Applicable	Not Applicable
<b>ADMINISTRATION</b>						
Various	(OMB, DCP, DOE, MOPD, LPC, and SBS)	21A	General Program Administration	206 (a),(b),(f)	Not Applicable	Not Applicable

## **PART II: PROPOSED REVISED CALENDAR YEAR 2019/CDBG 45 BUDGET**

In addition to reflecting programs and budgets on a City fiscal year basis, the City's Community Development program must also identify its proposed programs and budgets on a calendar year basis to comply with the City's Consolidated Plan process. The City's CD program is in its 45th year. The Proposed Calendar Year 2019/CD 45 budget was originally published in the "Proposed City Fiscal Year 2019 Community Development Program" document and was approved by the New York City Council. Changes to that budget became necessary due to the City's receipt of program income from the sale of a property that is within a Federal Urban Renewal Area. In its "Notice of Proposed Substantial Amendment to the 2018 Consolidated Plan" that was published on February 1, 2019, the City indicated that it would allocate \$73.4M of the \$235.4M received from the sale of the Urban Renewal Area property to programs in Calendar Year 2019.

The following table shows proposed changes to the current Calendar Year 2019/CD 45 budget that would result from the City proposing its City Fiscal Year 2020 (7/1/19-6/30/20) budget. The changes to this budget are now necessary because the CD 45 program year overlaps two City fiscal years. CD 45 began on January 1, 2019 and will end December 31, 2019. City Fiscal Year (CFY) 2019 began on July 1, 2018 and will end June 30, 2019. CFY 2020 will begin on July 1, 2019 and will end June 30, 2020. At the time the CD 45 budget was adopted, the spending pattern for CFY 2020 was not known. Therefore, the CD 45 budget assumed that the spending pattern set by the CFY 2019 CD program for the first six months of CD 45 (1/1/19 – 6/30/19) would be maintained for the entire CD 45 program year. However, revisions to the Calendar Year 2019/CD 45 budget are necessary to reflect that spending in the July 1, 2019 to December 31, 2019 time period will conform to the pattern set by the new CFY 2020 CD program.

The first column of numbers indicates the current CD 45 funding levels for the programs, the second column indicates the proposed changes to those funding levels, and the third column reflects the Proposed Revised 2019/CDBG 45 Budget.

In the following chart, the \$177.734M in anticipated additional revenues available to fund CD 45 (including prior year accruals, applicable credits, and program income) are represented in addition to the Entitlement amount of \$166.844M.

PROPOSED REVISED CALENDAR YEAR 2019 / CDBG FORTY-FIVE BUDGET  
(Millions of Dollars)

PROGRAMS	CURRENT 2019 / CD 45 BUDGET	CHANGES	PROPOSED REVISED 2019 / CD 45 BUDGET
<b><i>HOUSING PROGRAMS</i></b>	<b>207.356</b>	<b>0.492</b>	<b>207.848</b>
<b>Housing Assistance</b>	<b>22.702</b>	<b>-0.070</b>	<b>22.632</b>
HPD Emergency Shelters	22.702	-0.070	22.632
<b>Code Enforcement</b>	<b>46.444</b>	<b>-1.677</b>	<b>44.767</b>
Litigation	7.884	-0.009	7.875
Neighborhood Preservation Consultants	0.290	-0.107	0.183
Targeted Code Enforcement	38.270	-1.561	36.709
<b>Rehabilitation</b>	<b>100.224</b>	<b>4.356</b>	<b>104.580</b>
7A Program	1.468	0.035	1.503
Alternative Enforcement Program	10.085	-0.729	9.356
Emergency Repair Program	38.113	4.355	42.468
Primary Prevention Program	0.278	0.134	0.412
Project Open House	0.191	0.003	0.194
Public Housing Rehabilitation Program	50.089	0.558	50.647
<b>Clearance</b>	<b>10.837</b>	<b>-1.339</b>	<b>9.498</b>
Demolition Program	10.837	-1.339	9.498
<b>Maintenance and Operation of Tax-Foreclosed Housing</b>	<b>20.966</b>	<b>-0.836</b>	<b>20.130</b>
Maintenance and Operation of Tax-Foreclosed Housing	20.966	-0.836	20.130
<b>Fair Housing</b>	<b>0.493</b>	<b>-0.028</b>	<b>0.465</b>
HPD Fair Housing	0.493	-0.028	0.465
<b>Administration</b>	<b>5.690</b>	<b>0.086</b>	<b>5.776</b>
HPD Administration	5.690	0.086	5.776

PROPOSED REVISED CALENDAR YEAR 2019 / CDBG FORTY-FIVE BUDGET  
(Millions of Dollars)

PROGRAMS	CURRENT 2019 / CD 45 BUDGET	CHANGES	PROPOSED REVISED 2019 / CD 45 BUDGET
<b><i>ECONOMIC DEVELOPMENT PROGRAMS</i></b>	<b>2.250</b>	<b>0.018</b>	<b>2.268</b>
Avenue NYC	2.250	0.018	2.268
<b><i>SERVICE PROGRAMS</i></b>	<b>21.701</b>	<b>0.036</b>	<b>21.737</b>
<b>Parks &amp; Recreation Services</b>	<b>3.031</b>	<b>0.032</b>	<b>3.063</b>
GreenThumb	1.321	0.015	1.336
Minipools	0.570	-0.001	0.569
Pelham Bay Park Administrator's Office	0.340	0.006	0.346
Prospect Park Administrator's Office	0.526	0.006	0.532
Van Cortlandt Park Administrator's Office	0.274	0.006	0.280
<b>Criminal Justice &amp; Legal Services</b>	<b>3.471</b>	<b>0.000</b>	<b>3.471</b>
Elderly Safe-At-Home	0.225	0.000	0.225
Safe Horizon	3.246	0.000	3.246
<b>Health Care &amp; Social Services</b>	<b>10.155</b>	<b>0.000</b>	<b>10.155</b>
Beacon School Program	5.607	0.000	5.607
DHS Homeless Services	3.545	0.000	3.545
Homeless Outreach and Housing Placement Services	0.553	0.000	0.553
Senior Resident Advisor Program	0.450	0.000	0.450
<b>Housing Services</b>	<b>0.520</b>	<b>0.004</b>	<b>0.524</b>
Elderly Minor Home Repair Program	0.362	0.000	0.362
Housing Information and Education	0.158	0.004	0.162
<b>Education Services</b>	<b>4.524</b>	<b>0.000</b>	<b>4.524</b>
Adult Literacy Program	1.561	0.000	1.561
Early Care & Education Services	2.963	0.000	2.963

PROPOSED REVISED CALENDAR YEAR 2019 / CDBG FORTY-FIVE BUDGET  
(Millions of Dollars)

PROGRAMS	CURRENT 2019 / CD 45 BUDGET	CHANGES	PROPOSED REVISED 2019 / CD 45 BUDGET
<b>LANDMARKS PRESERVATION AND CULTURAL AFFAIRS PROGRAMS</b>	<b>0.411</b>	<b>0.003</b>	<b>0.414</b>
Community Arts Development Program	0.297	0.003	0.300
Landmarks Historic Preservation Grant Program	0.114	0.000	0.114
<b>PUBLIC FACILITIES &amp; IMPROVEMENTS PROGRAMS</b>	<b>80.254</b>	<b>0.490</b>	<b>80.744</b>
<b>Open Space Programs</b>	<b>0.213</b>	<b>0.003</b>	<b>0.216</b>
Bronx River Project	0.213	0.003	0.216
<b>Neighborhood Facilities</b>	<b>80.041</b>	<b>0.487</b>	<b>80.528</b>
Accessibility Improvements in City Schools	66.500	-0.259	66.241
Code Violation Removal in Schools	5.450	1.048	6.498
DFTA Senior Center Improvements	1.927	0.003	1.930
DHS Shelter Renovations Project Support	0.810	0.003	0.813
HPD Shelter Modernization Program	0.615	-0.308	0.307
DOE School Kitchen Renovations Program	0.839	0.000	0.839
Parks Construction and Renovation Program	3.900	0.000	3.900
<b>PLANNING PROGRAMS</b>	<b>26.754</b>	<b>2.384</b>	<b>29.138</b>
DCP Comprehensive Planning	16.248	2.225	18.473
DCP Information Technology	3.521	0.044	3.565
HPD Housing Policy Analysis and Statistical Research	5.443	0.094	5.537
LPC Planning	0.586	0.009	0.595
Rent Guidelines Board Support Staff	0.542	0.000	0.542
Scorecard Program	0.414	0.012	0.426
<b>ADMINISTRATION</b>	<b>2.134</b>	<b>0.295</b>	<b>2.429</b>
<b>GRAND TOTAL USES</b>	<b>340.860</b>	<b>3.718</b>	<b>344.578</b>

### **PART III: PROPOSED CALENDAR YEAR 2020/CDBG 46 BUDGET**

Following is the proposed Calendar Year 2020/CD 46 budget (1/1/20 – 12/31/20). Please note that the spending pattern established in this budget is expected to be effective only for January 1, 2020 to June 30, 2020. Funds reserved for the last six months of CD 46 will be reallocated in accordance with the adopted City Fiscal Year 2021 CD budget.

At this time, the City estimates the CD 46 Entitlement grant amount will be \$166.844M. However, it should be noted that there is a strong possibility that the actual FFY 2020 entitlement will be different than the FFY 2019 grant. The City projects \$105.003M in additional revenues will be available to supplement the CD 46 grant. Additional revenues expected to be available include prior year accruals, applicable credits, and program income.

PROPOSED CALENDAR YEAR 2020 / CDBG FORTY-SIX BUDGET  
(Millions of Dollars)

PROGRAMS	CD 46
<b><i>HOUSING PROGRAMS</i></b>	<b>208.340</b>
<b>Housing Assistance</b>	<b>22.562</b>
HPD Emergency Shelters	22.562
<b>Code Enforcement</b>	<b>43.090</b>
Litigation	7.866
Neighborhood Preservation Consultants	0.075
Targeted Code Enforcement	35.149
<b>Rehabilitation</b>	<b>108.937</b>
7A Program	1.539
Alternative Enforcement Program	8.627
Emergency Repair Program	46.823
Primary Prevention Program	0.545
Project Open House	0.198
Public Housing Rehabilitation Program	51.205
<b>Clearance</b>	<b>8.159</b>
Demolition Program	8.159
<b>Maintenance and Operation of Tax-Foreclosed Housing</b>	<b>19.295</b>
Maintenance and Operation of Tax-Foreclosed Housing	19.295
<b>Fair Housing</b>	<b>0.436</b>
HPD Fair Housing	0.436
<b>Administration</b>	<b>5.861</b>
HPD Administration	5.861



PROPOSED CALENDAR YEAR 2020 / CDBG FORTY-SIX BUDGET  
(Millions of Dollars)

PROGRAMS	CD 46
<b><i>ECONOMIC DEVELOPMENT PROGRAMS</i></b>	<b>2.286</b>
Avenue NYC	2.286
<b><i>SERVICE PROGRAMS</i></b>	<b>21.772</b>
<b>Parks &amp; Recreation Services</b>	<b>3.095</b>
GreenThumb	1.352
Minipools	0.568
Pelham Bay Park Administrator's Office	0.351
Prospect Park Administrator's Office	0.539
Van Cortlandt Park Administrator's Office	0.285
<b>Criminal Justice &amp; Legal Services</b>	<b>3.471</b>
Elderly Safe-At-Home	0.225
Safe Horizon	3.246
<b>Health Care &amp; Social Services</b>	<b>10.154</b>
Beacon School Program	5.606
DHS Homeless Services	3.545
Homeless Outreach and Housing Placement Services	0.553
Senior Resident Advisor Program	0.450
<b>Housing Services</b>	<b>0.528</b>
Elderly Minor Home Repair Program	0.362
Housing Information and Education	0.166
<b>Education Services</b>	<b>4.524</b>
Adult Literacy Program	1.561
Early Care & Education Services	2.963

PROPOSED CALENDAR YEAR 2020 / CDBG FORTY-SIX BUDGET  
(Millions of Dollars)

PROGRAMS	CD 46
<b><i>LANDMARKS PRESERVATION AND CULTURAL AFFAIRS PROGRAMS</i></b>	<b>0.416</b>
Community Arts Development Program	0.302
Landmarks Historic Preservation Grant Program	0.114
<b><i>PUBLIC FACILITIES &amp; IMPROVEMENTS PROGRAMS</i></b>	<b>10.515</b>
<b>Open Space Programs</b>	<b>0.220</b>
Bronx River Project	0.220
<b>Neighborhood Facilities</b>	<b>10.295</b>
Code Violation Removal in Schools	7.545
DFTA Senior Center Improvements	1.933
DHS Shelter Renovations Project Support	0.817
<b><i>PLANNING PROGRAMS</i></b>	<b>26.053</b>
DCP Comprehensive Planning	15.229
DCP Information Technology	3.609
HPD Housing Policy Analysis and Statistical Research	5.631
LPC Planning	0.604
Rent Guidelines Board Support Staff	0.542
Scorecard Program	0.438
<b><i>ADMINISTRATION</i></b>	<b>2.465</b>
<b><i>GRAND TOTAL USES</i></b>	<b>271.847</b>

**PART IV: PROPOSED CITY FISCAL YEAR 2020 CDBG PROGRAM  
PROGRAM AND PROJECT DESCRIPTIONS**

**HOUSING PROGRAMS**

*HOUSING ASSISTANCE*

**HPD EMERGENCY SHELTERS**

The Department of Housing Preservation and Development's (HPD) Division of Property Management and Client Services operates Emergency Housing Services (EHS), which provides temporary emergency shelter and housing relocation services to residential tenants displaced by fires or vacate orders issued by the Department of Buildings, Fire Department, Department of Health, or HPD.

**Emergency Response**

HPD contracts and coordinates with the American National Red Cross (ANRC) on emergency response and immediate shelter services for displaced households. ANRC, as a first responder, assesses human service needs, including re-housing and sheltering needs. ANRC provides initial shelter services through commercial hotels for the first two to three days of displacement. During this time, ANRC attempts to relocate households back to their units of origin or with friends and relatives. Households that are not relocated by ANRC and are eligible for EHS services are referred to HPD. ANRC hotel costs for households who successfully register with EHS are eligible for reimbursement.

**Shelter Placement**

EHS's Central Intake assesses ANRC-referred households for eligibility and assigns shelter placements based on unit availability and household size, matching school affiliation, other community support systems, and special needs as appropriate. Households with children are placed in one of three Family Living Centers located in the Bronx, Brooklyn, or Manhattan. Adult-only households are placed in privately-owned hotels in the Bronx, Manhattan, or Queens.

Displaced households may also apply directly for temporary emergency shelter and housing relocation services at EHS offices.

**Case Management and Housing Relocation Services**

**Moving and Storage Services**

EHS staffers coordinate moving and storage services for registered clients through an HPD-contracted vendor. Moving services are limited to two moves per client. Storage services are available for all personal items, except for unsalvageable items from fire- or water-damaged units. Upon shelter exit into original or new housing, HPD coordinates the delivery of stored items to client homes.

### Family Living Centers (FLC)

EHS contracts with community-based service providers to operate Family Living Centers (FLC) that provide shelter, case management, and rehousing services to EHS's client households with children. Services include housing assistance and coordination, benefits advocacy, employment and/or vocational assistance and support, counseling and case management, documentation replacement, and referrals for services outside the scope of EHS. Contractors also coordinate youth recreational and family support activities.

### Single Room Occupancy (SRO) Hotels

EHS utilizes Single Room Occupancy (SRO) hotels on a per diem basis for adult-only client households. EHS Case Managers service households that are placed in SRO hotels. They provide case management services that ensure rehousing and relocation readiness and assist in permanent housing placement. Services include housing search and placement, applying for subsidized housing programs and rent subsidies, benefits advocacy, employment and/or vocational assistance and support, referrals for other needed services, and documentation gathering and replacement.

### Special Enforcement Unit

The Special Enforcement Unit (SEU), staffed by housing inspectors, community associates, and real property managers, provides essential code enforcement support to EHS. The goal of the unit is to decrease the length of stay of clients by restoring households to their original apartments. SEU monitors landlords' performance in correcting the hazardous conditions that caused the vacate order. SEU files Code Enforcement vacate orders with the County Clerks' Offices to place owners on notice of possible relocation liens that may be filed against their properties as a result of relocation costs expended by HPD. SEU also makes referrals to the Housing Litigation Division to initiate litigation against owners who fail to comply with vacate/repair orders in a timely manner. The housing inspectors and support staff are CD-funded.

### Homeless Placement Services

Homeless Placement Services (HPS), within HPD's Division of Housing Opportunity & Program Services, facilitates the placement of shelter clients into homeless set-aside units. These units are a combination of newly constructed and rehabilitated apartments in housing developments that have been subsidized by HPD and/or the NYC Housing Development Corporation. In addition to HPD Emergency Shelter clients, HPS makes referrals of income-eligible clients from DHS and HRA shelters to developers with vacant set-aside units. HPS coordinates the screening and lease-up process and provides ongoing oversight of projects with set-asides to ensure compliance with the homeless restriction.

## *CODE ENFORCEMENT*

### LITIGATION

The Housing Litigation Division (HLD), within HPD's Office of Enforcement and Neighborhood Services (OENS), initiates and is a party to litigation in the Housing Court of the New York City Civil Court. CD revenue is generated from civil penalties assessed against property owners for violations of the State and City Housing Codes.

HLD initiates actions in the Housing Court against owners of privately-owned buildings to enforce compliance with the housing quality standards contained in the New York State Multiple Dwelling Law and the New York City Housing Maintenance Code (Housing Code). The attorneys and support staff assigned to HLD are approximately 72 percent CD-funded. HLD attorneys also represent HPD when tenants initiate actions against private owners seeking the repair and correction of violations. HPD is a named party to such actions as required by law. The goal of these court proceedings is to obtain Orders to Correct, civil penalties, and, where appropriate, contempt sanctions in order to compel owners to comply with the Housing Code.

HLD initiates a variety of Housing Code compliance cases. When owners do not provide heat and/or hot water to tenants, HPD's Division of Code Enforcement inspectors place violations. HLD then initiates heat and/or hot water cases, seeking orders to direct owners to restore the heat and/or hot water. HLD attorneys also request civil penalties and, in the case of extremely recalcitrant owners, may seek an order of criminal contempt with incarceration.

Comprehensive cases seek the correction of all outstanding violations in a building. Typically, comprehensive cases are initiated against owners of buildings with substantial Housing Code violations, or against owners who fail to provide building services. HLD initiates comprehensive litigation against owners of "Single Room Occupancy" buildings (SROs), as well as owners with apartment units.

HLD brings cases with claims against owners who have falsely certified that violations have been corrected or against owners who have failed to register their multiple dwellings with HPD as required by law. After a Housing Code violation is placed on a building, the owner has an opportunity to certify that the violation has been corrected. Code Enforcement staff re-inspects the violation to determine the validity of that certification. Owners who falsely certify are subject to further fines and are ordered to correct the outstanding violations. Additionally, owners of multiple dwellings are required to register annually with HPD. This facilitates HPD's code enforcement efforts by allowing easy identification of building ownership. Owners who fail to register their buildings are detrimental to HPD's code enforcement efforts.

HLD initiates litigation to have 7A Administrators appointed to privately-owned buildings that have been abandoned by their owners and/or where conditions are dangerous to the tenants' health and safety. The goal of the 7A Program is to improve the quality of life for low-income people living in buildings that have experienced severe decay and/or a lack of services because of landlord neglect or abandonment. HLD attorneys seek the appointment of a 7A Administrator who will assume management of the building, oversee required repairs, and obtain court authorization for HPD-funded repairs. HLD also represents HPD when tenants are the petitioners in such cases, or when the owner seeks to have the 7A Administrator discharged and the building returned to the owner's control.

HLD also seeks access warrants to permit HPD to inspect and, if appropriate, make emergency repairs in buildings where owners have denied access to HPD code inspectors or to representatives from HPD's Emergency Repair Program or its contractors to take necessary action to correct immediately hazardous conditions in a building.

In addition, HLD commences false certification cases when owners have falsely certified correction of lead paint violations issued under Local Law 1 of 2004. The attorneys and staff assigned to the enforcement of lead violations are 100 percent CD-funded.

Through its Judgment Enforcement Unit, HLD collects money judgments from owners, which entails locating assets of responsible individuals/companies and restraint and/or seizure of accounts and property.

Code Inspectors and other personnel from the Division of Code Enforcement and the Special Enforcement Unit work with HLD on its cases and tenant-initiated actions. Inspections directly supporting HLD's litigation efforts are requested at various stages of court proceedings to document and support legal positions. The inspectors are responsible for researching complaints prior to court proceedings, providing testimony in court, and conducting follow-up inspections to ensure compliance with court-ordered actions.

#### HLD Administration

Other support staff within HLD oversees and coordinates a number of administrative functions. These functions include paralegal services, data operations, management services, office management, investigations, and supervision of all administrative units within the Division.

#### Certification of No Harassment Unit

Under local law, the owner of an SRO multiple dwelling must obtain a "Certification of No Harassment" from HPD before applying to the New York City Department of Buildings for a permit to demolish or reconfigure the building. This process is intended to ensure that the owner did not further its proposed demolition or construction project by harassing tenants into leaving. HLD investigates to determine whether harassment occurred during the statutory review period. If HPD determines that there is reasonable cause to believe that harassment occurred, the Office of Administrative Trials and Hearings (OATH) holds a hearing at which HLD presents HPD's case that opposes the application. After the hearing, OATH issues its findings and a recommendation as to whether the Certificate of No Harassment should be granted or denied. Upon receiving that recommendation, the Commissioner or the Commissioner's designee issues the final determination.

A finding of harassment prevents the owner from obtaining a demolition or alteration permit for three years. HPD also performs this function for applications filed with respect to property in various special zoning districts, including the Special Clinton Zoning District, Greenpoint-Williamsburg anti-harassment district, the Special West Chelsea District, the Special Hudson Yards District, and a portion of the Special Garment Center District, which are subject to similar provisions (though not limited to SROs) under the Zoning Resolution. In those districts, a finding of harassment means that any alteration or demolition must include a set percentage of low-income housing. Additionally, HPD is using CD funds for a limited pilot expansion of the Certificate of No Harassment program, which targets specific neighborhoods containing buildings with the highest rates of physical distress or ownership changes, or City-sponsored neighborhood-wide rezoned areas where heightened protection against harassment is essential to equitable development.

## NEIGHBORHOOD PRESERVATION CONSULTANTS

The Neighborhood Preservation Consultants program aims to increase the involvement of local nonprofits in planning and preserving the city's affordable housing stock, particularly by assisting HPD in implementing its Neighborhood Preservation strategy. Through the program, HPD contracts with community-based organizations to perform a wide range of housing and neighborhood preservation functions including working with owners and tenants to maintain or restore buildings to a structurally and fiscally sound condition. The role of the consultants is to work with landlords and tenants, so that owners can maintain their properties and tenants can be protected from being displaced from their neighborhoods.

As of July 1, 2019, CD funds will no longer be used to fund new NPC contracts. HPD will use CD funds for personnel that will oversee the closeout of the CD-funded contracts.

## TARGETED CODE ENFORCEMENT

HPD uses CD funds for code enforcement initiatives in deteriorated and deteriorating neighborhoods. Areas are eligible for CD funds if they meet the following criteria:

- At least 51 percent of the population is at or below 80 percent of the Area Median Income; and
- At least 50 percent of the area is categorized as residential in nature; and
- At least 15 percent of the occupied rental units are in multiple dwellings with three or more maintenance deficiencies.

In most cases, the areas correspond with specific sub-borough areas, as defined by the U.S. Census Bureau for purposes of the New York City Housing and Vacancy Survey. City tax levy is used for code enforcement initiatives in areas that do not meet the stated criteria.

Tenants call 311 or use 311ONLINE or 311MOBILE to lodge complaints regarding conditions that violate the NYC Housing Maintenance Code or the NYS Multiple Dwelling Law (collectively, "Housing Codes"). The 311 operators work for the Department of Information Technology and Telecommunications (DoITT) and are CD-funded under the Targeted Code Enforcement program for the time they spend on housing complaint calls from CD-eligible areas.

HPD uses CD funds for Housing Code Inspectors, clerical staff, and personnel who perform code-related activities in CD-eligible areas for the Division of Code Enforcement (DCE).

### Housing Code Inspections

Housing Code Inspectors are responsible for assuring owner compliance with the Housing Codes in privately-owned multiple dwellings and tenant-occupied apartments in one- and two-family houses to promote quality housing for New York City residents. Inspectors are assigned to the following units funded through Targeted Code Enforcement: the Code Enforcement Borough Offices, the Lead-Based Paint Hazard Inspection Unit, and the Proactive Enforcement Bureau (PEB). Housing Code Inspectors are also assigned to the following units paid through other CD-funded HPD programs: HPD Emergency Shelters' Special Enforcement Unit (SEU) and the Alternative Enforcement Program.

Housing Code Inspectors are available 24-hours a day, seven days a week to respond to emergency conditions; the majority of complaint inspections take place between 12:00 p.m. and 10:00 p.m. Inspectors investigate complaints made by tenants through the 311 system, Housing Court, Community Boards, elected officials, etc. Where appropriate, inspectors issue violations of the Housing Codes. Inspectors also re-inspect violations certified as corrected by the owner, conduct dismissal request inspections (for owners wishing to clear their record of existing violations), provide in-office services to tenants and owners, and support the Housing Litigation Division (HLD) and the New York State Housing Court system in tenant-landlord actions. Inspectors also may issue vacate orders and respond to emergencies such as fires and structurally unsafe buildings.

During each inspection visit, apart from the complaint condition(s), inspectors are required to check an apartment for nine conditions affecting tenant health and safety:

- Illegal locking window gates or obstruction of a fire escape window;
- Lack of child-proof window guards on non-egress windows;
- Double-cylinder locks requiring a key to unlock the door from the inside;
- Local Law 1 of 2004 violations for lead-based paint hazards;
- Missing or inoperable smoke detectors;
- Missing or inoperable carbon monoxide detectors;
- Lack of self-closing apartment entrance and common area doors, where required;
- Presence of visible mold; and
- Evidence of rats, mice, and roaches.

Inspectors are instructed to issue any immediately hazardous violations that they observe in their line of sight. Upon the issuance of most “C” violations (immediately hazardous violations), requests for emergency repairs are transmitted electronically to the Emergency Services Bureau (ESB) for appropriate follow-up action.

Clerical staff performs functions such as tenant callback (to verify that a condition still exists prior to sending an inspector out to a building) and processing owner certifications and dismissal requests for re-inspection of violations. They also handle administrative tasks such as routing, filing, and assisting the public.

#### Lead-Based Paint Hazard Inspection Unit

Housing Code Inspectors are also assigned to the Lead-Based Paint Hazard Inspection Unit. In addition to inspecting for all violations of the Housing Codes, these inspectors conduct inspections for lead-based paint hazards with X-Ray fluorescence (XRF) analysis machines. These machines enable the inspector to test peeling/deteriorated painted surfaces for lead content. If the lead content exceeds the level allowed, the inspectors issue a lead-based paint violation, which the landlord cannot contest. These inspectors re-inspect lead-based paint violations certified as corrected by building owners as required by law. Also, a small group of inspectors conduct inspections in buildings where a child with lead-poisoning has been identified by the Department of Health and Mental Hygiene. Because these inspectors primarily complete XRF inspections for lead-based paint, the staff assigned to this unit is 100 percent CD-funded.



### Proactive Enforcement Bureau (PEB)

The Proactive Preservation Initiative is an approach to identifying deteriorating physical conditions in buildings in CD-eligible areas and addressing those issues through a combination of assistance and enforcement. PEB is primarily comprised of Housing Code Inspectors. PEB performs an initial roof-to-cellar inspection (after posting notice to tenants) and a re-inspection 45 days later. Throughout this process, HPD field staff is available to work with owners to ensure they understand the process of correcting and certifying violations and to assist with addressing issues that may hinder an owner's ability to correct the conditions. If the 45-day re-inspection does not show any improvement, the building may be referred to the Housing Litigation Division for appropriate action in Housing Court.

### Registration Unit

The NYC Housing Maintenance Code requires that all multiple dwelling owners register their property annually with HPD (Housing Maintenance Code §27-2097). Owners of one- and two-family dwellings are also required to register if the owner does not live on the premises. The property registration process is a pivotal step in the code enforcement and emergency repair process, as it provides information to contact owners or managing agents regarding complaints, Notices of Violation, and emergency repairs. HPD's Registration Assistance Unit (RAU) has primary responsibility for the property registration process. RAU assists owners with correcting registration errors, does data entry of submitted information, processes payments for certified copies of registration forms, and certifies copies of registration forms for both owners and tenants.

### Note on Cost Allocation

With the exception of the Lead-Based Paint Hazard Inspection Unit and the Proactive Enforcement Bureau, Targeted Code Enforcement is approximately 74.1 percent CD-funded. This percentage is based on a HUD-approved cost allocation plan for the time that inspectors spend on housing complaints in CD-eligible areas. As of July 1, 2019, the CD-funded portion of the cost allocation will decrease to approximately 65 percent. Due to improving housing conditions, several sub-borough areas will no longer be eligible for CD-funded code enforcement efforts.

Targeted Code Enforcement generates CD revenue when owners of multiple-dwellings pay fees related to registering their buildings with HPD, fees resulting from heat and hot water violations, and inspection fees levied against properties that receive reoccurring violations as defined by local law. This revenue is also cost-allocated between CD and City tax levy to reflect those owners whose properties are within CD-eligible areas and those outside.

## *REHABILITATION*

### 7A PROGRAM

Article 7-A of the New York State Real Property Actions and Proceedings Law authorizes the New York City Housing Court to appoint administrators to operate privately-owned buildings where delinquent owners have abandoned their buildings or dangerous conditions exist that affect the life, health, and safety of the tenants. Under Article 7-A, HPD is authorized to initiate legal action when serious emergency conditions exist in occupied residential buildings where the property owner has not addressed such conditions over an extended period of time. Tenants may

also initiate legal action for this purpose. The buildings that enter the 7A Program are severely distressed and are often buildings in which property owners have expressed no interest in maintaining or have abandoned. The 7A Program stabilizes and preserves these housing units and provides habitable housing for the tenants. 7A buildings enter the program after years of neglect and deferred maintenance. 7A buildings are generally located in blighted areas, are under-occupied, and occupants tend to have very low incomes.

As part of HPD's Division of Special Enforcement, the 7A Program responds to referrals by visiting and evaluating distressed residential buildings to determine if their conditions meet Article 7-A criteria. If a residential building is recommended for intake into the 7A Program, the 7A unit performs a feasibility inspection, after which the 7A Program will recommend to HPD's Housing Litigation Division (HLD) whether or not to support the 7A action. HPD may initiate a 7A proceeding or may choose to support tenant-initiated 7A litigation through HLD.

7A staff also reviews applications from organizations seeking to become court-appointed 7A Administrators.

7A Administrators:

- Collect rent;
- Make necessary repairs to stabilize the building and address hazardous conditions;
- Correct violations;
- Provide heat, hot water, and utilities;
- Improve maintenance services; and
- Obtain loans from HPD to perform major repairs.

Once a 7A Administrator is appointed, the HPD 7A staff:

- Meets with tenants;
- Coordinates building repair plans;
- Monitors compliance with court stipulations;
- Works with Administrators to ensure that violations are addressed;
- Authorizes Administrators to obtain legal assistance funds to aid them in bringing court proceedings against tenants for non-payment;
- Conducts extensive research on owners seeking discharge of buildings that are under 7A Program management;
- Ensures that 7A buildings are registered annually; and
- Prepares preliminary documents for the 7A Regulatory Agreement.

7A Financial Assistance (7AFA) loans are available for 7A Administrators to use for substantial stabilization and repair or to replace systems where collected rents cannot support the cost of this work. The 7AFA loans are exclusive to 7A Administrators, who are authorized to borrow funds

from HPD. The 7AFA Unit staff underwrites the loan and prepares loan packages for 7A buildings. When work is complete, the 7AFA loan, along with any emergency repair charges, becomes a lien that is placed on the property. The staff ensures liens are recorded with the Department of Finance (DOF) and supplies loan balances to facilitate the discharge of the buildings to its owners. 7AFA loans are both CD- and City capital-funded for systems replacement and repair work. CD funds might support emergency repairs if the rent roll is not sufficient. This program generates CD revenue and program income when emergency repairs and loans are repaid by buildings that can support such a payment. CD funds are also used to pay for staff within the 7A Financial Assistance Unit.

#### ALTERNATIVE ENFORCEMENT PROGRAM

The Alternative Enforcement Program (AEP) is intended to address the serious physical deterioration of the most distressed buildings in New York City. Through AEP, the Department of Housing Preservation and Development (HPD) can order the property owner to repair or replace building systems as well as address outstanding violations. If the owner fails to comply, AEP can address building systems and violations using CD funds. AEP staff is also supported by CD funds.

Using criteria set forth in the City's Administrative Code, 250 multiple dwellings are designated annually for participation in AEP. The multiple dwellings selected are high consumers of HPD's code enforcement services, which include the Division of Code Enforcement, the Emergency Repair Program (ERP), and the Housing Litigation Division (HLD).

HPD will notify an owner that his or her multiple dwelling has been chosen for participation in AEP and the owner will have four months to do the following:

- Correct 100 percent of heat and hot water violations;
- Correct 100 percent of class "C" hazardous mold violations;
- Correct 80 percent of class "B" hazardous mold violations;
- Correct 80 percent of all vermin violations;
- Correct 80 percent of all other class "B" hazardous and class "C" immediately hazardous violations;
- Pay all outstanding HPD emergency repair charges and liens or enter into an agreement with the Department of Finance to pay such charges; and
- Submit a current and valid property registration statement.

If the owner fails to meet all of the requirements for discharge within the first four months, HPD will perform a building-wide inspection and issue an Order to Correct, identifying the building systems that need to be replaced in order to address the underlying conditions (to minimize recurrence of those conditions). Once an Order is issued, HPD will impose fees for being in the program and as a result of conducting specific inspections. Should an owner fail to comply with the Order, HPD may perform the work. This program generates CD revenue when owners pay for the cost of the work done by the City and for program inspection fees.

## EMERGENCY REPAIR PROGRAM

The Emergency Repair Program (ERP), within HPD's Division of Maintenance (DOM), works to correct immediately hazardous emergency conditions for which the Division of Code Enforcement has cited a class "C" violation generating an emergency repair in a privately-owned residential building or for which another City agency has cited an emergency condition. CD revenue is generated when private owners pay for repair work performed by the City. In addition, this unit monitors repairs in tax-foreclosed residential properties. ERP consists of the following areas: Emergency Services Bureau, Emergency Repair and Environmental Hazards Bureau, Bureau of Maintenance Procurement, and Research and Reconciliation.

### Emergency Services Bureau

The Emergency Services Bureau (ESB) is responsible for contacting owners or managing agents and tenants of buildings where "C" violations requiring emergency repair(s) have been issued by Code Enforcement Inspectors. These violations are electronically transmitted to the ESB through the HPDINFO computer system.

Primarily using property registration information (property owners are required to register with HPD annually), ESB contacts the building owner as soon as a class "C" violation is issued. The staff advises the owner of the condition, of the time to certify correction of the condition, and of the consequences of not correcting and certifying the correction of the violation. The staff also contacts tenants to determine owner compliance. Notices to both the owners and tenants regarding emergency repairs provide contact information for ESB for questions or issues. Whenever HPD cannot certify that the work was done, the violation is forwarded to the Emergency Repair and Environmental Hazards Bureau for corrective action.

### Emergency Repair and Environmental Hazard (EREH)

Intake Unit staff receives emergency repair referrals from ESB. Field inspectors visit buildings to prepare work scopes, monitor work in progress, and sign off on final completion for repairs (e.g., boiler repairs, collapsing ceilings, cascading leaks, raw sewage cleanout, and pipe repair). EREH also receives and re-inspects lead-based paint hazard violations, issued under Local Law 1 of 2004, which have not been corrected and certified by the property owner. Under Local Law 1, a "lead-based paint hazard violation" is defined as: "The existence of lead-based paint in any dwelling unit in a multiple dwelling where a child of applicable age resides if such paint is peeling or is on a deteriorated subsurface." As of October 1, 2006, the applicable age is six or under pursuant to New York City Council Resolution §27-5056.18. The unit may perform XRF testing to verify the existence of lead paint hazards that have not been tested. If a lead-based paint violation exists and the landlord fails to address the condition, EREH may use either in-house staff or contract out for remediation and dust clearance testing. By law, HPD must remediate lead violations not addressed by the owner within 45 days of a re-inspection of the condition. Using the same inspection, scope, and contracting process, EREH also addresses lead-based paint hazards in City-owned residential properties. The field inspectors determine whether the necessary repair work should be assigned to a vendor or to in-house maintenance staff.

EREH is also responsible for processing referrals received from the Department of Health and Mental Hygiene's Lead Poisoning Prevention Program, scoping and contracting out for lead-based paint abatement, and dust clearance testing.

HPD repair crews perform minor lead-based paint work such as room preparation, moving furniture, covering surrounding areas with plastic, removing paint, washing walls, using HEPA vacuums on various surfaces, and removing window sashes and moldings when necessary.

EREH conducts asbestos surveys, laboratory analysis of bulk material, and asbestos project monitoring for City- and privately-owned buildings in connection with roofing, boiler, or other work that may require asbestos remediation. Responsibilities include developing specifications and cost estimates for asbestos and lead abatement activities, and monitoring contractor performance and compliance.

EREH's Utilities and Fuel Unit responds to violations issued for a lack of electricity, gas, or fuel. The unit works with the utility companies and fuel vendors to ensure that basic services, such as heat and hot water, are restored to buildings where the owners have failed to provide them. The Fuel Unit ensures completion of any additional repair required to restore heat and hot water.

Vendor Tracking Unit staff is responsible for monitoring the progress of jobs awarded to outside vendors. Staff maintains contact with the vendors on all open jobs to ensure that they start and complete their work according to dates established by the Procurement Unit. Vendor Tracking staff also arranges for technical staff to inspect contractors' work while in progress and upon completion. In addition, the staff attempts to resolve access issues, tracks service charge requests, and obtains vendor affidavits for both refused access and no access situations.

#### Bureau of Maintenance Procurement

The Bureau of Maintenance Procurement's responsibilities include awarding Open Market Orders to vendors for repairs, approving and monitoring a vendor panel, and registering requirements contracts between the City and private vendors with the Comptroller's Office.

#### Research and Reconciliation

Owners are entitled to question emergency repairs made through the Division of Maintenance, Demolition Program, or the Alternative Enforcement Program. The Research and Reconciliation Unit provides an independent review to ensure the owner was properly notified of the violation and appropriately billed. The office examines agency records to substantiate the charges/liens imposed against privately-owned buildings where an emergency condition has been corrected.

#### PRIMARY PREVENTION PROGRAM

The Department of Housing Preservation and Development's Primary Prevention Program (PPP), funded in part by the Federal Lead Hazard Reduction Demonstration Grant Program, reduces lead hazards and other housing related health risks in units occupied by low-income and at-risk households. In conjunction with the Department of Health and Mental Hygiene, PPP targets areas with high incidence rates of childhood lead poisoning and implements a combination of partial abatement and interim treatment to prevent lead poisoning and address health risks. Residential buildings anywhere in New York City are eligible for PPP enrollment under the current Federal grant cycle. When enrolling buildings, the program attempts to target specific neighborhoods with higher levels of child lead poisoning. Buildings with units occupied by pregnant women or where a child under the age of six lives or visits on a regular basis are prioritized. Vacant units with lead hazards are also eligible.

To be eligible, buildings must be built prior to 1960 and meet the following occupant eligibility requirements:

- In multiple dwellings, at least 50 percent of the dwelling units in the building must be occupied by households earning less than, or equal to, 50 percent of the Area Median Income;
- The remaining 50 percent of the dwelling units in the rental building may be occupied by households earning up to, or equal to, 80 percent of the Area Median Income (except in buildings with five or more units, up to 20 percent of units may be occupied by households earning over 80 percent of the Area Median Income); and
- Owner-occupied homes are also eligible if the household earns less than 80 percent of the Area Median Income.

The scope of work for PPP's lead hazard control measures includes a mixture of paint stabilization and abatement of housing unit components that test positively for lead. The Federal Lead Hazard Reduction Demonstration Grant Program also includes Healthy Homes Supplemental funding, which can be used to address additional health risks (e.g., mold growth, vermin infestation, conditions that pose a risk of falls or other injuries, fire/electrical hazards).

In CFY 2020, PPP will also use City capital funds allocated as part of the Mayor's *LeadFreeNYC* initiative for lead paint remediation in buildings that are undergoing moderate rehabilitation through the Green Housing Preservation Program or Multifamily Housing Rehabilitation Program.

CD funds pay for the staff that oversees the program.

### PROJECT OPEN HOUSE

The Mayor's Office for People with Disabilities operates Project Open House, which uses CD funds to remove architectural barriers from the homes of New York City residents who have disabilities. The extent of the work depends on the physical condition of the applicant and their particular needs. Projects may include but are not limited to grab bar installations, main entry components (ramp, lift, and door), and kitchen and bathroom modifications. When the structural nature or other impediments of the building do not allow for structural modification to the entry or ingress/egress requirements, funding of equipment (e.g., Mobile Stair Lift) can be considered and utilized if appropriate. Project Open House affords program recipients greater independence through increased accessibility of their living environment.

The following criteria are used to determine grant recipients:

- Applicant must have a permanent disability;
- Must be a legal resident of New York City;
- Income eligibility under Section 8 income limits; and
- Need for increased independence.

For information on the Project Open House program, please visit the following site: <http://www1.nyc.gov/site/mopd/initiatives/project-open-house.page>.

## PUBLIC HOUSING REHABILITATION PROGRAM

The New York City Housing Authority (NYCHA) will use CD funds for various rehabilitation activities within residential buildings. Work may include, but is not limited to, lead-based paint inspection and remediation, façade improvements pursuant to NYC Local Law 11, roof replacement and design services, installation of underground fire and water distribution lines, and apartment rehabilitation/upgrades. CD funds will also be used for NYCHA's Capital Projects Division, which oversees construction and renovation projects within NYCHA's developments, and for staff within the Department of Housing Preservation and Development to process NYCHA's requests for reimbursement.

## *CLEARANCE*

## DEMOLITION PROGRAM

The Demolition Unit within HPD's Division of Maintenance has the authority to contract out for demolitions when an owner fails to do so pursuant to a Department of Buildings (DOB) declaration of emergency, as established by the New York City Administrative Code. The Code further requires the treatment of any structure that may become "dangerous or unsafe, structurally or as a fire hazard, or dangerous or detrimental to human life, health, or morals."

DOB issues Unsafe Building violations for buildings or properties that are dangerous or unsafe throughout the city. If the owner does not correct the unsafe condition, DOB may initiate an Unsafe Building proceeding in Supreme Court. The court may issue a precept, which provides a determination of the remedy required to abate the unsafe condition and directs the City to correct the condition unless an owner does so in a timely manner. Depending on the situation, the remedy may consist of sealing the property, making repairs such that the condition of concern is addressed, or demolishing the structure.

HPD's Demolition Unit is responsible for surveying the site, providing a scope of work and cost estimate, and overseeing and approving all demolition, cleaning, and grading of land. CD funds pay for all full and partial demolitions of privately-owned residential and commercial properties, and some City-owned properties. When DOB directs HPD to perform necessary work in accordance with an emergency declaration or precept, HPD engages a contractor to take the appropriate action to correct the condition. Correcting the condition may include demolition (which would be CD-funded), shoring/bracing (which would be funded by tax levy dollars), or sealing (which would be funded by tax levy dollars). Asbestos testing and abatement may be paid for with CD or tax levy funds.

In accordance with the Administrative Code, HPD bills owners for the City's expenses for demolition work. The program generates CD revenue when private owners pay for CD-funded work.

## *MAINTENANCE AND OPERATION OF TAX-FORECLOSED HOUSING*

### MAINTENANCE AND OPERATION OF TAX-FORECLOSED HOUSING

Through foreclosure for tax delinquency (in rem), the City assumed ownership and management responsibility of formerly privately-owned residential buildings. These buildings are most often located within distressed neighborhoods and are in need of various levels of renovation. The Maintenance and Operation of Tax-Foreclosed Housing (MOTH) program benefits the low- and moderate-income people that occupy these buildings.

Following are activities conducted under MOTH in City-owned tax-foreclosed housing:

- HPD conducts necessary repairs and rehabilitation either through in-house staff or through private contractors. Repairs include plumbing and electrical work, seal-ups, boilers, and roofs. Funds are also used to renovate common building areas such as hallways. Finally, CD funds pay for the costs of fuel and utilities.
- CD-funded support staff is responsible for the oversight of maintenance and repair efforts. Responsibilities include:
  - Responding to emergency complaints regarding heat and other essential services;
  - Organizing, processing, and filing work order requests;
  - Performing field inspections, holding technical interviews with potential contractors, and processing contractor pre-qualification applications and re-certifications;
  - Inspecting, monitoring, and surveying repairs;
  - Managing the process of bidding, awarding, and processing publicly competitive sealed bids above \$90,000; and
  - Supervising fiscal support operations and processing invoices for inspection and payment.
- Under a competitively bid contract with a private vendor, superintendents provide janitorial services in City-owned residential buildings.

### Tenant Interim Lease (TIL)

Through the Affordable Neighborhood Cooperative Program, City-owned buildings participating in TIL become independent housing cooperatives under a Housing Development Fund Corporation (HDFC) structure where tenants become homeowners. TIL encompasses several training contracts that enable HPD to work with tenants and Tenant Associations (TAs) in becoming owners. The TIL staff, which is CD-funded, consists of Building Coordinators, Financial Reviewers, and Program Compliance and Operations Coordinators who oversee and monitor TIL member activities for compliance with applicable laws and regulations. TIL staff provides constructive guidance for TIL members and coordinates with the Office of Development regarding development and disposition of TIL buildings into private ownership.

Under the TIL program, the TAs are responsible for all building maintenance issues and rely on rent collection to support operating expenses. For TIL properties that do not generate sufficient



revenues to cover operational expenses, HPD will take on the responsibility of maintenance, repairs, and fuel and utility expenses.

### Sale of City-Owned Buildings

HPD transitions its City-owned buildings into ownership by tenants, nonprofit organizations, or private entrepreneurs through the programs of its Division of Property Disposition and Finance (PDF). CD funds continue to maintain these buildings until the City can achieve its goal of selling the buildings and returning them to the tax rolls. The following programs are the primary avenues by which City-owned buildings are returned to private ownership. The staff that oversees these programs is not CD-funded.

- Affordable Neighborhood Cooperative Program

The Affordable Neighborhood Cooperative Program (ANCP) finances City-owned TIL properties that have been slated to undergo rehabilitation and eventually transfer to tenant ownership as cooperative HDFCs upon successful completion of rehabilitation and milestones associated with tenant ownership.

HPD partners with nonprofit and for-profit developers that work with TAs to facilitate the rehabilitation of their buildings while leveraging private financing with City capital funds. The developers work with the TAs during the predevelopment phase. At the construction loan closing, title is transferred to a third party nonprofit to manage the buildings as partner developers begin construction. At conversion to permanent financing, the title is transferred to the residents as a cooperative HDFC, provided they have met the necessary milestones associated with tenant ownership.

- Multifamily Preservation Loan Program

The Multifamily Preservation Loan Program (MPLP) designates qualified sponsors to acquire and rehabilitate City-owned multi-family properties that will remain as rental properties. HPD uses City capital funds to provide loans at below market-rate interest. HPD subsidy is combined with construction and permanent financing sources provided by, but not limited to, private institutional lenders, New York City Housing Development Corporation (HDC), and Low-Income Housing Tax Credits (LIHTC).

### Third Party Transfer – Operation/Repair of Non-City-Owned Tax-Foreclosed Property

In the past, the City's real property tax policy resulted in long-term City ownership and management of large numbers of tax delinquent residential properties. Not only did the policy fail to address the underlying reasons for tax delinquency and abandonment, but the City was unable to quickly resell the properties to responsible private owners. In 1996, as part of its Anti-Abandonment initiative, the City obtained legislative changes that have altered the process by which it forecloses on tax delinquent residential properties. Through Local Law 37, rather than the City taking title to these distressed properties, the City may petition the Court to convey the property to a qualified third party. HPD clusters properties into scattered site projects and, through a Request for Qualifications (RFQ) process, selects the responsible new for-profit and nonprofit owners who will ultimately take title to each project. Until the properties can actually be transferred to a permanent owner, Neighborhood Restore Housing Development Fund Corporation, a nonprofit entity, assumes interim ownership, provides technical assistance, and oversees management by the prospective owners. The prospective owners manage the properties

and secure rehabilitation financing prior to the final transfer, which is expected within one to two years of initial conveyance. Rehabilitation financing may include City capital, private debt, and/or LIHTC. During the interim ownership period, HPD provides seed loans (not CD-funded) to Neighborhood Restore to fund property management costs. A subset of the TPT building portfolio receives automatic CD-funded fuel deliveries.

City-owned properties are sometimes added into TPT projects requiring similar milestone duties as in the Multifamily Preservation Loan Program. MPLP properties are seldom financially feasible to be developed as a standalone project. Thus the program may cluster City-owned properties with others that are geographically nearby (e.g., TPT properties) if necessary. These properties would be developed as affordable rental options.

## *FAIR HOUSING*

### HPD FAIR HOUSING

HPD Fair Housing is focused on raising the awareness of building owners and project sponsors of their duty to comply with the Federal Fair Housing Act and the NYC Human Rights Law. The City's Human Rights Law is inclusive of the Federal Fair Housing Act and prohibits housing discrimination based on a person's race, color, religion, sex, disability, national origin, familial status, sexual orientation, age, alienage and citizenship status, marital status, partnership status, lawful occupation, gender, or lawful source of income. The City's law also prohibits bias-related harassment.

The City provides a Fair Housing website, *Fair Housing NYC*, which is coordinated by the New York City Commission on Human Rights (CCHR) and HPD Fair Housing. The website promotes awareness and enforcement of fair housing practices and provides the public with a broad range of fair housing related content and referral services. The site includes summaries of relevant laws, examples of discriminatory practices and policies, and links to CCHR and HPD resources. The summaries are available in the most widely-used languages in New York City: English, Spanish, Korean, Haitian Creole, Russian, and Mandarin. The site can be accessed at: <http://www.nyc.gov/html/fhnyc/html/home/home.shtml>.

HPD holds regular workshops to educate partners and members of the public about fair housing rights and responsibilities, particularly involving the marketing process. The "Fair Housing in Practice" quarterly workshops, for example, target building owners and sponsors in HPD affordable housing programs who are about to begin marketing their buildings.

HPD Fair Housing responds to and coordinates with CCHR regarding complaints that come to the agency through the website or through 311 and participates in various fair housing related special projects, such as helping to coordinate activities related to Fair Housing Month.

HPD also uses CD funds for staff that develops policies and tracks the progress of the City's efforts to comply with the U.S. Department of Housing and Urban Development's requirement to affirmatively further fair housing.

## *ADMINISTRATION*

### HPD ADMINISTRATION

Staff performs administrative functions for several of HPD's CD-funded programs in the following units:

#### Invoice Review

The Division of Accounts Payable is responsible for reviewing and approving all contractor invoices related to the Division of Maintenance (DOM), which includes repair work for both City- and privately-owned properties. The Division also reviews invoices and processes vouchers for work done by the Neighborhood Preservation Consultants, utility and fuel payments for in rem properties, advertising, supplies, and construction and related contracts.

#### Fiscal ERP Accounting

The Emergency Repair Program (ERP) generates program revenue through the collection of owner payments for invoices issued by the Fiscal ERP Accounting Unit. When the bill is not satisfied, the City places a lien on the property, which is removed when the landlord or purchaser makes full payment.

#### Bureau of Maintenance Procurement

DOM's Bureau of Maintenance Procurement bids out and awards repair work to private contractors for both privately-owned (under ERP) and in rem buildings.

#### Timekeeping and Payroll

The Timekeeping Unit inputs, reviews, verifies, and adjusts timekeeping data for HPD employees. The unit also tracks and monitors leave balances and issues, processes resignations and terminations, and responds to employee inquiries. The Payroll Unit processes payroll changes including direct deposit changes, refunds or changes of union deductions, assignment differentials and jury duty payments, research and resolution of discrepancy inquiries, monetary settlements for grievances, and changes in Federal, State, and City withholdings. The Benefits Unit manages the administration of Workers' Compensation, retirement, healthcare enrollment/changes, and leaves of absence. The Talent and Retention Acquisition Specialist recruits, interviews, and posts job openings. The CD-funded Timekeeping, Payroll, Benefits, and Talent Unit staff is assigned to work units comprised of employees who perform only CD program functions, such as the Division of Property Management and Division of Code Enforcement.

#### HPD Tech

HPD Tech oversees the maintenance and operation of systems that support CD-eligible programs within the Office of Enforcement and Neighborhood Services (OENS). This includes enhancing systems that track CD-eligible programs such as ERP and the Alternative Enforcement Program (AEP). In addition, HPD Tech staff maintains the HPDINFO system that tracks violations, open market orders, and other building specific data, and helps determine how much work is done in CD-eligible census tracts. HPD Tech staff works closely with OENS on the maintenance of the Routesmart GIS component and interfacing with the AEP and ERP modules. Staff supports Real Time Field Force, a new technology that allows Code Inspectors in the field to transmit inspection data in real time, which will result in expedited violation notices, faster assignments of emergency

inspections, and the overall improvement of efficiency and customer service. HPD Tech also supports the application development of the Certificate of No Harassment (CONH) system requiring building owners to comply with CONH policies.

#### HOME Program Project Support

CD funds support positions for CD-eligible activities funded through the City's allocation of the Federal HOME Investment Partnerships Program (HOME). HOME funds may be used to develop and support rental housing and homeownership affordability through tenant-based rental assistance (which is not eligible for CD project support), rehabilitation, conversion, acquisition of real property, and new construction.

CD also pays for the staff that is responsible for HOME and Low-Income Housing Tax Credit monitoring and compliance activities and oversight of the HOME-funded down payment assistance program.

## ECONOMIC DEVELOPMENT PROGRAMS

### AVENUE NYC

The Avenue NYC program, managed by the Department of Small Business Services (SBS), promotes the economic viability of neighborhood business districts. This program is intended to help local businesses directly engage local residents in their commercial districts and to build the capacity of partner organizations to better understand neighborhood needs, develop impactful programs, and sustain their work in the community. SBS funds multi-year projects that promote commercial revitalization in the areas of business attraction and retention, façade improvement, placemaking, organizational capacity building, and corridor needs assessments. The areas targeted for funding experience varying degrees of stagnation or disinvestment, and the incomes of the areas' populations are low to moderate. Projects usually have a local community sponsor, frequently a Community-Based Development Organization (CBDO), that represents the needs of local merchants, property owners, and local residents. The sponsor contracts with SBS to conduct an in-depth district assessment and to execute commercial revitalization programming to set the foundation for the area's long-term prosperity.

The program's goals are to:

- Attract, retain, and expand businesses and business opportunities throughout New York's neighborhoods;
- Provide quality goods and services to local residents of targeted business districts; and
- Foster collaboration among businesses in a neighborhood and between the business community and government on local economic development initiatives.

SBS staff works with the local sponsor to plan, develop, and administer comprehensive revitalization. Although each project is designed to reflect the unique characteristics of each neighborhood, the following eligible activities represent some of the basic program elements established to deal with the most common problems confronting commercial streets:

- Placemaking focuses on creating or enhancing a sense of place that captures or reinforces the unique character of the commercial corridor with the goal of increasing consumer spending. The program entails developing a new, or solidifying a current, placemaking strategy that identifies unique attributes of the target commercial district, and executing projects that leverage these characteristics to attract local resident customers.
- Business Attraction and Retention efforts work to recruit new businesses/investment into the targeted district as well as retain established businesses so that the commercial corridor may better serve the needs of local residents. Business Attraction activities include creating commercial business/real estate databases, organizing community planning sessions, analyzing retail mix and business growth opportunities, and coordinating events with the real estate community and property owners to highlight opportunities that exist in the commercial district. Business retention strategies focus on retaining the diverse types of retail present in a commercial district to meet the demand of local residents. Business Retention activities include workshops, visual merchandizing, online marketing, consumer surveying, and other revenue generation strategies for local businesses.

- The Façade Improvement Management program covers costs related to program design, administration, and marketing for sponsors that have or will have dedicated funding for the capital costs of façade improvement activities. The sponsor will be required to use the services of a design consultant and produce model storefronts with a combination of open grid security gates, retractable or faux-retractable awnings, high quality storefront signs, and an exterior finish (paint or other material). Sponsors without dedicated funding for capital costs are expected to develop a sustainable program model, recruit potential façade improvement sites, establish suggested design standards, and begin the process of identifying commitments for capital costs.
- The Merchant Organizing program selects sponsors to lead planning, outreach, and organizing efforts to create a new merchants association or revitalize an existing organization that can address business needs in the commercial corridor. Sponsors are expected to develop a plan for organizing merchants and accomplish concrete organizing milestones within the contract year. The plan and milestones include start up, formalization, operation, and measuring success. A major program goal is to have a self-sustaining organization.
- Capacity Building initiatives are provided for nonprofit economic development corporations, including Business Improvement Districts, CBDOs, and merchants associations. Recipients of a Capacity Building grant will identify targeted corridors/districts in need of commercial revitalization assistance and develop assessments, strategies, tools, and internal capacity for executing local economic development initiatives through future rounds of Avenue NYC. Recipients will actively work with SBS's Avenue NYC team to define and partake in organizational development activities to sustain and strategically sequence these efforts beyond the grant term. Capacity Building initiatives cannot duplicate services available elsewhere, i.e., that are also provided by other organizations or City agencies. Programs must be designed to work with existing organizations in the target area, and cannot entail the funded sponsor providing technical or other assistance directly to individual businesses.

In selecting areas for the Avenue NYC program, the City is guided by the following criteria:

#### Eligibility

- Projects must benefit neighborhoods that are comprised of 51 percent low- and moderate-income persons and are 50 percent residential in nature, or commercial corridors that are in the immediate vicinity of New York City Housing Authority developments.

#### Need

- Indications of decreasing retail activity;
- Deteriorating physical conditions of streets and shop fronts; and
- Inadequate public facilities.

#### Economic Viability

- Population and total family income sufficient to support a viable commercial area;

- Sufficient current commercial activity on which to base a revitalization effort; and
- Existence of other activities that could reinforce commercial revitalization.

#### Local Support and Capability

- Existence of local merchants' groups and/or sponsor nonprofit economic development/ community organizations committed to supporting and participating in commercial revitalization;
- Support of local community groups; and
- Evidence of financial support for commercial revitalization activities from other sources.

The following is a list of areas that are proposed for CD funding consideration in CFY 2020. The program may identify new areas but only after evaluating applications and awarding funds.

- Bronx: Hunts Point, Longwood, Morris Park, Norwood, Soundview, and South Bronx
- Brooklyn: Brownsville, Cypress Hills, East New York, Flatbush, and Prospect-Lefferts Gardens.
- Manhattan: Central Harlem, Lower East Side, Two Bridges, and West Harlem.
- Queens: Arverne/Edgemere, Downtown Jamaica, Far Rockaway, Jackson Heights/ Elmhurst, Jamaica East, Jamaica South, and Rockaway Peninsula.

In CFY 2020, Avenue NYC will continue to focus on multi-year commitments aimed at building the capacity of community-based organizations. During the three-year grant term, grantees will be supported in hiring a dedicated, full-time Avenue NYC Program Manager who will participate in a cohort-based learning and training program, conduct an in-depth district assessment, and execute commercial revitalization programming and services. The district assessment findings will inform the programming activities that the organization will implement during the remainder of the grant term. The goal of the new framework is to support SBS's partners' capacity to develop strategic, sustainable, needs-based programming and data-driven results for their commercial districts.

Also in CFY 2020, SBS will continue its nonprofit management technical assistance programs by offering trainings in areas such as board development, fundraising, marketing and communications, program evaluation, strategic planning, and financial management.

SBS also provides technical assistance to local organizations in order to help create and implement commercial revitalization programs in their respective neighborhoods, particularly to develop façade improvement programs. Additionally, SBS provides trainings on community engagement/organizing techniques centered on local economic development tactics. Organizations participating in both sets of trainings receive hands-on consulting assistance that will prepare them to address commercial district challenges and undertake more advanced commercial revitalization initiatives.

## SERVICE PROGRAMS

### *PARKS & RECREATION SERVICES*

#### GREENTHUMB

Established in 1978, GreenThumb is the nation's largest urban gardening program, assisting over 550 neighborhood groups and 750 schools in the creation, maintenance, and enhancement of gardens aimed at increasing civic participation and neighborhood revitalization through collective stewardship. GreenThumb began in response to the City's financial crisis during the 1970s, which resulted in a serious loss of population and housing in city neighborhoods. A tremendous amount of land was left vacant, adding an unattractive and unsafe element to these communities. GreenThumb's assistance helped volunteers transform derelict land into active and attractive community resources.

Administered by the Department of Parks and Recreation (NYC Parks), GreenThumb provides materials, education, programming, and technical support and manages the license agreements and registrations for all community gardens. CD funds support community gardens in low- and moderate-income (low/mod) census tracts; City tax levy funds are used for gardens in non-CD-eligible neighborhoods. A majority of the gardens are under the jurisdiction of NYC Parks, while the rest are on land under the jurisdiction of other governmental entities or privately-owned entities such as land trusts.

GreenThumb gardens are managed by local volunteers who share an interest in community development. The gardeners live or work nearby and many are schoolteachers, students, retirees, local business owners, artists, and/or active community residents. For some gardeners, community gardens increase access to fresh and healthy food that is not otherwise easily available. Indeed, the GreenThumb program and its gardeners have spearheaded the national community gardening, open space, and urban farming movements.

GreenThumb organizes three large annual events including:

- Spring GrowTogether conference: showcases over 70 workshops that attract approximately 1,500 gardeners, greening partners, and the general public;
- Open Garden Day NYC (July): community gardens across NYC host free events; and
- Harvest Fair (fall): gardeners show off their summer bounty; compete for blue ribbons in vegetable, flower, and herb categories; and participate in the Fresh Chef Contest in which participants use fresh produce, largely sourced from gardens, to create a nutritious meal and promote healthy eating.

Other programming includes the "GreenThumb Garden Recognition Awards," which celebrates GreenThumb's volunteer groups, and "Art in the Gardens," which connects local artists with garden groups to beautify underserved neighborhoods.

GreenThumb distributes all materials at workshops that are developed in partnership with gardeners and greening organizations and are designed to enhance gardeners' horticultural,



construction, and community development skills. For CFY 2020, GreenThumb expects to offer over 150 workshops and events that will serve approximately 5,000 participants. In addition, community garden groups independently organize thousands of free events, ranging from arts and cultural programs to educational workshops, that serve over 100,000 New Yorkers annually.

GreenThumb also supports registered Grow to Learn school gardens. Outreach efforts include site visits and visioning sessions by the School Gardens Outreach Coordinator. Education is provided through hands-on trainings, workshops, and professional development seminars in conjunction with the NYC Department of Education. GreenThumb provides technical assistance and delivers lumber, mulch, soil, and compost. CD funds support school gardens that primarily benefit students from low- and moderate-income households.

GreenThumb maintains a website ([www.GreenThumbnyc.org](http://www.GreenThumbnyc.org)); social media accounts on Facebook, Twitter, and Instagram; and publishes quarterly program guides. Every four years, GreenThumb publishes the GreenThumb Gardener’s Handbook, which includes important requirements and policies and a wealth of resources offered by GreenThumb and its partners.

For over 40 years, GreenThumb has responded to crises; contributed to the City’s vision for greener, safer, and more inclusive neighborhoods; and offered consistent public programming aimed at improving the quality of life for all residents.

**MINIPOOLS**

The Department of Parks and Recreation’s Minipools program offers safe swimming opportunities for children ages six to 11, as well as for toddlers accompanied by an adult. CD funds are used to pay for seasonal lifeguards, Parks Enforcement security personnel, and the staff that operate the filtration systems to maintain water quality and perform custodial services. The 11 CD-funded Minipools operate during the summer months and are located near New York City Housing Authority developments. These sites are:

<u>Sites</u>	<u>Locations</u>	<u>Adjacent NYCHA Sites</u>
<u>Bronx</u>		
Edenwald Playground	Schieffelin Avenue and East 229 <sup>th</sup> Street	Edenwald Houses
Playground 174	East 174 <sup>th</sup> Street and Bronx River Avenue	Bronx River Houses
<u>Brooklyn</u>		
Albert J. Parham Playground	DeKalb Avenue and Clermont Avenue	Walt Whitman Houses, Raymond Ingersoll Houses
Fox Playground	Avenue H and East 54 <sup>th</sup> Street	Glenwood Houses
Glenwood Playground	Farragut Road and Ralph Avenue	Glenwood Houses

<u>Sites</u>	<u>Locations</u>	<u>Adjacent NYCHA Sites</u>
<u>Manhattan</u>		
Abraham Lincoln Playground	East 135 <sup>th</sup> Street and Fifth Avenue	Abraham Lincoln Houses, Jackie Robinson Houses
Frederick Douglass Playground	West 102 <sup>nd</sup> Street and Amsterdam Avenue	Frederick Douglass Houses
Tompkins Square Park	East 10 <sup>th</sup> Street and Avenue A	Jacob Riis Houses, Lower East Side Houses, Lillian Wald Houses, Samuel Gompers Houses, Baruch Houses
<u>Staten Island</u>		
Gen. Douglas MacArthur Park	Jefferson Street and Seaver Avenue	Berry Houses
Old Town Playground	Parkinson Avenue and Kramer Street	South Beach Houses
Stapleton Playground	Tompkins Avenue between Hill and Broad Streets	Stapleton Houses

#### PELHAM BAY PARK ADMINISTRATOR'S OFFICE

The Pelham Bay Park Administrator's Office provides services for the largest park in the Bronx, serving low- and moderate-income borough residents. The Administrator's Office coordinates and implements the following:

- Conservation and recreation activities;
- Special projects and events;
- Natural area restoration and horticultural improvements;
- Public programs;
- Volunteer programs;
- Administrative and liaison functions with the park's primary community group, the Friends of Pelham Bay Park, and other community and user groups;
- Public relations and community outreach;
- Capital planning; and
- Delivery of services to ensure park safety and security.

CD-funded staff includes the Pelham Bay Park Administrator, Natural Areas Manager, Wildlife Manager, and Special Events Coordinator. Equipment may also be purchased when funds are available.

Pelham Bay Park is adjacent to the neighborhoods of Co-op City, Pelham Bay, Baychester, and City Island, and is easily accessible by public transportation. A Federally-funded user study of

Pelham Bay Park indicated the majority of visitors to the park come from CD-eligible Bronx census tracts. In CFY 2020, CD funds will also be used to update the user study.

For more information on Pelham Bay Park, please visit [www.pelhambaypark.org](http://www.pelhambaypark.org) or [www.nycgovparks.org/parks/pelhambaypark](http://www.nycgovparks.org/parks/pelhambaypark).

#### PROSPECT PARK ADMINISTRATOR'S OFFICE

The Prospect Park Administrator's Office coordinates and implements the following for the park, which serves the borough of Brooklyn:

- Conservation and recreation activities;
- Educational programs;
- Volunteer programs;
- Special projects and events;
- Administrative and liaison functions with the nonprofit Prospect Park Alliance;
- Public relations and community outreach;
- Capital planning and investments; and
- Delivery of services to ensure park security and upgrading.

CD-funded staff administers the park's volunteer programs and oversees special events and everyday programming. Equipment may also be purchased when funds are available.

Prospect Park ties together the park's natural environment, Brooklyn's history, and the visitors' urban experience in ongoing public programs offering quality environmental education and family learning. The Prospect Park Audubon Center in the Boathouse has developed a curriculum of urban environmental education programs open to academic groups and the public. The Center combines exhibits, nature trails, and citizen science projects to meet the varying instructional levels required for educators, students, and the public. The Center's interactive initiative, "Pop-up Audubon," brings educational programs out to the public at various park locations. The Lefferts Historic House offers a series of seasonal and special events for children and families that interpret everyday life in the farming village of Flatbush in the 18<sup>th</sup> and 19<sup>th</sup> centuries.

Prospect Park relies on volunteer efforts to keep its grounds functioning and attractive. Volunteer events are held four days per week during the April-November season and thousands of volunteers participate.

Through its Youth Employment Program, the Park offers summer and weekend jobs for more than 20 teenagers, most from Brooklyn's underserved areas. The Program frames working in the park in the broader context of career opportunities, particularly in the environmental field, to help young people think in terms of their futures. Program participants are recruited from local high schools, including the Brooklyn Academy of Science and the Environment, and youth organizations. These young people serve as key park ambassadors, and assist in managing Brooklyn's only remaining forest with the Woodlands Youth Crew. The Employment Program is designed to give participants

an increased sense of responsibility and to instill basic work habits such as punctuality, teamwork, and self-discipline. Positions are designed to give committed youth a multi-year employment experience.

Restored by the Prospect Park Alliance, the 40-acre Parade Ground offers tennis, basketball, netball, and volleyball courts and baseball, soccer, and football fields for local schools, leagues, and clubs for children and adults. Prospect Park is home to seven playgrounds, including some of the most interesting and dynamic in the city. Located around the park's perimeter, they offer children engaging opportunities for safe and imaginative play.

A Federally-funded user study of Prospect Park indicated the majority of park visitors come from CD-eligible Brooklyn census tracts. In CFY 2020, CD funds will also be used to update the user study. For more information about Prospect Park, please visit the following websites: [www.nycgovparks.org/parks/prospectpark](http://www.nycgovparks.org/parks/prospectpark) or [www.prospectpark.org](http://www.prospectpark.org).

#### VAN CORTLANDT PARK ADMINISTRATOR'S OFFICE

The Van Cortlandt Park Administrator's Office oversees the third largest park in New York City and predominantly serves low- and moderate-income residents of the Bronx. CD-funded staff includes the Park Administrator, the Special Events Coordinator, and an Office Manager. Along with a Parks-funded Deputy Administrator and a Natural Areas Manager, they oversee four offices: one at Ranaqua to coordinate with the Borough Administration; one at Van Cortlandt Garage for the forest restoration and turf & trails crews; another at the park's headquarters building for the maintenance and operations staff; and at the Van Cortlandt Golf House for teen and volunteer programs. Staff at these offices oversees all park programming, maintenance, and operations in addition to capital projects and community outreach.

The CD-funded Special Events Coordinator oversees permitting for hundreds of events, from family barbecues to the New York Philharmonic Concert, that come to the park. The park offers free public programming including the Barefoot Dancing Series in the spring and summer, monthly volunteer forest work days, and weekly Bird Walks conducted from April to November.

The Department of Parks and Recreation's Van Cortlandt Park Natural Areas Management Plan and the Van Cortlandt Park Master Plan 2034 include horticultural and natural area plans. These documents currently guide work on the park's physical aspects.

CD-funded staff coordinate the programs and concerns of a Community Council made up of representatives from the many diverse park user groups. Van Cortlandt Park Conservancy, Friends of Van Cortlandt Park, Van Cortlandt Track Club, Friends of Canine Court, National Society of Colonial Dames in the State of New York, Friends of the Old Croton Aqueduct Trail, Woodlawn Taxpayers Association, Bronx Community Board 8, NYC Audubon, Bike NY, Transportation Alternatives, and many sports and athletic leagues are all represented. The Administrator's Office produces seasonal calendars promoting programs of all these groups for the general public as well as maintains the park's official website.

Van Cortlandt Park is adjacent to the Kingsbridge, Norwood, and Woodlawn communities and is easily accessible by public transportation. A Federally-funded user study of Van Cortlandt Park

indicated the majority of park visitors come from CD-eligible Bronx census tracts. In CFY 2020, CD funds will also be used to update the user study.

Equipment may also be purchased when funds are available.

For more information about Van Cortlandt Park, please visit the following websites: [www.vcpark.org](http://www.vcpark.org) or [www.nycgovparks.org/parks/VanCortlandtPark](http://www.nycgovparks.org/parks/VanCortlandtPark).

## *CRIMINAL JUSTICE & LEGAL SERVICES*

### ELDERLY SAFE-AT-HOME

The Elderly Safe-at-Home program provides comprehensive crime prevention services, crisis intervention, and general crime victim assistance to combat crime perpetrated against elderly and non-elderly residents with disabilities in the South Bronx. The goal of the program is to provide maximum services geared to enhance the general quality of life of these residents, improve their safety and security, and enhance their health and well-being in order to enable them to live independently in their homes. The program offers workshops on entitlements, health maintenance, and nutrition, and disseminates information on crime prevention, safety and security, and court proceedings through the periodic distribution of pamphlets and through regularly scheduled meetings at program sites. Residents in need of crime victim assistance are identified and referred to a host of community-based and City agencies for a continuum of social services. Monitoring the health, safety, and well-being of residents is ongoing.

CD-funded services are provided to residents in the following four developments:

- NYCHA Butler Houses: 1402 Webster Avenue, Bronx
- NYCHA Courtlandt Avenue Senior Center: 372 East 152<sup>nd</sup> Street, Bronx
- NYCHA Jackson Houses: 799 Courtlandt Avenue, Bronx
- NYCHA Morris Houses: 3663 Third Avenue, Bronx

### SAFE HORIZON

Through a contract with the NYC Mayor's Office of Criminal Justice, the nonprofit organization Safe Horizon provides a continuum of services to City crime victims, witnesses, and their families in order to reduce the psychological, physical, and financial hardships associated with victimization. The program's mission is to provide support, prevent violence, and promote justice for victims of crime and abuse, their families, and communities.

Safe Horizon offers CD-funded support and concrete services through its 24-hour Crime Victims Hotline and Domestic Violence Hotline and its Criminal and Family Courts in Brooklyn and in the Bronx. Services include: safety assessment and risk management; crisis intervention; advocacy; information and referral; individual and group counseling; document replacement; emergency lock replacement; assistance in applying for Office of Victim Services Compensation for uninsured medical care, lost income, and funeral expenses; assistance with obtaining an order of protection, restitution, and services for intimidated victims and witnesses; reception centers;

and day care for children at court. CD-funded services are targeted to low- and moderate-income persons.

Safe Horizon's headquarters is located at 2 Lafayette Street in Manhattan. The CD-funded office locations are:

Bronx Criminal Court

Reception Center 215 East 161<sup>st</sup> Street, 3<sup>rd</sup> Floor

Bronx Family Court

Reception Center 900 Sheridan Avenue, Room 1-40

Children's Center 900 Sheridan Avenue, Room 1-41

Brooklyn Criminal Court

Children's Center 120 Schermerhorn Street, 8<sup>th</sup> Floor

Reception Center 120 Schermerhorn Street, 6<sup>th</sup> Floor

Brooklyn Family Court

Reception Center 330 Jay Street, 12<sup>th</sup> Floor

Children's Center 330 Jay Street, 1<sup>st</sup> Floor

Hotlines

Domestic Violence Hotline (800) 621-HOPE (4673)

Crime Victims Hotline (866) 689-HELP (4357)

*HEALTH CARE & SOCIAL SERVICES*

BEACON SCHOOL PROGRAM

The Beacon School Program provides comprehensive services to youth and community residents. Located in public schools across New York City, each Beacon transforms its host school into a resource for the whole community by offering an integrated range of programming tailored to local needs. Services are provided along major core service areas that include: Education and Academic Support, Community Building/Leadership, Health: Healthy Living/Healthy Relationships/Physical Fitness, Employment and Financial learning opportunities, and Recreation/Enrichment.

The core areas are delivered through three distinct activity structures: drop-in activities where participants engage in recreational opportunities and self-directed study; planned activities where participants explore new interests and develop skills; and community events where the community has an opportunity to engage in various happenings such as community beautification and health fairs. Typical program activities include homework help, tutoring, literacy programming, arts and crafts courses, and leadership development opportunities such as the Youth Council. All Beacons have an Advisory Council consisting of community residents, principals, local police officers, and program participants to provide a platform for voice and input, enhance communication among all stakeholders, and improve community resources.

Beacons operate services for youth and community residents year round. All Beacons are required to operate a minimum of 42 hours a week over six days, in the afternoons and evenings, on weekends, school holidays, and during school recess. During the summer, Beacons operate for a minimum of 50 hours per week, Monday through Friday.

CD funds support the following schools, which primarily serve low- and moderate-income areas or populations, and one DYCD staff-member that oversees the program.

Bronx

I.S. 117	1865 Morris Avenue
I.S. 217 (School of Performing Arts)	977 Fox Street
I.S. 219	3630 Third Avenue
P.S. 11	1257 Ogden Avenue
P.S./I.S. 224	345 Brook Avenue

Brooklyn

Evergreen Middle School for Urban Exploration	125 Covert Street
J.H.S. 218	370 Fountain Avenue
Mott Hall IV	1137 Herkimer Street

Manhattan

M.S. 328	401 West 164 <sup>th</sup> Street
----------	-----------------------------------

Staten Island

I.S. 49	101 Warren Street
---------	-------------------

DHS HOMELESS SERVICES

The 30<sup>th</sup> Street Men’s Shelter is a multi-functional building with a total of 850 shelter beds located at 400-30 East 30<sup>th</sup> Street, Manhattan. This site is the Department of Homeless Services’ (DHS) main point of entry for all single adult men as well as adult families and, as such, is DHS’s primary location for Intake and Diversion efforts. Intake and Diversion for single adult men is focused on a strengths-based assessment of each client and their available resources, and provides valuable services including, but not limited to, family mediation, emergency one-shot deal applications, referral for short- and long-term rehabilitation, and financial assistance for family reunification. On a daily basis, 145 beds are available for Intake and Diversion efforts.

In addition, the 30<sup>th</sup> Street Men’s Shelter also serves as two different programmatic shelters. The 30<sup>th</sup> Street Assessment program shelters 230 men on a nightly basis and serves as one of four assessment shelters for men in the shelter system. Social services are tailored to a 21-day assessment of clients and recommendation for program type. The 30<sup>th</sup> Street General Shelter has capacity for 475 clients and offers case management and employment-related assistance with long-term placement as the goal of social services.

As shelters, both programs provide three meals a day, clean linens and toiletry essentials, a lock/locker to secure valuables, a safe and respectful environment, and case management services. Case management services focus on each individual’s unique set of strengths and aid the client as they move from emergency shelter to independent living. Case management services include

entitlement enrollment, employment assistance, financial management, substance abuse/mental illness support, medical management, and permanent housing assistance. CD funds pay for a portion of the contract with a private security firm at the 30<sup>th</sup> Street Men's Shelter in an effort to provide a safe environment for the residents.

### HOMELESS OUTREACH AND HOUSING PLACEMENT SERVICES

Through a contract with the Department of Homeless Services, in collaboration with the Department of Health and Mental Hygiene, Project Hospitality provides homeless outreach and housing placement services to homeless, mentally ill persons who also may have substance use/dependence problems and occupy the Staten Island Ferry Terminal or other locations throughout Staten Island.

The primary goals of the Homeless Outreach and Housing Placement Services program are to provide an array of services to mentally ill homeless and dually diagnosed clients. Many clients are often faced with a multitude of issues. Project Hospitality's trained staff provides support 24 hours/seven days a week to connect homeless individuals with appropriate and needed services. Outreach teams canvas the Staten Island Ferry and other known locations throughout Staten Island that homeless individuals often frequent. Currently, efforts with local officials and the Outreach team engage more than 20 individuals at the Ferry terminal daily. Individuals are offered and provided services such as transportation, showers, food, and shelter. In addition, Outreach Teams also respond to the 311 Homestat initiatives.

Project Hospitality works in collaboration with the NYC Department of Transportation at the Staten Island Ferry Terminal, the 120<sup>th</sup> Police Precinct, its annex office inside the terminal, and local hospitals and clinics. This program focuses on providing housing, accompanied by wrap-around treatment and support services. The program is designed to respond effectively to the psychiatric and substance abuse issues that affect a person's ability to secure treatment and housing.

Homeless Outreach and Housing Placement workers approach, engage, and try to work intensively with homeless people to move them out of the Staten Island Ferry Terminal or off the streets. Outreach workers engage and counsel such persons, perform assessments, and refer homeless persons to a variety of services to address their most immediate needs. They organize such emergency services as medical detoxification, psychiatric evaluation, stabilization, bed care, and emergency health care.

The goal of this model is to reduce the number of homeless persons who live in places not meant for human habitation and to expeditiously place them in safe havens, transitional settings, or permanent housing, as appropriate to their needs, with the long-term goal of permanent housing for all homeless persons on Staten Island.

### SENIOR RESIDENT ADVISOR PROGRAM

The Senior Resident Advisor program uses CD funds to provide supportive services, crisis intervention, assistance in maintaining independent daily living, and case coordination to elderly residents (ages 62 and over) and non-elderly residents with disabilities in several NYCHA developments. The program also provides assistance with accessing public entitlements,



advocates with services providers, and monitors the health and well-being of the residents through home visits and telephone check-ups. The ultimate goal of the program is to provide increased services to the residents to help them maintain independent living and prevent premature placement in nursing homes or other forms of institutionalization.

The program also recruits and trains a cadre of resident volunteers, organized into a floor captain/buddy system, to maintain daily contact with residents in their respective developments, check on their well-being, and report back to program staff. The floor captains are the eyes and ears of the program and are often the first to detect that something is wrong, or identify an incident that requires immediate attention. The additional services provided through the floor captain/buddy system have been effective in helping to prevent isolation amongst seniors and people with disabilities through increased networking and socialization.

Following are the NYCHA developments in which the Senior Resident Advisor Program provides CD-funded services:

<u>Site</u>	<u>Location</u>	<u>Location</u>
	<u>Bronx</u>	
Boston Road Plaza		2440 Boston Road
Bronx River Addition		1350 Manor Avenue
Randall-Balcom		2705 Schley Avenue
	<u>Brooklyn</u>	
Brown Houses		1630 St. Marks Avenue
	<u>Manhattan</u>	
LaGuardia Addition		282 Cherry Street
Meltzer Towers		94 East First Street
	<u>Queens</u>	
Latimer Gardens		139-10 34 <sup>th</sup> Avenue

*HOUSING SERVICES*

ELDERLY MINOR HOME REPAIR PROGRAM

Abandonment of privately-owned homes by senior citizens is a serious concern. Such abandonment has a negative impact on individual citizens, neighborhoods, and the cost of local government services. The causes of senior citizen housing abandonment include the homeowner's lack of money to pay for needed repairs and maintenance, their physical inability to handle the maintenance needs of their property, and the lack of information on available resources and services for home maintenance. As the demographic profile of New York continues to age, and as senior homeowners themselves experience declining health, this social problem requires increased attention and action. A cost effective approach is to provide senior citizens with the means to maintain their homes, thereby preserving neighborhoods.

This program, administered by the New York Foundation for Senior Citizens through a contract with the Department for the Aging (DFTA), attempts to address many of the conditions that lead to home abandonment. Some of the services provided are minor home repairs, outreach, and coordination with other agencies that handle problems faced by older adults in New York City. The program is available on a citywide basis to persons 60 or older and who are at or below the Section 8 income limits.

Household income is defined as: benefits of Social Security, Supplemental Security Income (SSI), pension, employment, rental income, declared interest/dividend income, and contributions from family on a regular basis. Clients must submit photocopies of income and homeownership records (tax bill or mortgage bill). Condo and co-op clients must have their board's permission for work to be done.

The Elderly Minor Home Repair Program is publicized with the assistance of DFTA, senior citizen centers, elected officials, and local newspapers. In addition, flyers are posted in libraries, post offices, and barbershops/beauty salons. Presentations are also given at senior centers, clubs, retiree groups, etc. For more information on the program, please call (212) 962-7655 or visit <http://www.nyfsc.org/services/repair.html#safety>.

#### HOUSING INFORMATION AND EDUCATION

Housing Information and Education, which is administered by the Mayor's Office for People with Disabilities, seeks to increase awareness and opportunities for people with disabilities to obtain or retain accessible, affordable housing. It provides:

- Information and referrals relating to housing discrimination, fair housing laws, and barrier removal programs;
- Information on disability-specific resources and helps constituents find the assistance and resources they need;
- Technical and legal guidance relating to the design and construction of accessible and affordable housing;
- New York City Building Code compliance, modifications, updates, interpretations, and recommendations for architects, engineers, designers, developers, landlords, co-op boards, condominium associations, small neighborhood businesses, housing real estate brokers, etc.;
- The identification of additional accessible and affordable options through a partnership with the Department of Housing Preservation and Development;
- Housing referrals to disability advocates and service organizations that operate housing locator programs and maintain a list of accessible and affordable housing; and
- Outreach to architects, builders, and community groups.

For information on the Housing Information and Education program please visit the following site: <http://www.nyc.gov/html/mopd/html/home/home.shtml>.

## *EDUCATION SERVICES*

### ADULT LITERACY PROGRAM

The Department of Youth and Community Development uses CD for contracts with adult literacy providers. The fundamental goal of the Adult Literacy Program is to help New Yorkers attain the reading, writing, and communication skills they need to gain employment and/or pursue further education. The program provides comprehensive instructional and support services to students who are at least 16 years of age, are not enrolled or required to be enrolled in secondary school, and who lack sufficient educational skills or are unable to speak, read, and/or write the English language well enough to participate in education or training programs conducted in English.

### EARLY CARE AND EDUCATION SERVICES

The Administration for Children's Services' (ACS) Division of Child and Family Well-Being administers one of the largest publicly-funded early care and education systems in the country, serving almost 100,000 children in different types of service settings. The services are provided through the *EarlyLearn NYC* contractor system and through issuance of vouchers to eligible families to purchase child care from providers in the city. Through *EarlyLearn NYC* and vouchers, the goal is to provide a safe environment for group and family day care services that address the developmental, social, educational, and nutritional needs of children.

All *EarlyLearn NYC* programs contracted with ACS's Division of Child and Family Well-Being are designed to ensure that quality services are provided to children. Individualized and group educational instruction, group play, trips, and special projects are a few of the activities offered. A parent advisory committee is an integral part of the program. Programs offer family engagement activities and community participation is encouraged by the program staff and parents.

As part of a larger effort to strengthen care and education for children from birth to five years old across the city, *EarlyLearn NYC* programs are shifting from ACS management to the Department of Education by the end of 2019.

Currently, the City expects the following *EarlyLearn NYC* vendors will be funded with a combination of CD and non-CD funds:

<u>Site</u>	<u>Location</u>
	<u>Bronx</u>
Betances Early Childhood Development Center (operated by Sheltering Arms NY)	528 East 146 <sup>th</sup> Street
	<u>Brooklyn</u>
New Life Child Development Center	1307 Greene Avenue 408 Grove Street 295 Woodbine Street
	<u>Manhattan</u>
Rena Day Care Center	639 Edgecombe Avenue

## LANDMARKS PRESERVATION AND CULTURAL AFFAIRS PROGRAMS

### COMMUNITY ARTS DEVELOPMENT PROGRAM

The NYC Department of Cultural Affairs' (DCLA) Community Arts Development Program (CADP) initiative, Building Community Capacity (BCC), takes a collaborative and comprehensive approach to building cultural capacity in targeted low- and moderate-income neighborhoods. The program brings together local stakeholders for visioning and goal setting, intensive training sessions, workshops, coaching, public programs, and other activities designed to enhance the role that arts and culture play in developing a healthy, thriving community.

Through this multi-year program, DCLA seeks to strengthen the cultural ecosystem in NYC communities that have been targeted by this Mayoral administration for cross-agency support, while also integrating cultural assets and activities into overall community development. BCC was designed to ensure that current community development efforts include the voices and active participation of New York's cultural community in a way that strengthens the neighborhoods' capacities beyond the length of the City's formal interventions, allowing for positive social change that can be sustained over the long term.

With continued work in Morrisania (Bronx), Bushwick (Brooklyn), and Far Rockaway (Queens), newly selected BCC participants will build upon the program's comprehensive research findings and will bring together and support diverse cultural stakeholders as they engage in community coalition building, infrastructure development, and strategic implementation.

Working with technical assistance providers, CADP staff completed a year-long BCC redesign in early 2019. The program will now engage participants with an enhanced program methodology and new tools both for developing a collective vision of what local stakeholders want their community to be, and for transforming priority goals into relevant and achievable activities. One of these new tools is the *Building Community Capacity Handbook*, a clear and comprehensive manual that includes the program's methodology, roles and responsibilities, scheduled activities, and core deliverables. It also provides many practical tools, templates, insights, and resources that participants can use and adapt as they work with their community.

DCLA's Community Arts Development unit, which receives both CD and City tax levy funds, provides technical assistance and oversight of BCC. For further information regarding CADP, please visit [www.nyc.gov/html/dcla/html/funding/cadp.shtml](http://www.nyc.gov/html/dcla/html/funding/cadp.shtml).

### LANDMARKS HISTORIC PRESERVATION GRANT PROGRAM

The Historic Preservation Grant Program provides financial assistance to rehabilitate, preserve, and restore publicly-, privately-, or nonprofit-owned historic properties that are designated individual New York City landmarks, within designated New York City historic districts, or listed on or eligible for listing on the National Register of Historic Places. To qualify for an interior restoration grant, the building's interior must be designated.

Eligible properties cannot have unpaid real estate taxes, water/sewer charges, or un-rescinded notices of violation issued by the Landmarks Preservation Commission (LPC) or the Department of Buildings.

### Homeowners Grants

This component provides grants to homeowners who reside in their buildings, or whose buildings are occupied by low- to moderate-income households. The grants are intended to assist homeowners in repairing and restoring the façades of their buildings. Homeowners are eligible to receive historic preservation grants if they meet one of the following criteria:

- Their household income, or the incomes of at least 51 percent of the households occupying the building, does not exceed Section 8 low- or moderate-income limits; or
- The condition of their home's façade is detrimental to the public's health and safety. Such conditions address HUD eligibility criteria for activities that aid in the prevention or elimination of slums and blight on a spot basis. Homeowners' incomes under this category may not exceed the Area Median Income. In addition, depending on the level of their income, homeowners must contribute between 10 and 50 percent of the total project cost towards their project. This contribution may be from owner equity, loan proceeds, or other grants.

### Nonprofit Grants

This component provides historic preservation grants to nonprofit organizations organized under Section 501(c)(3) of the Internal Revenue Code.

Nonprofit organizations that own their designated buildings may be eligible to receive historic preservation grants if they meet one of the following criteria:

- They serve a low- and moderate-income area or clientele that is deemed to be CD-eligible; or
- Their buildings require work to eliminate specific conditions detrimental to public health and safety. Organizations that do not serve low- and moderate-income areas or persons must contribute at least 50 percent of the value of the LPC grant towards the cost of their project.

Both homeowner and nonprofit applicants are identified through general LPC outreach and publications, direct mailings, and through staff presentations to block and neighborhood associations.

## **PUBLIC FACILITIES & IMPROVEMENTS PROGRAMS**

### *OPEN SPACE PROGRAMS*

#### BRONX RIVER PROJECT

The Bronx River Project works to restore the Bronx River and create a continuous greenway along its length. The program has several funding sources including City tax levy, private gifts, and state, other Federal, and private grants. CD funds are used to purchase education and outreach materials, office supplies, field equipment, and restoration supplies, and for the support of program consultants and ecological restoration personnel. The CD funding fully covers the Bronx River Conservation Manager position and two Crew Leader positions. NYC Parks coordinates closely with the Bronx River Alliance to implement programs along the river as follows:

Education: The Education Program provides hands-on outdoor learning opportunities for thousands of students and educators in communities along the Bronx River. The program has three components: Bronx River Classroom, the Bronx River Stewards Volunteer Water Quality Monitoring Program, and the Wade into the Bronx River series, which includes free lectures, walks, and workshops on river-related topics. Thousands of educators have taken advantage of the 23-mile-long outdoor classroom to create deep connections to nature for students, some for the first time.

Outreach Program: The Outreach Program draws thousands of people to the river through public events, including the Amazing Bronx River Flotilla and the International Coastal Cleanup Day, and dozens of other activities including volunteer-led walks, clean-ups, restoration projects, movie nights, and performing arts programs along the river. NYC Parks staff engages community-based organizations, institutions, and neighborhood ambassadors to take ownership of sections along the Bronx River.

Ecology Program: The Ecological Restoration and Management Program works to protect, restore, and manage the Bronx River through field work and policy leadership. Guided by an Ecology Team comprised of scientists and community and agency representatives, the program tackles the most pressing ecological issues that affect the river corridor. The Bronx River Conservation Crew has a full-time presence on the river, implementing, monitoring, and maintaining the river and upland restoration efforts. The Crew is recruited locally, with an emphasis on creating job opportunities for Bronx residents, who in turn train hundreds of youth each year and expose them to green career paths in their own neighborhoods. To date, the Crew and volunteers have planted more than 100,000 trees, shrubs, and plants; removed over 650 tons of garbage; supported oyster and fish reintroduction projects; helped create a new fish passage; and have kept the river clean and accessible to tens of thousands of paddlers through year-round blockage and litter removal.

Greenway Program: The Greenway Program, which is not CD-funded, develops open spaces, restores existing parks, and integrates them into a series of continuous parks and trails along the river—the Bronx River Greenway. When complete, the greenway will form a 23-mile ribbon of parkland from the Kensico Reservoir to the East River, opening up a healthy corridor for walking, biking, and running in communities that desperately need access to open spaces. The Greenway Team brings together community advocates, nonprofit leaders, and government agencies to

interact, coordinate, and advance projects, as well as raise capital funds. The Greenway Program has helped create 19 acres of new waterfront parkland (and improve 25 additional acres) and 3.7 miles of greenway trails near the river.

In CFY 2020, an important new feature will be in place, the Bronx River House, located in Starlight Park. A state-of-the-art green building, River House will be a riverfront center for the coordination of restoration and greenway activities, including offices for the Alliance, a classroom, community meeting room, and boathouse.

In February 2009, NYC Parks began phased consolidation of the parkland along the entire New York City length of the river into a single Bronx River District (District 14). The first phase includes existing parks in the Bronx River Greenway north of Pelham Parkway. The district will expand southward as new, contiguous parks come into being. A single Bronx River District will foster more effective river- and greenway-wide programming, implementation of river-length ecological projects, and maintenance activities to uphold the environmental standards of the greenway's parks and pathways.

## *NEIGHBORHOOD FACILITIES*

### ACCESSIBILITY IMPROVEMENTS IN CITY SCHOOLS

The Department of Education (DOE) will use CD funds to provide accessibility improvements in City schools in order to increase the percentage of schools that are fully or substantially accessible to people with disabilities. Proposed improvements are geared towards making schools accessible to the general public, which will provide greater ease of ingress/egress for students, parents, employees, and community members. Activities may include, but are not limited to, providing and installing accessible entrances (e.g., entrance doors, ramp installation and upgrades, extension of ramp handrails, automatic door openers, accessible door handles/bevels, compliant door hardware, doorbells to within reach range at entrances); widening doorways; installing room labels with braille; removal of projecting items; installing lifts and ramps over changes of elevations in corridors; adjusting reach ranges for water fountains, Automated External Defibrillators, and fire extinguishers; installing and renovating elevators or accessible chair lifts; and providing accessible seating and path of travel in auditoriums.

DOE will also use CD funds for oversight staff to ensure CD-funded work complies with applicable regulations. This staff will be charged to the CDBG Administration program.

### CODE VIOLATION REMOVAL IN SCHOOLS

The Department of Education (DOE) uses CD funds to prevent or remove code violations in New York City schools. Activities the program may undertake are listed as follows:

- The installation, repair, or replacement of:
  - Emergency lighting;
  - Elevator guards, elevators, and escalators;
  - Electrical systems and wiring;

- School doors including corridor doors and door closers;
  - Bathrooms and water closets;
  - Fire safety systems, including fire-rated doors and hardware, panic hardware, fire alarm systems, fire suppression systems, fire extinguishers, flame-proofing curtains, and sprinklers/standpipes;
  - Potable water systems and sewage systems;
  - Kitchen ventilation/exhaust systems;
  - Heating/cooling/refrigeration systems, including boilers and radiator shields;
  - Sidewalks; and
  - Other building components such as bleachers, retaining walls, interior masonry, plaster, flooring, ceilings, and mandated signage.
- Environmental health inspections;
  - Testing for and remediating lead in drinking water fixtures;
  - Repairs to address NYS Department of Environmental Conservation violations; and
  - Playground resurfacing provided there is no increase in the playground area and no excavation is proposed (to avoid archaeological concerns).

DOE will also use CD funds for personnel dedicated to the scheduling of lead testing and remediation work by DOE vendors and for oversight staff to ensure CD-funded work complies with applicable regulations. The oversight staff will be charged to the CDBG Administration program.

#### DFTA SENIOR CENTER IMPROVEMENTS

The Department for the Aging (DFTA) uses CD funds to renovate and rectify code violations in senior centers. Activities may include:

- The installation of lighting and emergency lighting systems, security systems, air conditioning/heating/ventilation systems, kitchen fire extinguishing systems, hot water heaters, and fire doors;
- Accessibility improvements including installing ramps, elevators, and accessible restrooms;
- The upgrade/replacement of windows, flooring, kitchens, bathrooms, and plumbing components;
- Ceiling and roof rehabilitation;
- Rewiring; and
- Security improvements.



DFTA may also use CD funds for consultant services such as architectural and engineering work. Work may take place at the following senior centers in CFY 2020:

<u>Center</u>	<u>Location</u>
<u>Bronx</u>	
Co-op City Neighborhood Senior Center	2049 Bartow Avenue
Northeast Bronx Senior Citizen Center	2968 Bruckner Boulevard
R.A.I.N. Parkchester Neighborhood Senior Center	1380 Metropolitan Avenue
<u>Brooklyn</u>	
CCNS Northside Senior Center	179 North 6 <sup>th</sup> Street
Ocean Parkway Neighborhood Senior Center	1960 East 7 <sup>th</sup> Street
Pete McGuinness Senior Center	715 Leonard Street
<u>Manhattan</u>	
CPC Open Door Senior Center	168 Grand Street
FIND Woodstock Neighborhood Senior Center	127 West 143 <sup>rd</sup> Street
Hamilton Grange Neighborhood Senior Center	420 West 145 <sup>th</sup> Street
Mott Street Senior Center	180 Mott Street
Our Lady of Pompeii	25 Carmine Street
R.A.I.N. Inwood Neighborhood Senior Center	84 Vermilyea Avenue
Roosevelt Island Senior Center	546 Main Street
Sirovich Senior Center	331 East 12 <sup>th</sup> Street
Washington Heights Senior Center	650 West 187 <sup>th</sup> Street
<u>Queens</u>	
Allen Community Senior Citizens Center	166-01 Linden Boulevard
CCNS Bayside Senior Center	221-15 Horace Harding Expressway
CCNS Catherine Sheridan Senior Center	35-24 83rd Street
Korean American Senior Center	203-05 32nd Avenue
KCS Corona Neighborhood Senior Center	37-06 111th Street
Robert Couche Senior Center	137-57 Farmers Boulevard
<u>Staten Island</u>	
Great Kills Friendship Club	11 Sampson Avenue
Mount Loretto Friendship Club	6581 Hylan Boulevard

**DHS SHELTER RENOVATIONS PROJECT SUPPORT**

The Department of Homeless Services (DHS) uses City capital funds to rehabilitate City- and nonprofit-owned homeless shelters. Rehabilitation may include, but is not limited to: roof upgrade or replacement, window replacement, fire safety work, various structural improvements, heating and ventilation upgrade, elevator reconstruction, and lighting improvements. DHS uses CD funds for staff that oversees the rehabilitation contracts.

### PARKS CONSTRUCTION AND RENOVATION PROGRAM

The Department of Parks and Recreation will use CD funds to create new or renovate existing City parks and playgrounds.

For CFY 2020, NYC Parks expects to conduct renovations at the Lewis Playground located at 773 Willoughby Avenue, Brooklyn and the Vale of Cashmere Path located in the northeast section of Prospect Park, also in Brooklyn.

The Lewis Playground project will add new playground equipment that offers accessible recreational opportunities, more seating such as benches, and game tables and picnic tables. New pavement and additional planting areas will make the playground more engaging for neighborhood residents.

The Vale of Cashmere Path reconstruction involves resurfacing the existing pedestrian path, removing and replacing existing benches, and installing Central Park style settees and new light poles with LED lamps.

### DOE SCHOOL KITCHEN RENOVATIONS PROGRAM

The Department of Education (DOE) will use CD funds to replace four to five aging walk-in refrigerators. DOE's Office of Food and Nutrition Services (OFNS) has identified potential CD-eligible sites with the focus on schools in historically underserved districts that have large populations of children from low- and moderate-income households, feedback from field staff, as well as the current condition of existing walk-in refrigerators.

DOE will also use CD funds for oversight staff to ensure CD-funded work complies with applicable regulations. This staff will be charged to the CDBG Administration program.

## **PLANNING PROGRAMS**

### **DCP COMPREHENSIVE PLANNING**

CD funds pay for Department of City Planning (DCP) staff that performs citywide comprehensive planning functions within the following divisions:

#### **Strategic Planning**

Strategic Planning oversees DCP's functional planning activities and coordinates land use planning policy based on identified planning issues and strategies. Economic, housing, infrastructure, and community facility planning staff help formulate long-term development and policy objectives for the city. Activities also include preparing key strategic planning documents, directing major citywide studies, and working closely with the City Planning Commission on planning and development issues.

#### **Borough Offices**

The Department's five borough offices develop local zoning and land use policy and prepare comprehensive neighborhood plans. Borough offices maintain links to the city's varied communities by providing outreach and technical assistance to the boroughs' community boards, civic organizations, and elected officials regarding zoning and land use. Borough offices participate in the review of public and private development actions to ensure conformance with local area needs and plans.

#### **Capital Planning**

The Capital Planning division works with other City agencies to gather data regarding City facilities, their capacity, utilization, and services to create planning data sets that can be used for community planning activities. The division also provides analyses and information to agency partners for the creation of the City's 10-Year Capital Strategy and community facility siting. Finally, Capital Planning assists the borough offices in neighborhood planning activities and serves as staff to the City's Neighborhood Development Fund. The Capital Planning division enhances the Department's ability to provide community planning services to NYC neighborhoods.

#### **Housing, Economic, and Infrastructure Planning (HEIP)**

HEIP develops citywide plans and policies addressing housing, economic, and infrastructure issues. It conducts comprehensive economic, employment, and housing analyses and studies. The division reviews and analyzes land use proposals, assists in initiating zoning text and map amendments, and coordinates preparation of the Consolidated Plan. The Population Division within HEIP conducts demographic studies and advises on demographic, immigration, and census policy issues. It distributes census data, analyses, and maps on the Department's website and is the City's liaison to the U.S. Census Bureau.

#### **Planning Coordination**

The Planning Coordination Division is responsible for wide-ranging activities that support management of the Department's work program and execution of City Charter-mandated responsibilities. These activities include managing the agency's land use project pipeline; executing GIS analyses and mapping projects to support internal, partner agencies, and City Hall needs; preparing annual Charter-mandated reports and related publications, such as the Mayor's

Management Report, Citywide Statement of Needs, and Statements of Community District Needs; conducting interagency coordination and community outreach where applicable; managing the pipeline and providing technical assistance with respect to siting of City facilities; and overseeing the 197-a community-based planning process.

### Regional Planning

The Regional Planning Division manages a work pipeline of regional data analysis and research focused on population, housing, employment, migration, and commutation trends that's used to advise on key planning issues affecting the city and wider tristate region. The division plays a primary role in supporting and strengthening DCP's coordination with regional partners, including regional governments and stakeholders, on long-term population and employment forecasting, regional scaled planning projects, and regional growth and planning policies.

### Urban Design

Urban Design is the design department for the agency. Drawing on expertise in architecture, landscape architecture, and urban design, the department assists on projects affecting infrastructure design, master planning, overall massing and architectural expression, streetscape, landscape, and sustainable design. In addition to serving all five borough offices, the department also provides design assistance to other City agencies. The department assists in developing city planning policy to support excellence in urban design, reviews large-scale project applicants for modification and approval, and designs urban projects in-house where the timeframe requires immediate results. The department also conducts urban design studies ranging in scope from small-scale, site-specific projects to more comprehensive neighborhood plans and citywide initiatives.

### Waterfront and Open Space

The Waterfront and Open Space Unit prepares comprehensive and local area plans, advises on citywide waterfront and open space policy issues, and reviews proposed actions on the city's waterfront for consistency with the Waterfront Revitalization Program.

### Zoning

Zoning maintains the Zoning Resolution, the laws governing land use in New York City. The Division conducts planning studies to modify and update the Resolution so that it better addresses the needs of the city. The planning studies range in scope from those focused on a specific site to facilitate its development to those that deal comprehensively with large sectors of the development community (e.g., the need to facilitate the development of affordable and supportive housing), or with areas of the city where special purposes are identified (e.g., the flood zones where rules need to be modified to allow for more resilient development). These studies result in major modifications to the Zoning Resolution. The Division oversees the publishing of those changes in print and online. On a daily basis, the Division provides general zoning information to the public and other City agencies.

As part of this program, DCP will also use CD funds to continue to expand translation services at public hearings and to fund staff who will automate the City's Environmental Quality Review process.

## DCP INFORMATION TECHNOLOGY

The Department of City Planning (DCP) uses CD funds for support staff, contractual and professional services, supplies, materials, equipment, and software and hardware maintenance (including subscription services) within the various sections of its Information Technology Division (ITD). ITD includes the following sections:

### A. Citywide Geographic Application Services (Citywide Geo) and Enterprise Data Management (EDM):

Citywide Geo and EDM collectively develop and maintain specialized geographic data processing capabilities that support the planning activities of DCP and other City agencies, including Federally-funded programs such as CDBG. Major products include:

- The Geosupport System: Developed and maintained as a citywide service, Geosupport is currently used by more than 40 agencies to support their planning and operational activities. Geosupport processes NYC geographic locations such as addresses and street intersections, standardizes and validates locations, and relates these to various political and administrative districts, such as community districts, census tracts, and school districts. The system provides detailed census tract information for any location in the city, including its CD-eligibility (whether it is within a census tract that is more than 51.0 percent low- or moderate-income and 50.0 percent residential in nature). The Geosupport System is available for Windows-based PCs, IBM Mainframes, and Linux, and is available for download on DCP's website and on the Department of Information Technology and Telecommunications' (DoITT) servers. PCs and Web-based applications can access any of these versions through a tool called GeoX or through DoITT's GeoClient API (Geosupport in the Cloud).
- Property Address Directory (PAD): PAD contains geographic information about New York City's approximately one million tax lots and the buildings on these lots. PAD serves as one of the foreground component files in DCP's Geosupport System. Although PAD is created and formatted specifically for use with the Geosupport software, DCP also creates an extract of the file as a .csv file that is available to the public through the BYTES of the BIG APPLE™ product line. ITD creates new releases of PAD four times a year reflecting tax lot geography changes, new buildings, and other property-related changes.
- Transitional Property Address Directory (TPAD): TPAD is a supplement to PAD and a key component of Geosupport. TPAD contains information about the tax lots in New York City and is updated on an on-going basis (unlike PAD). The initial input to TPAD comes from the BIN-on-Demand program, which allows the Department of Buildings to assign a Building Identification Number (BIN) to new construction jobs at the stage where a developer files permits. If the developer's plans are approved, or the building is completed, the status of the BIN in TPAD is updated to reflect this whereas the BIN is not added to PAD until construction is completed. When a BIN in TPAD is added to PAD and released to the user community, it is removed from TPAD. TPAD is also used to indicate if a building will be demolished and the corresponding BIN will be removed from the system.
- Updated Property Address Directory (UPAD): UPAD is an ancillary file that contains property level address, tax parcel, and BIN updates made to Geosupport's PAD file since its last quarterly release. This file is released biweekly, giving Geosupport users access to recent updates.

- Linear Integrated Ordered Network (LION): EDM maintains digital street files and administrative and political district boundary files. Many of the Geosupport System's functions are based on the data in LION, which is widely used for computer mapping of community facilities, demographic data, and other data supporting planning analysis. The LION file is extracted from the Citywide Street Centerline file (CSCL), an enterprise GIS and data maintenance system, which is also used to support the City's emergency services' Computer Aided Dispatch system.
- Digital Tax Map (DTM) Layers: Digital layers that overlay the DTM are used widely for computer mapping of property related data including land use, public ownership, and public facilities, and support a wide variety of community planning activities.
- Primary Land Use Tax Lot Output (PLUTO): PLUTO contains extensive land use, zoning, and geographic data that are used with various databases and mapping software. Data updates are completed twice a year. PLUTO data are used in other DCP applications, including MapPLUTO and ZoLa (NYC's zoning and land use map). NYC planners and communities use PLUTO data to undertake planning work. Available for free on DCP's website, PLUTO gives communities an understanding of neighborhood land use and built conditions at the tax lot level.
- BYTES of the BIG APPLE™: BYTES is a family of software, data, and geographic base map files available for free download on DCP's website and through the Open Data Portal. These products include PLUTO and MapPLUTO, files of property related attributes, a geocoding application (Geosupport Desktop Edition), and datasets of zoning, waterfront, City facilities, administrative and political districts, streets, and other features. Key data sets are available as mapping services. These products are updated four times a year in tandem with each Geosupport release.

#### GIS Team

EDM also houses City Planning's GIS Team, which maintains the data and application infrastructure used by DCP's planning and other professional staff for desktop geographic inquiry and analysis. The GIS Team manages the ArcGIS/SQL Server database of geographic data used by over 150 DCP staff in developing plans, analyzing land use applications, and providing related information to the public.

The team oversees the production of BYTES of BIG APPLE™ and maintains resources, including versions of LION, districts, MapPLUTO, and GIS representations of zoning and related features. The team members also coordinate with other agencies to provide geographic data resources (such as DoITT's planimetric features and orthophotos, and the Department of Finance's Digital Tax Map) that support planning activities in CD-eligible areas.

The team develops customized applications and interfaces to enhance access to and use of the various geographic resources both within the agency and for the public. In addition, the team provides assistance in the use of the geographic information and software for agency planning and community development initiatives, and leads agency-wide Data Users' Group meetings.

## B. Application Development (AppDev):

AppDev collects, processes, and provides land use, housing, economic, and demographic data that are used for developing neighborhood and community development plans, major citywide studies, and tax revenue and economic studies. The data are provided in different formats, including report tables, listings, and data files. Specifically, data files and reports are produced for the Consolidated Plan, the Annual Performance Report, the Statement of Needs' Gazetteer and Maps, the Community District Needs Statements, and the agency's Neighborhood Rezoning and Planning Studies.

AppDev also develops and maintains on-line database systems that provide easy access to data. These database systems include:

- Community District Needs Statements and Community Board Budget Requests are Charter mandated and integral parts of the City's budget process. Working with the Mayor's Office, DCP created a form that allows Community Boards to submit their needs and requests electronically and also created three series of reports: 59 Community Board reports; 61 agency reports that summarize citywide trends, agency specific analyses of Community District needs, and budget requests; and eight summary reports that focus on specific policy areas. EDM also maps Community Board Budget Requests.
- E-Designation is an information system that contains detailed data on Environmental Designations adopted by the City Council. The system includes Environmental Restrictive Declarations, and is a critical planning tool to ensure adherence to environmental protections.
- Privately Owned Public Spaces (POPS) is a database built to record and track privately-owned public spaces. The database tracks commitments that developers have made to local communities and to the City by documenting each POPS location and its current and proposed conditions.
- Zoning Application Portal (ZAP) is a single application that tracks land use projects from pre-certification through termination. ZAP is a multi-phased project that replaced LUMIS, LUCATS and imPACT in April 2018 and will include a document repository, reporting capabilities, an applicant portal, and a public interface. The system will make available all applications filed with the City and allows the public access to milestone data, reports, and the applications itself. It also includes a public facing search portal known as ZAP search, built by the Planning Labs team.

AppDev also assists other DCP divisions involved with citywide comprehensive planning functions by developing and/or maintaining various PC databases, the FISA Budget Report Generation System, the Waterfront Revitalization Program (WRP) System, the PC and Network Services Inventory/Purchase Order System, the Zoning Resolution Subscription Database, and the Consolidated Plan Mailing Database.

## C. Special Projects and Web Operations:

The Special Projects and Web Operations Unit executes select agency projects, ensuring high quality products and services, and supports the agency's planning work by promoting user-friendly, engaging, accessible, and up-to-date information through the website for dissemination to the general public.

The Special Projects and Web Operations Unit coordinates with DoITT to assure adherence with citywide standards and requirements for the website. The Web Team works with professional staff throughout DCP to assure timeliness and accuracy of the content presented. It maintains information about:

- DCP's mission and strategic plan, news, contact information, and job postings;
- NYC zoning, including zoning maps, zoning resolution, and a zoning reference section with an overview of zoning districts and zoning tools;
- The land use process, including a portal of information for applicants, meeting schedules, calendars, City Planning Commission reports, environmental review documents, and information on community-based planning and the Waterfront Revitalization Program;
- Studies and proposals throughout the city;
- Population information (data, maps, and analyses), neighborhood information, and community district profiles; land use information; and documents related to the City's Consolidated Plan; and
- Digital geographic and property/land use data.

The Special Projects and Web Operations Unit also builds applications in conjunction with the other units of ITD and helps other divisions to make use of special technologies to develop materials for public presentations.

#### D. Planning Labs:

Planning Labs was created in 2017 to embrace open technology, agile development, and user-centered design, and to build impactful products with NYC's Urban Planners. Planning Labs works with various DCP teams to deliver outstanding websites and data tools that tell stories, streamline workflows, and make New York's Open Data more accessible.

#### E. PC and Network Services (PCNS):

PCNS provides services related to agency PCs, laptops, mobile devices, software, and audio/visual equipment, and manages the local and wide area networks at DCP's five office locations. Services include telecommunication with CityNet (mainframe applications), CityShare (the intranet for City employees), the internet, and to agency-issued devices.

PCNS maintains network security and has developed various strategies for that purpose. These strategies include maintaining back-up systems on all agency servers and cooperating with City oversight agencies to protect against deliberate and accidental system corruption. PCNS procures and maintains network hardware and operating systems, which are upgraded as technology changes and new services are required.

PCNS also maintains PCs and related hardware/software for DCP that enable planners to prepare maps, slideshows, and standard documents. The Desktop Support staff responds to requests for assistance with computer-related problems. In addition, PCNS evaluates new needs for hardware/software that will enhance the productivity of the DCP staff. Technicians research and evaluate products and recommend cost-effective solutions.



## HPD HOUSING POLICY ANALYSIS AND STATISTICAL RESEARCH

The Department of Housing Preservation and Development's (HPD) Housing Policy Analysis and Statistical Research Unit (HPASR) plans and conducts major housing related research requiring advanced concepts and methods and large-scale data collection, processing, and analyses, primarily for the legally-required New York City Housing and Vacancy Survey (HVS). The HVS is needed to establish the official citywide vacancy rate, which is required for the City Council's determination of a housing emergency as the necessary condition for continuing rent control and rent stabilization.

A citywide representative survey, the HVS provides comprehensive, detailed data on the city's population, households, housing stock, vacancies, housing structural and maintenance conditions, and other characteristics such as household incomes and employment, rents, and neighborhood conditions. There is no other data source like the HVS; it is a critical resource utilized by a number of City agencies, City Hall, and the City Council. HPD regularly works with City entities to maximize the utility of the HVS. HPD works with the Department of Health and Mental Hygiene to add questions into each wave to inform priority projects and initiatives. The New York City Center for Economic Opportunity, Department of Finance, Housing Authority, Rent Guidelines Board, and Department of City Planning all rely on the HVS for information on the city's housing stock and population. Data from the HVS have been used multiple times in making the City's case for or against changes to Federal policy. In addition, academic researchers, nonprofit organizations, and advocacy groups depend on important information from the HVS and incorporate it into their work.

The HVS is the longest running housing survey in the country, having been conducted by the U.S. Census Bureau since 1965. HPASR secures the contract with the U.S. Census Bureau and coordinates with the Bureau in planning, designing, and implementing the HVS, which occurs triennially. The City of New York is the only non-Federal sponsor of a census product, putting it in a unique position for collaboration.

HPASR provides reliable data needed for sound planning, policy analysis, research, and program development. The unit prepares and submits to the City Council the Report of Initial Findings of the HVS, which presents an analysis of key data on the rental vacancy rate, housing inventory, housing conditions, and other housing market situations. The unit also provides customized HVS data to other divisions of HPD and other City agencies to support planning, program development, defense of the Housing Maintenance Code, legal and legislative analyses, and public information to prepare Federal grant applications (including the Consolidated Plan), and to respond to reporting requirements. The unit provides HPD's Section 8 program with HVS data for preparation of its five-year plan. The unit is HPD's liaison to the Rent Guidelines Board, securing and administering an annual support contract. CD funds pay for the staff that conducts these activities.

## LPC PLANNING

The Landmarks Preservation Commission (LPC) Planning program has three components: Research, Environmental Review, and Archaeology.

Research activities include surveying individual buildings and neighborhoods to identify those that may merit landmarks designation; evaluating the architectural and historical significance of

potential landmarks; conducting extensive research about properties that are under consideration for landmark or historic district status; and preparing detailed designation reports about each proposed district or individual site. Surveys function as planning tools to establish priorities and set goals for designating the next generation of landmarks and historic districts, as well as informing the agency's Environmental Review work. Designation reports describe the historical, architectural, and cultural significance of every individual landmark or historic district approved by LPC. They serve as the basis for designation and regulation of future alterations, as they describe in detail the physical appearance of each building or site at the time it received landmark status.

The Archaeology Department's primary responsibilities are to assess the potential archaeological impact of proposed projects subject to City, State, or Federal environmental review and to oversee any ensuing archaeology that may be needed. The Department also regulates projects that impact some landmarked archaeological resources such as within parks and burial grounds. It also manages the NYC Archaeological Repository: The Nan A. Rothschild Research Center which curates the City's archaeological collections and provides access to scholars and to the public through [www.nyc.gov/archaeology](http://www.nyc.gov/archaeology).

The Environmental Review unit assists Federal, State, and City agencies whose projects are subject to the environmental review process by assessing the potential impacts of certain projects on the City's historic and archaeological resources. As part of the review process, the department issues comments in response to Federal, State, and City regulatory requirements and combines findings from the Research and Archaeology components into its final comments. Findings of potential impacts uncovered during the review process, if any, are also disclosed in the comments. If the proposed project significantly impacts these properties or sites, the department works with the lead agency and the appropriate Federal or State agencies to mitigate or reduce the impact as much as possible. As such, the department also negotiates Memoranda of Agreement under Section 106 of the National Historic Preservation Act and Letters of Resolution under Section 14.09 of the New York State Preservation Act, and oversees any mitigation measures under those agreements. The department also maintains and supports the ERGIS Historic Maps application, which consists of an interactive Geographic Information System with each project site review geo-referenced along with access to the LPC ERGIS digital historic map collection. ERGIS Historic Maps now supports over 2,300 geo-referenced maps that are used for project reviews and to assist other lead or interested agencies.

#### **RENT GUIDELINES BOARD SUPPORT STAFF**

The Rent Guidelines Board (RGB) is mandated to establish rent adjustments for nearly one million units subject to the Rent Stabilization Law in New York City. The Board holds an annual series of public meetings and hearings to consider research from staff and testimony from owners, tenants, advocacy groups, and industry experts.

RGB staff is responsible for providing administrative and analytic support to the Board and prepares research regarding the economic condition of rent stabilized and other residential real estate industry areas including operating and maintenance costs, the cost of financing, the housing supply, and cost of living indices. RGB staff engages in research efforts; publishes its reports for use by the public, other governmental agencies, and private organizations; and provides

information to the public on housing questions considered by the Board. While these reports are accessible for free online, CD program income is generated from the sale of CD-funded reports that are purchased in hard copy. CD funds pay for the RGB staff and associated program administration costs.

### SCORECARD PROGRAM

Through the Scorecard Program, service inspectors employed by the Mayor's Office produce monthly street and sidewalk cleanliness ratings for every city neighborhood. The program uses a visual rating scale to determine the percent of acceptably clean streets and sidewalks, and provides results to the Department of Sanitation (DSNY) and to the public on the Mayor's Office's website. Additionally, monthly reports are developed for some of the City's Business Improvement Districts (BIDs), which are administered by the Department of Small Business Services. The program was initiated by the Mayor's Office of Operations in 1978. CD funds pay for seven full-time staff members, including six service inspectors.

The two main purposes of the Scorecard Program are to help DSNY: 1) develop and evaluate policies related to its cleaning and enforcement programs; and 2) assess the performance of its field managers. In addition, community boards and other members of the public use the data to learn about cleanliness conditions in their neighborhoods and participate with DSNY in developing operational and enforcement changes (including Alternate Side Parking regulations, street/sidewalk inspections, vacant lot cleaning, and the placement and emptying of street corner litter baskets). DSNY often implements changes requested by the community on a pilot basis with the stated criterion for continuation being no negative Scorecard impact.

Currently, 27 of the City's 76 BIDs, including some local development corporations and industrial parks, receive monthly Scorecard ratings. These organizations use the data to evaluate the effectiveness of their self-funded cleaning efforts and to work with merchants and other commercial interests to improve their general cleaning practices. The City Comptroller's Office has used Scorecard data in conjunction with audits of the BIDs' use of City funds for district cleaning. Baseline ratings have also been developed, on a pilot basis, for organizations that are considering applying for BID status, or that are implementing self-funded cleaning programs for commercial areas lacking a BID designation.

Scorecard ratings have been associated with substantial long-term gains in city cleanliness levels, overall and in specific neighborhoods. Today, approximately 94 percent of city streets are rated acceptably clean. This is a dramatic improvement compared to the less-than-70 percent ratings issued in the early days of the program. The citywide trend can be seen on the Mayor's Office of Operations' website ([www1.nyc.gov/site/operations/performance/scorecard-street-sidewalk-cleanliness-ratings.page](http://www1.nyc.gov/site/operations/performance/scorecard-street-sidewalk-cleanliness-ratings.page)).

Scorecard has long been a model for other U.S. localities that consider using the "trained observer" approach to performance measurement for sanitation or other services. Scorecard is included in the U.S. Conference of Mayors' Best Practices handbook and in material circulated by the Urban Institute in Washington, D.C., on performance measurement techniques for local government.

## **ADMINISTRATION**

This function provides administrative and support services for planning, management, and citizen participation necessary to formulate, implement, and evaluate the City's Community Development Program. These activities include:

- Preparing and implementing the Citizen Participation Plan, including technical assistance to Community Boards and other interested groups and citizens;
- Developing Community Development plans and policies;
- Preparing the City's Consolidated Plan;
- Preparing the Consolidated Plan Annual Performance Report;
- Preparing Environmental Reviews;
- Monitoring expenditures of CD-funded programs;
- Delineating population groups served by CD programs;
- Overseeing and enforcing compliance with HUD's Section 3 requirements;
- Liaising with HUD and other Federal departments; and
- Certifying and maintaining the necessary records that demonstrate that Federal requirements for environmental review, labor standards, relocation, equal opportunity, and citizen participation are met.

In order to meet this mandate, as well as to plan effectively the City's future Community Development effort, a portion of the block grant is used to fund planning and management activities within the Mayor's Office of Management and Budget, the Department of City Planning, Department of Education, the Landmarks Preservation Commission, the Mayor's Office for People with Disabilities, and the Department of Small Business Services.