

# Community Board Notification

Programs administered by the Inclusionary Housing Program require that the development team notify their relevant community board at least 45 days prior to closing. The notification and supporting documentation must be emailed directly to the Community Board. Please copy the assigned Inclusionary Housing Project Manager, [Inclusionary@hpd.nyc.gov](mailto:Inclusionary@hpd.nyc.gov), and the HPD Planning Borough Director in your notification:

- Manhattan – Veanda Simmons: [simmonsv@hpd.nyc.gov](mailto:simmonsv@hpd.nyc.gov)
- Bronx – Ted Weinstein: [weinstet@hpd.nyc.gov](mailto:weinstet@hpd.nyc.gov)
- Brooklyn – Lin Zeng: [zengl@hpd.nyc.gov](mailto:zengl@hpd.nyc.gov)
- Queens and Staten Island – Kevin Parris: [parrisk@hpd.nyc.gov](mailto:parrisk@hpd.nyc.gov)

The following are required to be submitted as part of the Community Board Notification:

## 1. Project Description

- Provide a detailed narrative of the project on company letterhead which includes the location of the development, the proposed use and structure of the development, square footage, number of dwelling units, number of IH units, AMI levels, and the anticipated construction timeframe.

## 2. Affordable Housing Plan Application

A copy of the submitted MIH or VIH Application which includes the following information:

- Entities involved in the transaction
  - Applicant
  - Owner (if different)
  - Administering Agent
  - General Contractor
  - Architect
  - Attorney
- Construction type
  - New Construction
  - Substantial-Rehabilitation
  - Preservation
- Construction timeframe
- Address of where the proposed Inclusionary Housing Units will be located
- Government subsidies and tax exemptions, if applicable (i.e. LIHTC tax credits, 421-a, 420-c, Article XI, etc.)

## 3. Building Plans

*New Construction:*

- Renderings of the proposed building
- Calculations of Affordable Housing Floor Area, typically laid out in the zoning analysis or Architect Affidavit

*Preservation:*

- Scope of work identifying immediate work items to be done

## 4. Organizational Charts

- Ownership structure should identify key principal entities and individuals for the following:
  - Owner/Developer
  - Administering Agent
  - General Contractor

# Community Board Notification

Below is a recommended template for the notification email:

Community Board \_\_\_\_\_,

This email is to notify you of a new [VOLUNTARY / MANDATORY] Inclusionary Housing development project in your Community District. Please find the attached documentation regarding [PROJECT NAME] [, located at PROJECT ADDRESS (if different)]. Construction for the project is intended to begin in [mm/yyyy]. All of the attached documents have also been provided to the Department of Housing Preservation and Development's Inclusionary Housing team. The development team is available to answer questions regarding the project or present to the board. The following items are attached:

- Project Description
- The Affordable Housing Plan Application
- Building Plans
- Organizational Charts

Best,