

Project Intake Form

PROJECT SUMMARY	
Date of Submission	
Project Name	
Developer Name(s), Principals	
HPD/HDC Program	[ELLA, Mix & Match, M ² , Mixed-Income (50-30-20), Preservation]
New Construction/Rehab	
Unit Count and Affordability Distribution	[also indicate homeless, special needs, senior units, or other preferences/set-asides]
# of Buildings / Phases	
Building Gross Square Footage	
Commercial Use and SF	[include proposed tenants]
Community Facility Use and SF	[include proposed tenants]
Parking <small> [# of spaces, below or at grade, share for residential or commercial]</small>	
Tax Abatement / Exemption	
Green Efficiencies	_____ If Other

Location Information		
Borough		
Neighborhood		
Address(s)		
BBL	Block(s)	Lot(s)
RFP Site	Yes/No [If Yes, specify]	
Status of Site Control	[For example, "applicant owns site;" "site to be conveyed at closing." etc. Provide specifics in Project Narrative.]	
Flood Zone	Yes/No [If Yes, specify]	

DEVELOPMENT TEAM* (If certain team members have not yet been selected, please indicate which firms or individuals are currently under consideration.)	
Project Manager/Point Person (include contact info and development consultant, if applicable)	
Borrower's Counsel	
Bank/Credit Enhancer	
Tax Credit Investor or Syndicator	
Architect	
General Contractor	
Property Manager	
Social Service Provider	

STATUS ITEMS	
Land Use/Disposition/Zoning <small>(2) (8) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)</small>	
MTA Approvals Required	
Environmental <small>[Phase I/II, SHPO, NYC Landmarks, NEPA, CEQR, E-Designation and RAWP/CHASP/NTP]</small>	
NYC DOB	
HPD BLDS	

The following items should be appended to this form:

- **Project Narrative**
 - o Site acquisition history, Project design (including green features), construction method, description of commercial and community facility spaces and prospective tenants, special needs population, support services and rental subsidy/funding for services
 - o For preservation projects, also include building information: history of each building (year built, acquisition, year and scope of most recent rehab), existing financing, current heating and electrical systems, estimated number/percentage of over-income tenants, proposed construction scope and phasing, tenant relocation plan, tenant share of utility costs (pre and post construction).
- **Development Team Experience**
 - o Bios/Resumes of Key Personnel
 - o List of prior HPD/HDC-financed projects
- **Site Map**
- **Architectural Renderings /Site Plan**
- **Preliminary Underwriting (S&U, Development Budget, Income Projection, M&O Budget, Cash Flow Projection)**
- **Organizational Chart**
- **Letters of Interest or Funding Commitments from prospective financial partners, commercial/community facility tenants**