



NEW YORK CITY  
HOUSING DEVELOPMENT  
CORPORATION

### **HDC Reserve for Replacement Request Guidelines**

- 1) Please note that HDC will only process 4 requests per calendar year. HDC will review additional requests that have been designated an emergency. In addition, please note that upon a complete submission the approval process will require a **minimum** of one month review which includes possible inspection and the disbursement of the check or wire.
- 2) Please indicate if an insurance claim has been, or will be, submitted with the project's insurance carrier for any requests that include repairs for damages as a result of flooding, fire, smoke, etc. If emergency repairs are made, HDC should be notified prior to submitting a request for reserve funds.
- 3) Provide three (3) original bids for all individual work items whose cost exceeds \$10,000.00. Please note that the scopes must be consistent. E.g. in laymen's terms they need to be apples to apples. In addition, the bids must be **qualified**.
- 4) All scanned invoices must include and clearly show where the work is to be performed and include the quantity for each specific item to be installed. Specifically, provide quantities and exact locations for the work items. See # 9.
- 5) Scanned copies of the front and back of all cancelled checks for **all** invoices that payment is requested for, is to be provided. If operating cash flows are insufficient and the project requires a down payment on the lowest proposal, please specify the amount and submit with the request.
- 6) Provide an Excel spreadsheet listing of all work that includes: a description of the work, location where installed, date performed, vendor name, invoice number, reimbursement requested (\$), number of cancelled checks. **Please note that spreadsheet order should correspond with the electronic submission e.g. PDF etc.** An Excel template is provided below.
- 7) Unless otherwise specified by HDC Asset Management, a balance of \$1,000 per dwelling unit will need to be maintained in the Replacement Reserve Account at all times.
- 8) Reimbursement requests must be made within two (2) years after the **date the work was performed**.
- 9) Sales Tax will **not** be reimbursed from the RFR for Major Capital Improvements. Please do not include the taxes in your request.
- 10) For your reference, please refer to the typical eligible RFR list of items which has been attached below.
- 11) Please note that the above should be submitted electronically. HDC will no longer accept hard copies of the above. Please submit submissions with backup to [rfrsubmissions@nychdc.com](mailto:rfrsubmissions@nychdc.com)
- 12) Please note that the Reserve for Replacement Account is for capital upgrades and major improvements. **Maintenance items, minor repairs, cleanings and fees associated with the work, such as Engineering fees, are not reimbursable.**



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- 13) If the project has Low Income Housing Tax Credits, please obtain an approval from the tax credit investor before the request is submitted to HDC.
- 14) Due to COVID-19 and as of March 2020, HDC has updated our reserve for replacement procedures requiring Agents to submit pictures of the work being requested for reimbursement in lieu of an in-person inspection performed by HDC Engineering. HDC reserve the right to request pictures of any capital work for our records.

**ITEMS ELIGIBLE FOR REIMBURSEMENT FROM  
THE RESERVE FOR REPLACEMENT ACCOUNT**

**Site**

Parking lot  
Sidewalk and Walkway  
Garages  
Retaining Walls  
Exterior Painting (Hallway painting is eligible for Mitchell-Lama projects if that provision was available through HPD prior to HDC funding)  
Fencing  
Exterior lighting  
Swimming Pools  
Benches  
Landscaping  
Irrigation  
Exhaust fans

**Exterior Building Envelope**

Exterior Walls (brick, stucco, EIFS, siding)  
Windows  
Roof  
Metals (Gutters, leaders, flashing, cladding, lintels, fire escapes, fixed ladders)  
Doors (entry, vestibule, and fire rated)

**Mechanicals**

Plumbing (All major components)  
Heating and Central AC (All major components)

Electrical (All major components)

**Security**

Intercom (entry, gates, key fobs)  
CCTV  
Parking/garage lot gates entry controls

**Fire Protection**

Fire Alarm System (All major components)  
Sprinkler System (All major components)

**Elevator and Handicap Access**

Elevator (All major components)  
Wheelchair lifts  
Ramps  
Automated opening doors  
Call for Aid Stations  
Generator

**Apartments**

Appliances (Stoves, Refrigerators, Dishwashers, Washer and Dryers, Garbage Disposal, Microwaves) \*Building Issued only  
Bathtub and Shower Body  
Flooring (VCT, Carpet, ceramic)  
Blinds



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Kitchen cabinets and Countertops  
Vanity Cabinets  
Smoke Carbon Monoxide Detectors  
Asbestos and Lead Paint Remediation  
Lighting Fixtures

**Energy Conservation Measures**

Solar Panels (All Major equipment)  
Co-Generator Units  
Computer Boiler Controls (Remote Readouts & Access)

Excel Template:

Summary Sheet

Request for Withdrawal from the  
Reserve Fund for Replacements

DATE:

PROPERTY NAME:

HDC ORACLE #:

CONTACT NAME:

CONTACT TELEPHONE:

CONTACT EMAIL:

Item #	Vendor(s) Name	Location Bldg#	Unit#	Date of Completion	Invoice #	Invoice Date	Cost	RFR	RFR	RFR	Descr. of Work
								REIMB. Check Number	REIMB. Check Date	REIMB. Check Amount	

Grand  
Total

\$ -

\$ -