

Project Initiation Form

Project Info & Scope

1. General Information

***CPI Type:**
(Initial or Revised)
Initial

***Sponsor Agency:**
Housing Preservation and Development

***Initial Funding FY**

***FMS ID:**

***Project Description:**

***Public Buildings or Infrastructure**
Public Building

Location 1

***Borough:**

***Building or Location Name:**

***Building Address or Street Segments:**

***Community Board(s)**

Building Fixed Asset Number

***Council District(s)**

Fixed Asset Location Code:

***Business Improvement District(s) (BIDS):**

Block Number:

Lot Number:

2. *Justification Scope and Additional Info

What is the project type? (If there are multiple project types, please select them in the additional drop-downs)

Please provide detail regarding the justification of the project(Why is the project being done?)

Please provide detail regarding the scope of the project(What is being done?)

Please provide additional detail(What other relevant project information should DDC know?)

3. *Estimated Project Timeline

| | | |
|--|--------|---|
| | Design | |
| Design | | 0 |
| Construction | | 0 |
| Construction Management Services/ Resident | | |

Engineer Inspection Services

0

Please provide additional schedule information narrative(if required):

General Information

1. *Funding Source Information:

What kind of funding will this project have (Capital, Expense, Both)?

[]

* Are force account funds included in CONS budget?

No

If **Yes**, What is the amount? \$

[]

* Is this a CPSD Project?

No

* Has there been a CPSD done for this project?

[]

- Please list **all associated cost**, Including IFA
 - CPI amounts must match FMS P Lines
 - Projects must be fully funded

IFDS & IFSP Minimum = 10 % for each

SVCS Include: Probes, Commissioning & Special Inspection

CNSP Includes: Construction Management Services (PB) /Resident Engineer Inspection Services (Infra)

Please separate **CONS** Lines between construction and force account

2. *Operating Expense Implications

A. Please answer questions below:

| Details | Yes/No | If Yes, Provide Details |
|--|--------|-------------------------|
| *a.Will the agency incur expense implications resulting from the project? | No | |
| *b.Should this project result in +/- costs for energy/maintenance/utilities? | No | |

Please attach maintenance and utility costs for the past 3 years or current revenue

3. *Grant Implications

*A. Does this project contain Grant funding (Y/N)?

[No]

*B. Does this project contain Private funding (Y/N)?

[No]

If **Yes to either**, Please identify and describe the funding below

Please identify any **non-city** funding sources below :

***C.** Is there a specific grant strategy or other requirements pertaining to the non-city source(s) above that the Sponsor Agency has in place (expiration date, special reporting, grant to spend down first, important deadlines etc.)

***D.** Are future grants anticipated for this project (Y/N)?

If **Yes**, Please identify and describe the status of the future grants

4. *Project Information

***A.** Is **DBE** Applicable (Y/N)?
 If **Yes** what is the percentage?

***B.** Is **MWBE** Applicable (Y/N)?
 If **Yes** what is the percentage?

Please provide additional details below if required

Please provide additional details below if required

***C.** Is **ULURP** Applicable (Y/N)?
 If **Yes** has it been commenced?

***D.** Is **SEQRA** necessary (Y/N)?
 If **Yes** has it been commenced?

If **Yes** when? (Date)

If **Yes** when? (Date)

***E.** Is the structure/Site a historic landmark(Y/N)?
 If **Yes** is it in a historic district?

***F.** Is **CEQR** necessary (Y/N)?
 If **Yes** has it been commenced?

If **Yes** when? (Date)

If **Yes** when? (Date)

***G.** Is the project likely to receive community based resistance to creation or expansion(Y/N)?

If **Yes**, please forward DDC any correspondence related to community outreach

***H.** Has the project been presented to the community board?

If **Yes**, to any of the above , please provide additional details below

*I. Site acquisition required(Y/N)?

Please provide additional details below if required

*J. Is location in designated parkland(Y/N)?

Please provide additional details below if required

*K. Is a blanket CP applicable(Y/N)?

If **Yes**, provide blanket CP #

*L. Has design already been completed(Y/N)?

If **Yes**, please attach PDC and LPC approvals

*M. Is Public Design Commission(PDC) review anticipated(Y/N)?

If **No**, please provide additional details below

*N. Is Landmark Preservation Commission(LPC) review anticipated(Y/N)?

If **Yes**, please provide additional details below

*N. How does this project relate to past, existing and future planned projects at the site/facility?

5. *Sponsor Agency Contact Information

Agency **Program** Contact

| Name | Title | Phone | Email |
|------|-------|-------|-------|
|------|-------|-------|-------|

Agency **Budget** Contact

| Name | Title | Phone | Email |
|------|-------|-------|-------|
|------|-------|-------|-------|

Site Contact

| Name | Title | Phone | Email |
|------|-------|-------|-------|
|------|-------|-------|-------|

6. *Sponsor Agency Approvals

Submitted By

| Name | Title | Phone | Email |
|------|-------|-------|-------|
|------|-------|-------|-------|

Approved By

| Name | Title | Phone | Email |
|------|-------|-------|-------|
|------|-------|-------|-------|

Any changes to scope or funding after DDC Front End Planning Approval has been finalized will REQUIRE A REVISED PROJECT INITIATION FORM and SUBSEQUENT FRONT END PLANNING APPROVAL

Supplemental Information - Public Buildings

1. *Property Ownership and Agreements

A. please answer questions below:

*A. Is the property owned by the city(Y/N)?

If **No**, please provide copy of restrictive covenant, performance mortgage

*B. Are there operating agreements associated with this project (Y/N)?

If **Yes**, please attach agreement(s)

*C. Are there licensing agreements associated with this project (Y/N)?

If **Yes**, please attach agreement(s)?

*D. Are there funding agreements associated with this project (Y/N)?

If **Yes**, please attach agreement(s)?

2. *Climate Resiliency

A. Please answer questions below

3. *Program of Space

For new buildings or major additions, DDC requests a listing of all spaces required, with a brief description and square footage allocation for each.

Necessary functional adjacencies must also be described.

4. *Supplemental Project Information

| Details | Yes/No | If Yes, Provide Details |
|---|--------|-------------------------|
| 1. Construction Phasing Required? | | |
| 2. Current Projects Ongoing? If Yes , please list current projects at the site | | |
| 3. Future Projects Planned? | | |
| 4. Is swing space required? | | |
| 5. Maintain operation during construction? If Yes , please describe | | |
| 6. Are life safety systems affected in this project? | | |
| 7. Known Hazmat Conditions? | | |
| 8. Is the project being done to comply to a local law? If Yes , please note which one | | |
| 9. Is project being done to remove a violation? | | |
| 10. Is FEP passed-through? | | |

5. *Attachment List

Please list all the attachments identified and submitted along with this PI.
You can list 8 attachments in each of the columns below labeled 'Attachment'.

| Attachment | Attachment | Attachment | Attachment |
|------------|------------|------------|------------|
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

| Attachment | Attachment | Attachment | Attachment |
|------------|------------|------------|------------|
| | | | - |
| | | | - |

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DDC Use Only

| PI Step | Entry | Responsible Unit | Comment |
|-------------------------------|-------|------------------|---------|
| PI#: | | | |
| Draft CPI Date: | | | |
| Initial Submission Date: | | | |
| To FEP Strategy Board: | | | |
| Strategy Board Number: | | | |
| Strategy Board Conclusions: | | | |
| Strategy Board Approval Date: | | | |
| Approval Date (FMS): | | | |
| MAS Date: | | | |
| PIMS Creation Date | | | |
| Resubmission Date: | | | |