

Project Initiation Form

Project Info & Scope

1. General Information

<b>*CPI Type:</b> (Initial or Revised) Initial	<b>*Sponsor Agency:</b> Housing Preservation and Development	<b>*Initial Funding FY</b> 
<b>*FMS ID:</b> 	<b>*Project Description:</b> 	<b>*Public Buildings or Infrastructure</b> Public Building

Location 1

<b>*Borough:</b>	<b>*Building or Location Name:</b>	<b>*Building Address or Street Segments:</b>
<b>*Community Board(s)</b>		
<b>*Council District(s)</b>		
<b>*Business Improvement District(s) (BIDS):</b>		
<b>Block Number:</b>		<b>Lot Number:</b>

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)

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

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

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

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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?

No

- 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

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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.)

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

No

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

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#### 4. \*Project Information

**\*A.** Is **DBE** Applicable (Y/N)?

No

If **Yes** what is the percentage?

**\*B.** Is **MWBE** Applicable (Y/N)?

No

If **Yes** what is the percentage?

Please provide additional details below if required

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**\*C.** Is **ULURP** Applicable (Y/N)?

No

If **Yes** has it been commenced?

No

If **Yes** when? (Date)

**\*D.** Is **SEQRA** necessary (Y/N)?

No

If **Yes** has it been commenced?

No

If **Yes** when? (Date)

**\*E.** Is the structure/Site a historic landmark (Y/N)?

No

If **Yes** is it in a historic district?

No

If **Yes** when? (Date)

**\*F.** Is **CEQR** necessary (Y/N)?

No

If **Yes** has it been commenced?

No

If **Yes** when? (Date)

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

No

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

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

No

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

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

No

Please provide additional details below if required

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

No

If **Yes**, provide blanket CP #

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

No

Please provide additional details below if required

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

No

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

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

No

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

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

No

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
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Agency **Budget** Contact

Name	Title	Phone	Email
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**Site** Contact

Name	Title	Phone	Email
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## 6. \*Sponsor Agency Approvals

**Submitted By**

Name	Title	Phone	Email
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**Approved By**

Name	Title	Phone	Email
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**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 <b>Yes</b> , please list current projects at the site		
3. Future Projects Planned?		
4. Is swing space required?		
5. Maintain operation during construction? If <b>Yes</b> , 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 <b>Yes</b> , 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:			