



Homes and Community Renewal

ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

MEMORANDUM

To: External Partners and Project Team

From: New York State Homes and Community Renewal Design Unit

Date: November 6, 2020

Subject: Pre-application Site Visits for Moderate Rehabilitation Preservation Project

In light of the COVID-19 pandemic, the HCR Design Unit has established a policy to conduct pre-application site visits for Moderate Rehabilitation Preservation Projects via remote procedures. The intent of these site visits is to verify that the proposed scope of work presented in the project's PCA/IPNA is accurate and reasonable. The outline below provides guidance on the type of documents that are requested in lieu of an on-site visit.

DOCUMENTS & MEDIA REQUESTED FOR REMOTE WALKTHROUGH:

1. Photographic Walkthrough:
 - a. Images should present a complete and thorough understanding of the building to the Design Unit reviewer. Include images that thoroughly document the exterior of the building, interior common spaces and a sample of typical dwelling units. Exterior images should also convey the context of the building within the neighborhood. Include any auxiliary buildings/spaces.
 - b. Keyed plans with image numbers should be provided in order to orient the reviewer.
 - c. Additional images should focus on deficiencies identified in the PCA/IPNA.
2. Site visit summary report: Each photo should be labeled with the location, description of the view and additional commentary as it relates to the PCA/IPNA.
3. In lieu of the photographic documentation and summary report listed above, applicants may provide a video walkthrough of the project highlighting all of the matters noted above.

Videos and photos shall be of a quality that enables the HCR staff to discern details in the media provided. HCR reserves the right to request additional photos or videos if the submitted documentation does not sufficiently convey the project's scope of work.

All walkthroughs shall adhere to the NY Forward requirements and guidance set forth by Empire State Development with regards to occupied dwelling units and buildings.