



**INTERAGENCY COUNCIL
OF MENTAL RETARDATION AND
DEVELOPMENTAL DISABILITIES AGENCIES, INC**

275 Seventh Avenue, New York, NY 10001 / (212) 645-6360 / Fax (212) 627-8847

MEMORANDUM

TO: Brad Hensley
NYC IDA
FROM: Richard Bosch
RE: SUS, 7th Avenue Application Materials
DATE: December 30, 2004

Enclosed are copies of the application materials for the 7th Avenue project for Services for the Underserved. As we discussed, their requested loan amount is about [REDACTED] more than what was in the public notice.

These materials will also be added to the due diligence CD that will be distributed by MCMG.

Thanks for all your help.

PROJECT INFORMATION SUMMARY: Complete a separate set for each project

PROJECT #: 4

Project Address: 305 Seventh Avenue, 7th & 10th Floor, New York, NY 10027

Cross Streets: West 27th Street and West 28th Street

Title Company Used for Initial Purchase: L&H Abstract Corp./First American Title Company
tele#: 212-410-1166

Architect: Victor Stein **Tele#:** [REDACTED]

Number of floors including basement: 2 **Zoning category:**

Services Provided in Facility: Corporate Offices

Gov't Funding Source(s)(select one, enter additional sources in "other":
____ OMRDD **Other:** Fleet Bank

If owned, initial closing date: 9/15/2000

is this a mortgage?
outstanding principal due (est.): \$
maturity date:

any pre-payment penalties?
Lending institution name & address:

If leased: lease term (start and end dates and available options): N/A

Landlord Name & Address: N/A

Date Program became (or is projected to become) operational:

Estimates for all COSTS involved in project:

Land & building acquisition	\$	
New Construction	\$	
Renovations/Building Improvements		[REDACTED]
Machinery/Equipment	\$300,000	
Fees/Other Soft Costs	\$	[REDACTED]
Other (Explain)	\$250,000	
Total Project Costs		[REDACTED]

Proposed SOURCES to finance the COSTS

Bonds (i.e., this financing)	\$1,344,323
Loans from other sources	[REDACTED]
Fund Balance	\$
Capital Campaigns	\$
Other Sources	\$
Total Project Sources	[REDACTED]

LOAN AMOUNT REQUESTED: \$1,344,323

Project Information Summary, Page 2

Provide brief responses to the following questions on a separate page and attach to the corresponding Project Information Summary, Page 1

1. Describe in detail the nature of the proposed project. Describe the site and any improvements on it. Describe proposed construction/renovation, if any.
Complete renovation of the 7th and 10th floor, inclusive of bathrooms, office spaces, sprinklers, electrical and phone and data systems.
2. What is the purpose of this project? What services are/will be provided?
Renovation of Executive/Administrative offices where all centralized agency functions operate.
3. Indicate, if applicable, the estimated dates for construction/renovation start and completion and financing drawdowns.
Construction began in July 2004 and to be completed by February 2005.
4. When is payment due date for improvements /construction costs ? (i.e. contractors) On a monthly basis through the above period.
What source of funds is the Applicant intending to use to pay for these improvements if the proceeds of a tax exempt bond issue are not available right away ? **Fleet Bank**
If the project costs have already been paid, please identify what source of funds was applied to these costs in the first instance, when the cost was initially paid.**Fleet Bank**
5. Will any entity/person other than the Applicant use the project facility? **No**
Does the applicant intend to lease any portion of the project facility. **No** List all present tenants including Name, contact person and telephone, square feet and floor(s) occupied, and lease expiration/renewal dates. In addition, indicate if additional space will be leased out and to what extent.**No**
6. Will the project facility be operated by the Applicant or by someone else ? **Applicant**
If the operator is expected to be an entity other than the Applicant, who will operate the facility ?

If applicable, please provide a copy of the contract pursuant to which the operator will be present.
7. If any of the present or proposed tenants in this project are related to, or affiliated with the Applicant, please identify and indicate the percentage of occupancy.**N/A**
8. If any of the present or proposed tenants in this project are related to, or affiliated with the seller of the property, please identify and indicate the percentage of occupancy. **N/A**
9. Is there a relationship, legally, by virtue of common control, or through related personnel, directly or indirectly, between the Applicant and the present owner of the project site"? **No**
if so, please provide details.
10. Has the Applicant, any existing or proposed tenant of the proposed project facility, or any person related to any of the foregoing, received or benefited from with the past six months, or is contemplating to receive or benefit from within the next six months, tax-exempt financing anywhere within the United States? **No** If yes, please provide details.

PROJECT COST WORKSHEET:

A2a
Site #4

AGENCY: Services for the Underserved

Project: 305 Seventh Avenue

Costs You Wish to Finance		PPA Letter Amounts				
<i>Actual Costs: enter final/projected costs</i>		<i>Enter the amounts exactly as they appear in the PPA letter</i>				
COSTS	Amount	<u>Total PPA -- Purchase</u>	<u>Building</u>	<u>Land</u>	<u>Option Paid by OMRDD</u>	
Renovation Cost		\$0				
options paid by agency						
(minus DASNY Bond)						
Subtotal (available for financing)						
		<u>Total PPA --Rehab</u>	<u>Rehab</u>	<u>Contingency</u>	<u>Design</u>	<u>(Asst. Tech)</u>
Rehab/Renovation		\$0				
Design						
minus Assistive Tech paid by OMR						
Subtotal (available for financing)	\$					
		<u>Total PPA -- Soft Costs</u>	<u>all other soft costs</u>	<u>legal/accounting</u>	<u>Interest on land</u>	
Soft Costs		\$0				
closing costs on initial purchase						
short term interest paid on interim financing						
environmental						
appraisals						
other legal and accounting costs						
Subtotal (available for financing)						
		<u>Total PPA --Start Up</u>				
Start Up		\$0				
furniture						
equipment	\$300,000					
pre-op staffing						
staff training						
perishables						
miscellaneous						
subtotal (available for financing)	\$300,000					
GRAND TOTALS		\$0				

**State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM (SUPPLEMENTED)
For UNLISTED ACTIONS Only**

PART I - PROJECT INFORMATION (To be completed by Applicant or Project sponsor)

1. APPLICANT/SPONSOR Services for the Underserved	2. PROJECT NAME 305 Seventh Avenue
3. PROJECT LOCATION: Municipality: 305 Seventh Avenue, 7 th & 10 th Fl., New York, NY 10027 County: New York	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) 305 Seventh Avenue, New York, NY 10027; between 27 th & 28 th Streets	
5. IS PROPOSED ACTION: ()New ()Expansion (X)Modification/Alteration	
7. DESCRIBE PROJECT BRIEFLY: Corporate/ Administrative Offices for 55 employees	
7. AMOUNT OF LAND AFFECTED: Initially 16,800sq ft acres Ultimately 16,800sq ft acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? If No, describe briefly. YES	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? () Residential () Industrial (X) Commercial () Agriculture () Park/Forest/Open Space () Other Describe. Office Condominium Highrise Buildings	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? Yes If yes, list agency(s) name and permit/approvals. NYC, Building Department	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? Yes Yes If yes, list agency name and permit/approval: NYC, Building Department	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? No	
13. SUPPLEMENTAL PROJECT DESCRIPTION: A. Is site currently vacant or developed? (If developed, indicate current and previous site uses.) developed B. Proposed building square footage for any new construction or expansion. N/A C. Dimensions of any new construction. N/A D. Number of existing and proposed parking spaces. N/A E. Number of employees currently; number of employees upon completion of the project.(55) before (55) after	

PART 1 - PROJECT INFORMATION (continued)

14. WHAT ARE THE PEAK HOURS FOR VEHICULAR TRIP GENERATION (e.g., 8 A.M. - 9 A.M.)?

9-11am

WHAT IS THE MAXIMUM NUMBER OF VEHICULAR TRIPS GENERATED IN EACH OF THE PEAK HOURS (COMBINATION OF EMPLOYEE, BUSINESS/VISITOR TRIPS)?

4

15. WILL THE PROJECT PRODUCE OPERATING NOISE AUDIBLE OUTSIDE OF (i.e., EXCEEDING) LOCAL AMBIENT NOISE LEVELS? No

16. IS THE PROJECT LOCATED WITHIN THE NEW YORK CITY DESIGNATED COASTAL ZONE?

No

17. WILL THE PROJECT ROUTINELY PRODUCE ODORS NOTICEABLE OUTSIDE OF ANY PROJECT BUILDINGS FOR MORE THAN ONE HOUR PER DAY? No

18. WHAT WASTES WILL BE GENERATED BY THE PROJECT? LIST AMOUNTS OF EACH GENERATED ON A DAILY OR MONTHLY BASIS: 100 cubic yards

19. IS THE APPLICANT AWARE OF AND/OR HAVE ANY REASON TO BELIEVE THERE ARE ANY HAZARDOUS AND/OR TOXIC OR SIMILAR MATERIAL(S), SUBSTANCE(S) AND/OR WASTE(S), INCLUDING BUT NOT LIMITED TO PETROLEUM PRODUCTS, PRESENT AT THE SITE WHICH MAY POSE A HEALTH OR PHYSICAL HAZARD TO PERSONS EMPLOYED AT OR VISITING THE SITE?

No

If yes, please provide specific information regarding all such material(s), substance(s) and /or waste(s) on a separate piece of paper.

20. IS THE APPLICANT AWARE OF AND/OR HAVE ANY REASON TO BELIEVE THERE ARE ANY HAZARDOUS AND/OR TOXIC OR SIMILAR MATERIAL(S), SUBSTANCE(S), AND/OR WASTE(S), INCLUDING BUT NOT LIMITED TO PETROLEUM PRODUCTS, PRESENT AT PROPERTIES IN THE VICINITY OF THE SITE, WHICH MAY POSE A HEALTH OR PHYSICAL HAZARD TO PERSONS EMPLOYED AT OR VISITING THE SITE? No

If yes, please provide specific information regarding all such material(s), substance(s) and/or waste(s) on a separate piece of paper.

21. IS THE PROJECT SITE WHOLLY OR PARTIALLY IN A STATE DESIGNATED TIDAL OR FRESHWATER WETLAND OR THE UPLAND BUFFER AREA OF SUCH A WETLAND?

No

22. DOES THE ACTION OCCUR WHOLLY OR PARTIALLY WITHIN, OR SUBSTANTIALLY CONTIGUOUS TO ANY HISTORIC BUILDING, STRUCTURE, FACILITY, SITE OR DISTRICT OR PREHISTORIC SITE THAT IS LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES OR THAT HAS BEEN RECOMMENDED BY THE NEW YORK STATE BOARD ON HISTORIC PRESERVATION FOR NOMINATION FOR INCLUSION IN THE NATIONAL REGISTER, OR THAT IS LISTED ON THE STATE REGISTER OF HISTORIC PLACES? FOR ASSISTANCE IN ANSWERING THIS QUESTION, YOU MAY WISH TO CALL THE NYC LANDMARKS PRESERVATION COMMISSION AT (212) 487-6782 FOR ASSISTANCE. No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant/Sponsor Name: Melvin Turner Date 12/28/04

Signature: _____

