



NEW YORK CITY  
HOUSING DEVELOPMENT  
CORPORATION

**HDC Reserve for Replacement Request Guidelines**

- 1) Provide three (3) original bids for all individual work items whose cost exceeds \$10,000.00.
- 2) 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.
- 3) Scanned copies of the front and back of all cancelled checks for **all** invoices that payment is requested for, is to be provided.
- 4) Provide an Excel spreadsheet listing of all work that includes: a description of the work, location where installed, date, vendor name, invoice number, reimbursement requested (\$), number of cancelled check. Please note that spreadsheet order should correspond with the electronic submission e.g. PDF etc. An Excel template is attached.
- 5) 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.
- 6) Make reimbursement requests within two (2) years after the expenditure occurred.
- 7) Sales Tax expenses **will not** be reimbursed from the RFR for Major Capital Improvements.
- 8) For your reference, please refer to the typical eligible RFR list of items which has been attached below.
- 9) Please note that the above should be submitted electronically. HDC will no longer accept hard copies of the above.
- 10) Please note that the Reserve for Replacement Account is for capital upgrades and major repairs. Maintenance items and minor repairs are not reimbursable.
- 11) 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. .



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

**Site**

Parking lot  
Sidewalk and Walkway  
Garages  
Retaining Walls  
Exterior Painting  
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)  
Wheel chair lifts  
Ramps  
Automated opening doors  
Call for Aid Stations  
Generator

**Apartments**

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



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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 REIMB. Check Number	RFR REIMB. Check Date	RFR REIMB. Check Amount	Descr. of Work

Grand  
Total                   \$ -                                   \$ -