

New Staff Requests

Line #	Office	Division	Position/Title	Proposed Salary	Comment/Justification
Priority 1	ONS	Inclusionary Housing	Project Manager	\$65,000	The Inclusionary Housing Program produced over 3,000 units in FY 2015 and it is expected that production will continue to increase with the roll-out of both Mandatory Inclusionary Housing and the Preservation option of the Voluntary program. Increasing the number of project managers within the unit, whose main role it is to process Inclusionary Housing applications from pre-development to completion of construction will help ensure that the Program continues to function effectively. The Project Manager will process new applications, conduct zoning and financial analysis of projects, work with HPD legal to close transactions and monitor and track completed units.
Priority 1	ONS	Inclusionary Housing	Project Manager	\$65,000	The Inclusionary Housing Program produced over 3,000 units in FY 2015 and it is expected that production will continue to increase with the roll-out of both Mandatory Inclusionary Housing and Preservation option of the Voluntary program. Increasing the number of project managers within the unit, whose main role it is to process Inclusionary Housing applications from pre-development to completion of construction will help ensure that the Program continues to function effectively. The Project Manager will process new applications, conduct zoning and financial analysis of projects, work with HPD legal to close transactions and monitor and track completed units.
Priority 2	ONS	Inclusionary Housing	Deputy Director	\$85,000	An individual with specialized underwriting, analytical and negotiating skills is needed to support the Assistant Commissioner to address the increased volume of requests to perform complex financial analyses on private re-zonings and special projects that are seeking City subsidy. Underwriting such projects conservatively and according to market realities represents an opportunity to preserve scarce City subsidy and to increase the number of affordable units produced or preserved. The Program currently does not have this support. As a result underwriting decisions are not made as timely as they should be.
Priority 1	ONS	Inclusionary Housing	Project Manager	\$65,000	The Inclusionary Housing Program produced over 3,000 units in FY 2015 and it is expected that production will continue to increase with the roll-out of both Mandatory Inclusionary Housing and Preservation option of the Voluntary program. Increasing the number of project managers within the unit, whose main role it is to process Inclusionary Housing applications from pre-development to completion of construction will help ensure that the Program continues to function effectively. The Project Manager will process new applications, conduct zoning and financial analysis of projects, work with HPD legal to close transactions and monitor and track completed units.
Priority 1	ONS	Inclusionary Housing	Program Manager	\$80,000	The Inclusionary Housing Program has grown in terms of units produced and projects in the pipeline. The Program now needs to increase capacity to ensure that closings and other business processes move according to schedule. In addition, to their project management duties, the Program Manager will (1) assist the AC in creating new policy; (2) assist in training new project managers and interns (3) give presentations to organizations such as NYSFAFH and Community Boards (4) help coordinate with other divisions that support the Inclusionary Housing Program.
Grand Total				\$360,000	

Backfill Requests

Line #	Office	Division	Incumbent Name	Proposed Salary	Comment/Justification
1					
2					
3					
4					
Grand Total				\$0	

Notes:

Budget will assign an appropriate funding source if funds other than TL are available to cover a request above.
 OMB considers any backfill that is vacant for 6-months or more as a new need.
 Please include a justification for the request and feel free to send additional back-up to support the request.