



CITY OF NEW YORK

MANHATTAN COMMUNITY BOARD FOUR

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LOWELL D. KERN
Chair

JESSE R. BODINE
District Manager

January 3, 2020

Leslie Thrope
Executive Director
Housing Conservation Coordinators
777 10th Avenue
New York, New York 10019

Re: Letter of Agreement for Demolition & Anti-Harassment Protection Tenant Education Campaign

Dear Ms. Thrope,

Manhattan Community Board 4 (“MCB4”) agrees to retain the services of Housing Conservation Coordinators (“HCC”), a nonprofit organization, on a short-term contract to organize a tenant education campaign, including a tenant information session, regarding demolition and anti-harassment protections and tenants’ rights.¹

Background:

Over the past three years, MCB4 has written to the New York City Department of Buildings and the Department of Housing Preservation regarding multiple, new, illegal demolition filings found in our District. Currently, 13 buildings and over 100 units have been affected.

MCB4 has discovered that due to a lack of training, no interagency coordination, and out of date websites, the Demolition Prohibition in the Hudson Yards, West Chelsea, Garment Center, and Clinton Special Districts of MCB4 has not been adequately enforced. By the time MCB4 identified these buildings, they had been vacated and are now in the process of being demolished. MCB4 continues to be concerned that such reluctance to enforce these zoning provisions encourages owners to demolish protected buildings. For these reasons, MCB4 believes a targeted tenant education campaign focused on at-risk buildings would be a valuable tactic to proactively mitigate future illegal demolitions.

Tenant Education Campaign Contract:

¹ Manhattan Community Board No. 4 (MCB4), at its regularly scheduled meeting on January 2, 2020, voted, by a vote of 34 in favor, 0 opposed, 0 abstaining and 1 present but not eligible to vote, to recommend approval of the short-term contract.

Throughout the Fall of 2019, MCB4's Executive Committee prioritized a number of projects that require the services of a short-term consultant. On October 28, 2019, the Executive Committee granted its approval for the District Manager to retain an organization to conduct targeted tenant outreach and hold a community event focusing on the Anti-Harassment and Demolition Restrictions included in the Special Zoning Districts.

Subsequently, MCB4 members and staff met with your organization, a community-based, not-for-profit organization anchored in the Hell's Kitchen/Clinton neighborhood of Manhattan's West Side and formalized a proposal and work plan. The proposed scope of services, deliverables, and timeline (the "Services") are as follows:

January 2020:

- HCC to consult with MCB4 and create a series of effective flyers:
 - (1) Informational flyer on Demolition and Harassment protections in the Special District
 - (2) An invite to a tenant information session hosted by MCB4, HCC, Elected Representatives, and relevant city agencies
- HCC, with support of MCB4 staff, will flyer twenty buildings with the informational flyer (List of buildings attached)

February 2020:

- HCC, with support from MCB4 staff, will conduct a second round of flyering with the tenant information session invite flyer
- HCC will meet as needed with MCB4 to determine strategies for Tenant Education Event.

March 2020:

- On a date to be decided by the parties, HCC will organize and run a tenant information session as contemplated herein
- HCC, with assistance from MCB4, will create a database of building and tenant contacts to be utilized for future tenant education campaigns

HCC will provide the Services for \$10,000, payable to HCC, half (\$5,000) following execution hereof and half (\$5,000) following the conclusion of the tenant information session.

If this is your understanding of our agreement, please sign this letter below and return a copy to me.

We look forward to working with you.



Leslie Thrope
Executive Director
Housing Conservation Coordinators

 - 1/6/2020

Jesse Bodine
District Manager
Manhattan Community Board 4

Attachment: List of at-risk buildings