

Exhibit Book  
Finance Committee Meeting  
3/27/2023

**Table of Contents:**

BudgetWatch - Page 2

Capital Projects Transcript - Page 25

2022 Annual Procurement Report - Page 64

All-Agency Real Property Disposition Guidelines and All-Agency Personal Property Disposition Guidelines - Page 222

# BudgetWatch

## March 2023 Flash Report

### Summary of February Results

	YTD February 2023 (\$ in millions)				Month of February 2023 (\$ in millions)			
	<u>Actual</u>	<u>Adopted Budget</u>	<u>Diff</u>	<u>% Diff</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Diff</u>	<u>% Diff</u>
Operating Revenue <sup>1</sup>	\$1,140.4	\$1,119.7	\$20.7	1.8%	\$536.1	\$539.6	(\$3.5)	-0.6%
Operating Expenses	\$2,464.2	\$2,546.0	\$81.8	3.2%	\$1,205.3	\$1,246.2	\$40.9	3.3%
Debt Service	\$530.9	\$545.6	\$14.7	2.7%	\$258.8	\$275.1	\$16.3	5.9%
Operating Subsidies <sup>2</sup>	\$553.3	\$593.5	(\$40.2)	-6.8%	\$333.1	\$371.8	(\$38.7)	-10.4%
<b>Surplus/(Deficit)</b>	<b>(\$1,301.4)</b>	<b>(\$1,378.4)</b>	<b>\$77.0</b>	<b>5.6%</b>	<b>(\$594.9)</b>	<b>(\$609.9)</b>	<b>\$15.0</b>	<b>2.5%</b>

This BudgetWatch reflects preliminary operating results through February and subsidies received in March, with results measured against the Adopted Budget.

#### Overall Latest Condition (February operations and March subsidies compared with Budget):

Net preliminary operating results for YTD and the month of February were favorable to the Adopted Budget by \$77 million (6%) and \$15 million (3%), respectively

Operating revenue YTD through February was favorable by \$21 million (2%), reflecting favorable passenger revenue of \$11 million (2%) and favorable toll revenue of \$20 million (6%), and offset by lower other operating revenue of \$10 million (8%). For February, operating revenue was \$4 million (1%) unfavorable: passenger revenue was \$9 million (3%) favorable and toll revenue was \$8 million (5%) favorable, offset by lower other operating revenue of \$21 million (35%).

Operating expenses YTD through February were favorable by \$82 million (3%): labor expenses were \$53 million (3%) favorable, and non-labor expenses were \$29 million (4%) favorable. For February, operating expenses were \$41 million (3%) favorable: labor expenses were \$25 million (3%) favorable and non-labor expenses were \$16 million (5%) favorable. Other Expenses Adjustments, both YTD and for February, were unfavorable by less than \$1 million. Overtime spending YTD through February was \$19 million (12%) unfavorable, and was \$15 million (21%) unfavorable in February, both primarily due to vacancy/absentee coverage at NYCT. Debt service through February was favorable by \$15 million (3%) and was favorable by \$16 million (6%) in February, both primarily due to timing and lower than forecasted variable rates.

Operating subsidies for February YTD were \$40 million (7%) unfavorable, as noted in the table above. Looking forward, on a March year-to-date cash subsidy basis, subsidy receipts dedicated for operating purposes were \$106 million (11%) unfavorable, primarily reflecting results for the real estate transaction taxes, unfavorable by \$73 million (26%), the Petroleum Business Tax, unfavorable by \$16 million (10%), the Payroll Mobility Tax, unfavorable \$9 million (2%); and the For-Hire Vehicle Surcharge, unfavorable by \$7 million (8%).

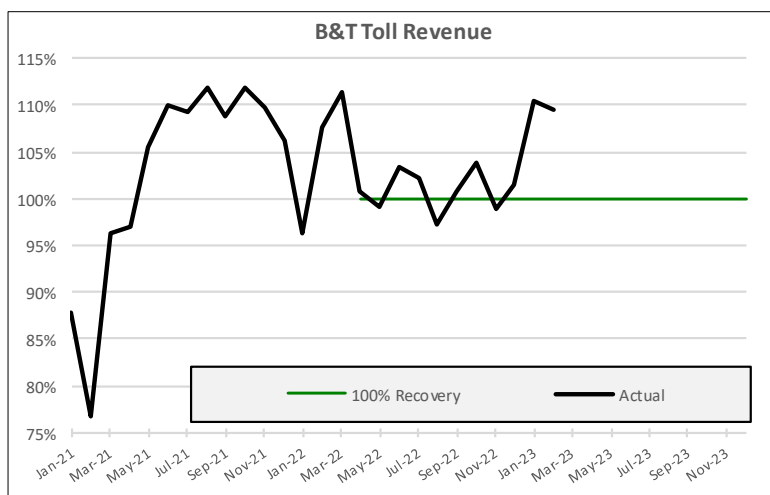
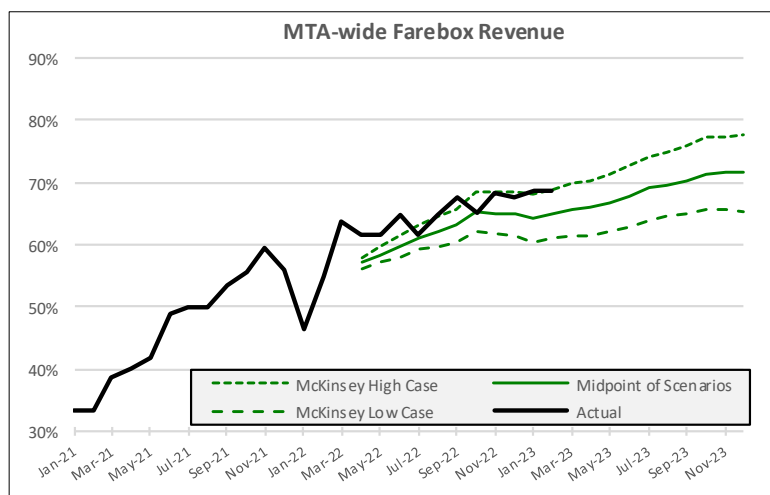
<sup>1</sup> Includes Farebox Revenue, Toll Revenue and Other Operating Revenue.

<sup>2</sup> Operating Subsidies are for February 2023, while subsidy results provided later in this report are for March 2023. Does not include State and Local Operating Assistance, Station Maintenance, City Subsidies for MTA Bus, and Staten Island Railway, CDOT Subsidy for Metro-North Railroad, and Other Subsidy Adjustments.

## Passenger and Toll Revenues

	YTD February 2023 (\$ in millions)				Month of February 2023 (\$ in millions)			
	Actual	Adopted Budget	Diff	% Diff	Actual	Adopted Budget	Diff	% Diff
NYCT:								
Subway	\$388.1	\$378.3	\$9.8	2.6%	\$188.6	\$179.8	\$8.8	4.9%
Bus	97.2	102.0	(4.8)	-4.7%	47.0	48.5	(1.5)	-3.1%
Other	7.1	7.6	(0.5)	-6.0%	3.6	3.8	(0.2)	-5.3%
NYCT	\$492.4	\$487.9	\$4.5	0.9%	\$239.2	\$232.1	\$7.1	3.1%
SIR	\$0.5	\$0.7	(0.2)	-28.6%	\$0.2	\$0.3	(0.1)	-33.3%
MTA Bus	26.2	26.4	(0.2)	-0.7%	12.9	12.6	0.3	2.4%
LIRR	78.2	78.2	0.0	0.0%	37.7	38.8	(1.1)	-2.8%
MNR	78.3	71.6	6.7	9.3%	37.1	34.2	2.9	8.5%
<b>Sub-total</b>	<b>\$675.7</b>	<b>\$664.9</b>	<b>\$10.8</b>	<b>1.6%</b>	<b>\$327.1</b>	<b>\$318.0</b>	<b>\$9.1</b>	<b>2.9%</b>
B&T	354.2	334.1	20.1	6.0%	169.6	161.2	8.4	5.2%
<b>Total</b>	<b>\$1,029.9</b>	<b>\$999.0</b>	<b>\$30.9</b>	<b>3.1%</b>	<b>\$496.7</b>	<b>\$479.2</b>	<b>\$17.5</b>	<b>3.7%</b>

**Passenger revenues** for both the month and YTD were better than budget due to both higher than budgeted ridership and higher than anticipated average fares. In February, consolidated ridership was 4 million (3%) above forecast, while YTD consolidated ridership was favorable by 3 million (1%). **Toll revenues** for both the month and YTD were favorable to the budget, reflecting higher than forecasted traffic volume (4% above forecast for both the month and YTD).



The 2023 Adopted Budget is based on the midpoint between the “high case” and “low case” scenarios prepared by McKinsey & Co. last spring. While exceeding the McKinsey projections, passenger revenues remain significantly below pre-pandemic

levels: YTD February passenger revenues were down \$268 million (29%) compared with YTD February 2019 and February passenger revenues were \$131 million (31%) below February 2019. Toll revenue, when adjusted to account for the 2021 toll increase, was higher by \$40 million (14%).

### Total Operating Expenses before Non-Cash Liability Adjustments

	YTD February 2023 (\$ in millions)				Month of February 2023 (\$ in millions)			
	Adopted		Diff	% Diff	Adopted		Diff	% Diff
	Actual	Budget			Actual	Budget		
NYCT	\$1,537.0	\$1,561.8	\$24.8	1.6%	\$742.5	\$764.8	\$22.3	2.9%
SIR	\$10.9	\$12.2	1.3	10.7%	\$5.6	\$6.0	0.4	6.7%
MTA Bus	136.8	157.6	20.8	13.2%	68.9	75.0	6.1	8.1%
LIRR	299.3	316.0	16.7	5.3%	150.0	154.3	4.3	2.8%
MNR	240.1	244.5	4.4	1.8%	117.8	119.6	1.8	1.5%
B&T	69.5	81.1	11.6	14.3%	35.7	41.5	5.8	14.0%
MTA HQ	159.1	149.3	(9.8)	-6.6%	79.5	73.2	(6.3)	-8.6%
C&D	0.3	0.6	0.3	50.0%	(0.1)	0.3	0.4	133.3%
FMTAC	(4.7)	8.0	12.7	158.8%	(2.7)	4.0	6.7	167.5%
GCMCO	15.4	14.8	(0.6)	-4.1%	7.7	7.4	(0.3)	-4.1%
<b>Total</b>	<b>\$2,463.7</b>	<b>\$2,545.9</b>	<b>\$82.2</b>	<b>3.2%</b>	<b>\$1,204.9</b>	<b>\$1,246.1</b>	<b>\$41.2</b>	<b>3.3%</b>

Year-to-date expenses were favorable by \$82 million (3%). The underrun at NYCT primarily reflects vacancies, lower health & welfare/OPEB claims, timing of rebate credits and material and rental expenses, and lower electric power expense, and were partially offset by higher overtime, pension, facility, and equipment rental expenses. The MTA Bus underrun was due to lower unscheduled overtime, and the timing of expenses for material, contracts, interagency billings, claims, health & welfare and OPEB. At the LIRR, lower spending was primarily due to vacancies, lower unscheduled overtime, OPEB costs, the timing of pension payments, lower electric consumption, the timing of material expenses, and reimbursable overhead. At FMTAC, the variance mainly reflects the timing of insurance contract renewals and projected reserves. The B&T variance mainly reflects vacancies, timing of maintenance and operating contracts, painting, E-ZPass equipment maintenance and E-ZPass tag-related costs. The unfavorable result at MTA HQ was due to the timing of professional service contracts from 2022, and partially offset by vacancy savings.

Preliminary expenses for February were favorable by \$41 million (3%). The underruns at NYCT mainly reflecting vacancies, health & welfare credits, other fringe benefits, lower electric and fuel consumption, the timing of material expenses and professional contracts, partially offset by overtime vacancy coverage and the timing of pension expenses. At FMTAC, the variance reflects factors noted for the year to date. Favorable variances at MTA Bus were due to lower unscheduled overtime, the timing of maintenance materials, interagency billings, professional services, and claims expenses. At the LIRR B&T and MTA HQ, the variances were due to factors noted for the year to date.

### Overtime

	YTD February 2023 (\$ in millions)				Month of February 2023 (\$ in millions)			
	Adopted		Diff	% Diff	Adopted		Diff	% Diff
	Actual	Budget			Actual	Budget		
NYCT	\$105.6	\$85.5	(\$20.1)	-23.5%	\$59.1	\$41.7	(\$17.4)	-41.7%
SIR	\$0.7	\$0.7	0.0	0.0%	0.4	\$0.3	(0.1)	-33.3%
MTA Bus	12.7	17.0	4.3	25.3%	6.4	8.2	1.8	22.0%
LIRR	25.9	27.1	1.2	4.4%	11.9	13.1	1.2	9.2%
MNR	17.5	15.4	(2.1)	-13.6%	8.4	8.4	0.0	0.0%
B&T	4.3	3.8	(0.5)	-13.2%	2.2	1.8	(0.4)	-22.2%
MTA HQ	4.4	3.1	(1.3)	-41.9%	2.2	1.6	(0.6)	-37.5%
MTA C&D	0.0	0.0	0.0	0.0%	0.0	0.0	0.0	0.0%
FMTAC	0.0	0.0	0.0	0.0%	0.0	0.0	0.0	0.0%
<b>Total</b>	<b>\$171.1</b>	<b>\$152.6</b>	<b>(\$18.5)</b>	<b>-12.1%</b>	<b>\$90.6</b>	<b>\$75.1</b>	<b>(\$15.5)</b>	<b>-20.6%</b>

Overtime expense overruns at NYCT, MNR and B&T were primarily due to vacancies and absentee coverage. MTA HQ was unfavorable mainly due to increased MTA PD vacancy/absentee coverage, partially offset by lower security needs

requiring overtime. Partially offsetting these unfavorable results were favorable variances at MTA Bus and LIRR due to lower unscheduled service and maintenance requirements.

YTD overtime expenses were higher than forecast. The overrun variances were primarily due to factors noted for the month.

## Debt Service

Debt Service for February was \$259 million, which was \$16 million (6%) favorable due to the timing of debt issuances, debt service deposits and lower than budgeted variable rates. YTD Debt Service expenses of \$531 million were \$15 million (3%) favorable due to the same reasons noted for the month.

## State Dedicated Taxes and Fees

	YTD March 2023 (\$ in millions)				Month of March 2023 (\$ in millions)			
	Actual	Adopted Budget	Diff	% Diff	Actual	Adopted Budget	Diff	% Diff
MMTOA	\$0.0	\$0.0	\$0.0	0.0%	\$0.0	\$0.0	\$0.0	0.0%
PBT	139.5	155.7	(16.2)	-10.4%	33.8	55.4	(21.6)	-38.9%
PMT <sup>3</sup>	398.6	407.9	(9.4)	-2.3%	177.6	168.7	8.9	5.2%
MTA Aid <sup>4</sup>	64.4	64.4	(0.0)	0.0%	64.4	64.4	(0.0)	0.0%
FHV <sup>5</sup>	87.3	94.7	(7.3)	-7.7%	27.8	31.6	(3.8)	-11.9%
<b>Total</b>	<b>\$689.8</b>	<b>\$722.7</b>	<b>(\$33.0)</b>	<b>-4.6%</b>	<b>\$303.5</b>	<b>\$320.0</b>	<b>(\$16.5)</b>	<b>-5.2%</b>

The first MMTOA payment for the year is expected in May.

## Real Estate Transaction Taxes

	YTD March 2023 (\$ in millions)				Month of March 2023 (\$ in millions)			
	Actual	Adopted Budget	Diff	% Diff	Actual	Adopted Budget	Diff	% Diff
MRT	\$96.9	\$158.2	(\$61.3)	-38.7%	\$26.3	\$52.7	(\$26.5)	-50.2%
NYC Urban Tax	113.0	125.0	(12.1)	-9.6%	34.8	41.7	(6.8)	-16.4%
<b>Total</b>	<b>\$209.9</b>	<b>\$283.3</b>	<b>(\$73.4)</b>	<b>-25.9%</b>	<b>\$61.1</b>	<b>\$94.4</b>	<b>(\$33.3)</b>	<b>-35.3%</b>

**Regional Mortgage Recording Tax<sup>6</sup>** receipts for March were \$26 million, or 50%, unfavorable; MRT-1 was unfavorable by \$15 million (46%), and MRT-2 receipts were unfavorable by \$11 million (58%). YTD MRT receipts were unfavorable by \$61 million (39%), with MRT-1 receipts \$32 million (32%) unfavorable and MRT-2 receipts \$29 million (50%) unfavorable.

**New York City Urban Tax<sup>7</sup>** receipts for March were \$7 million, or 16%, unfavorable, and YTD receipts were \$12 million (10%) unfavorable. For March, the Real Property Transfer Tax (RPTT) portion of the Urban Tax was unfavorable by \$16 million (61%), while the MRT portion of the Urban Tax was \$9 million (61%) favorable. YTD, RPTT receipts were \$36 million (46%) unfavorable, while the MRT portion of the Urban Tax was \$24 million (52%) favorable.

<sup>3</sup> PMT replacement funds of \$244.3 million are excluded from the results reported in this table.

<sup>4</sup> MTA Aid includes the License Fee, Vehicle Registration Fee, Taxi Fee, and Automobile Rental Fee.

<sup>5</sup> For-Hire Vehicle Surcharge.

<sup>6</sup> Mortgage Recording Taxes consist of two separate taxes on mortgages recorded in the twelve-county region: MRT-1 is a tax on all mortgages, while MRT-2 is also imposed on residential real estate structures containing up to six dwelling units.

<sup>7</sup> New York City Urban Taxes are imposed on commercial property and apartment building transactions within New York City. The MRT component is imposed on mortgages exceeding \$500,000, and the Real Property Transfer Tax component is imposed on transfers exceeding \$500,000.

## Capital Lockbox Funding Sources

	YTD March 2023 (\$ in millions)				Month of March 2023 (\$ in millions)			
	Adopted		Diff	% Diff	Adopted		Diff	% Diff
	Actual	Budget			Actual	Budget		
Mansion Tax <sup>8</sup>	\$84.1	\$77.9	\$6.2	8.0%	\$33.1	\$26.0	\$7.1	27.3%
Internet Sales Tax - NYS <sup>9</sup>	38.3	38.3	0.0	0.0%	12.8	12.8	0.0	0.0%
Internet Sales Tax - NYC <sup>9</sup>	43.4	43.4	0.0	0.0%	14.5	14.5	0.0	0.0%
<b>Total</b>	<b>\$165.8</b>	<b>\$159.6</b>	<b>\$6.2</b>	<b>3.9%</b>	<b>\$60.4</b>	<b>\$53.3</b>	<b>\$7.1</b>	<b>13.3%</b>

Funds received from the Mansion Tax and the Internet Sales Tax are deposited into the Capital Lockbox and are only available for capital purposes.

<sup>8</sup> The Real Property Transfer Tax Surcharge (the "Mansion Tax") is a supplemental transfer tax, on the sale of residential properties valued at \$2 million or more in New York City; the supplemental tax rate increases as the property valuation increases.

<sup>9</sup> Internet Marketplace Sales Tax receipts are captured through the elimination of the tax loophole that previously exempted third-party internet marketplace providers from collecting and remitting applicable New York State and New York City sales taxes on transactions conducted on their sites.

## Real Estate Transaction Taxes Receipts (\$ in millions)

### Adopted Budget vs. Actual Receipts

<b>2023 Adopted Budget</b>	<u>2023</u>	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>	<u>YTD Mar</u>
MRT-1	\$400.3	\$33.4	\$33.4	\$33.4	\$33.4	\$33.4	\$33.4	\$33.4	\$33.4	\$33.4	\$33.4	\$33.4	\$33.4	\$100.1
MRT-2	<u>232.7</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>19.4</u>	<u>58.2</u>
<b>Total MRT</b>	<b>\$633.0</b>	\$52.7	\$52.7	\$52.7	\$52.7	\$52.7	\$52.7	\$52.7	\$52.7	\$52.7	\$52.7	\$52.7	\$52.7	\$158.2
RPTT	\$316.7	\$26.4	\$26.4	\$26.4	\$26.4	\$26.4	\$26.4	\$26.4	\$26.4	\$26.4	\$26.4	\$26.4	\$26.4	\$79.2
MRT	<u>183.4</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>15.3</u>	<u>45.8</u>
<b>Total Urban Tax - NYCT 90% share</b>	<b>\$500.1</b>	\$41.7	\$41.7	\$41.7	\$41.7	\$41.7	\$41.7	\$41.7	\$41.7	\$41.7	\$41.7	\$41.7	\$41.7	\$125.0
<b>Total Real Estate Taxes</b>	<b>\$1,133.0</b>	\$94.4	\$94.4	\$94.4	\$94.4	\$94.4	\$94.4	\$94.4	\$94.4	\$94.4	\$94.4	\$94.4	\$94.4	\$283.3

<b>2023 Monthly Actuals</b>	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>	<u>YTD Mar</u>
MRT-1	\$26.6	\$23.0	\$18.0										\$67.6
MRT-2	<u>10.7</u>	<u>10.4</u>	<u>8.2</u>										<u>29.3</u>
<b>Total MRT</b>	\$37.3	\$33.4	\$26.3										\$96.9
RPTT	\$20.1	\$12.7	\$10.3										\$43.1
MRT	<u>26.8</u>	<u>18.5</u>	<u>24.6</u>										<u>69.9</u>
<b>Total Urban Tax - NYCT 90% share</b>	\$46.8	\$31.3	\$34.8										\$113.0
<b>Total Real Estate Taxes</b>	\$84.1	\$64.7	\$61.1										\$209.9

<b>Variances</b>	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>	<u>YTD Mar</u>
MRT-1	(\$6.8)	(\$10.3)	(\$15.3)										(\$32.5)
MRT-2	(8.7)	(9.0)	(11.1)										(28.8)
<b>Total MRT</b>	(\$15.5)	(\$19.3)	(\$26.5)										(\$61.3)
RPTT	(\$6.3)	(\$13.7)	(\$16.1)										(\$36.1)
MRT	<u>11.5</u>	<u>3.3</u>	<u>9.3</u>										<u>24.1</u>
<b>Total Urban Tax - NYCT 90% share</b>	\$5.2	(\$10.4)	(\$6.8)										(\$12.1)
<b>Total Real Estate Taxes</b>	(\$10.3)	(\$29.8)	(\$33.3)										(\$73.4)
MRT-1	-20.4%	-31.0%	-46.0%										-32.5%
MRT-2	<u>-44.8%</u>	<u>-46.4%</u>	<u>-57.5%</u>										<u>-49.6%</u>
<b>Total MRT</b>	-29.4%	-36.7%	-50.2%										-38.7%
RPTT	-24.0%	-51.8%	-61.0%										-45.6%
MRT	<u>75.4%</u>	<u>21.4%</u>	<u>60.7%</u>										<u>52.5%</u>
<b>Total Urban Tax - NYCT 90% share</b>	12.4%	-25.0%	-16.4%										-9.6%
<b>Total Real Estate Taxes</b>	-10.9%	-31.5%	-35.3%										-25.9%

## Real Estate Transaction Taxes Receipts (\$ in millions)

### 2023 Receipts vs. 2022 Receipts

<b>2022 Monthly Actuals</b>	<u>2022 Act</u>	<u>Jan-22</u>	<u>Feb-22</u>	<u>Mar-22</u>	<u>Apr-22</u>	<u>May-22</u>	<u>Jun-22</u>	<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>Oct-22</u>	<u>Nov-22</u>	<u>Dec-22</u>	<u>YTD Mar</u>
MRT-1	\$438.7	\$41.1	\$53.1	\$34.5	\$44.3	\$34.7	\$35.6	\$42.6	\$37.2	\$39.4	\$27.7	\$23.4	\$25.0	\$128.8
MRT-2	<u>209.2</u>	<u>19.8</u>	<u>21.6</u>	<u>19.2</u>	<u>21.7</u>	<u>18.4</u>	<u>17.3</u>	<u>19.7</u>	<u>18.0</u>	<u>19.2</u>	<u>11.6</u>	<u>11.5</u>	<u>11.2</u>	<u>60.5</u>
Total MRT	\$648.0	\$60.9	\$74.7	\$53.7	\$66.0	\$53.1	\$52.9	\$62.3	\$55.2	\$58.6	\$39.3	\$34.9	\$36.2	\$189.3
RPTT	\$472.5	\$96.1	\$47.2	\$44.7	\$49.1	\$26.6	\$36.7	\$47.8	\$36.5	\$22.9	\$27.3	\$22.4	\$15.4	\$188.0
MRT	<u>257.0</u>	<u>23.6</u>	<u>40.0</u>	<u>14.2</u>	<u>24.5</u>	<u>17.4</u>	<u>19.4</u>	<u>23.3</u>	<u>21.5</u>	<u>22.2</u>	<u>19.5</u>	<u>12.8</u>	<u>18.5</u>	<u>77.7</u>
Total Urban Tax - NYCT 90% share	\$729.5	\$119.6	\$87.2	\$58.9	\$73.6	\$44.0	\$56.1	\$71.1	\$58.0	\$45.1	\$46.8	\$35.2	\$33.9	\$265.7
Total Real Estate Taxes	\$1,377.4	\$180.5	\$162.0	\$112.6	\$139.5	\$97.2	\$109.0	\$133.4	\$113.2	\$103.7	\$86.1	\$70.1	\$70.1	\$455.1

<b>2023 Monthly Actuals</b>	<u>Jan-23</u>	<u>Feb-23</u>	<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>	<u>YTD Mar</u>
MRT-1	\$26.6	\$23.0	\$18.0										\$67.6
MRT-2	<u>10.7</u>	<u>10.4</u>	<u>8.2</u>										<u>29.3</u>
Total MRT	\$37.3	\$33.4	\$26.3										\$96.9
RPTT	\$20.1	\$12.7	\$10.3										\$43.1
MRT	<u>26.8</u>	<u>18.5</u>	<u>24.6</u>										<u>69.9</u>
Total Urban Tax - NYCT 90% share	\$46.8	\$31.3	\$34.8										\$113.0
Total Real Estate Taxes	\$84.1	\$64.7	\$61.1										\$209.9

<b>Variances</b>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD Mar</u>
MRT-1	(\$14.6)	(\$30.1)	(\$16.5)										(\$61.2)
MRT-2	(9.1)	(11.2)	(10.9)										(31.2)
Total MRT	(\$23.6)	(\$41.3)	(\$27.4)										(\$92.4)
RPTT	(\$76.0)	(\$34.5)	(\$34.4)										(\$144.9)
MRT	<u>3.2</u>	<u>(21.4)</u>	<u>10.3</u>										<u>(7.9)</u>
Total Urban Tax - NYCT 90% share	(\$72.8)	(\$56.0)	(\$24.1)										(\$152.8)
Total Real Estate Taxes	(\$96.4)	(\$97.3)	(\$51.5)										(\$245.2)
MRT-1	-35.4%	-56.7%	-47.8%										-47.5%
MRT-2	<u>-45.9%</u>	<u>-51.9%</u>	<u>-57.0%</u>										<u>-51.6%</u>
Total MRT	-38.8%	-55.3%	-51.1%										-48.8%
RPTT	-79.1%	-73.1%	-77.0%										-77.1%
MRT	<u>13.7%</u>	<u>-53.6%</u>	<u>72.8%</u>										<u>-10.1%</u>
Total Urban Tax - NYCT 90% share	-60.8%	-64.2%	-40.8%										-57.5%
Total Real Estate Taxes	-53.4%	-60.1%	-45.7%										-53.9%



# BUDGETWATCH

## Regional Economy Report

### New York City Employment

#### Year-over-Year Changes:

##### Increases

- Construction, Mining, Natural Resources
- Education & Health Services
- Financial Activities
- Government
- Information
- Leisure & Hospitality
- Manufacturing
- Other Service
- Professional & Business Services
- Trade
- Transportation, Utilities

##### Decreases

None

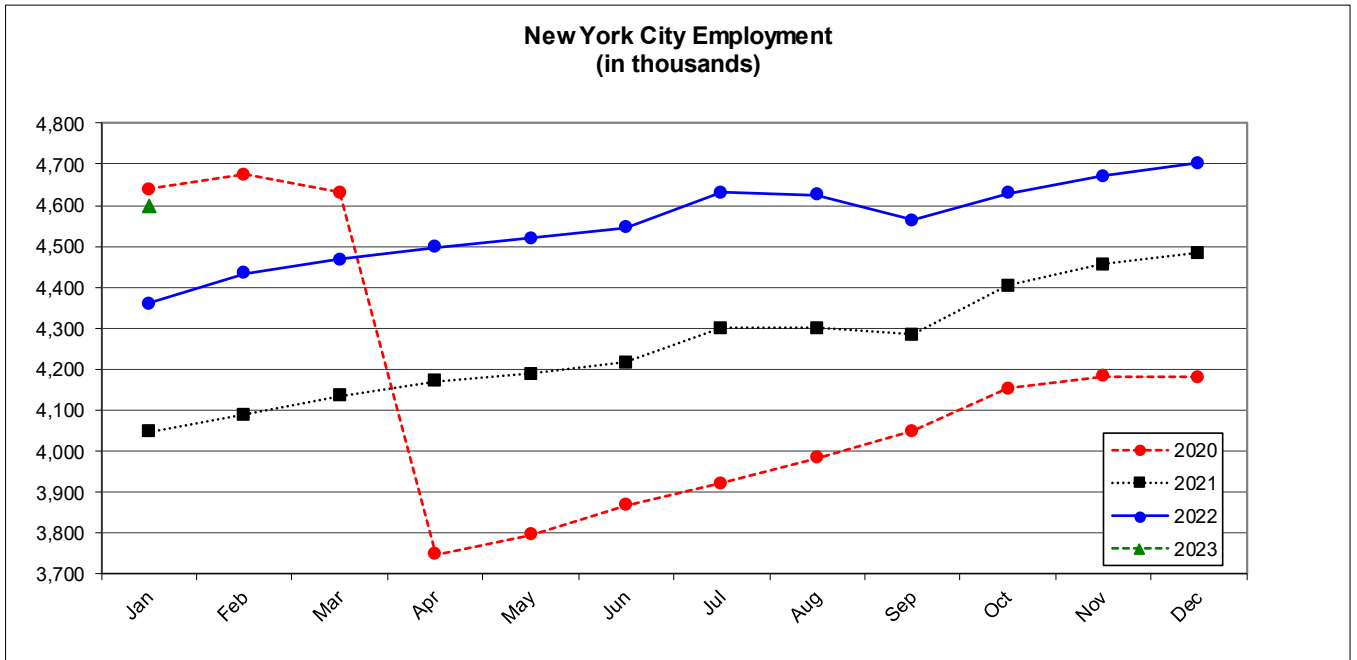
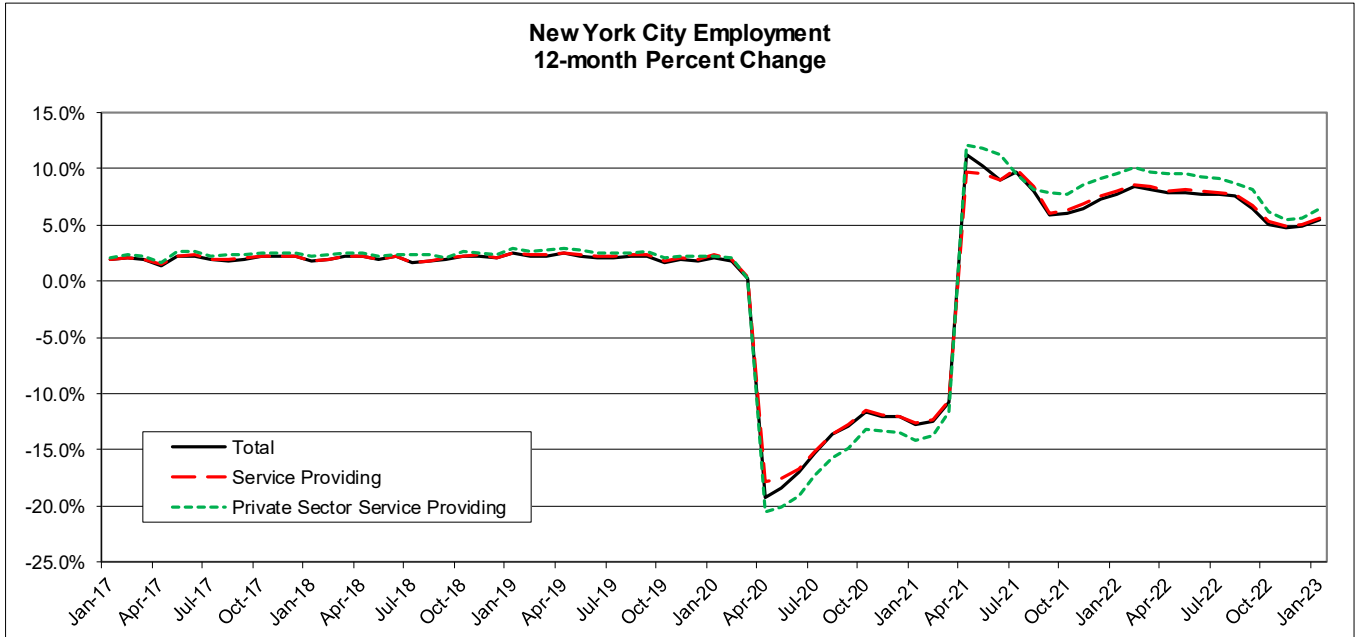
New York City Employment (in thousands)				Jan-23 versus			
	Prelim Jan-23	Revised Dec-22	Jan-22	Dec-22		Jan-22	
				Net	Pct	Net	Pct
<b>Total Employment</b>	<b>4,599.4</b>	<b>4,703.0</b>	<b>4,359.7</b>	<b>(103.6)</b>	<b>-2.2%</b>	<b>239.7</b>	<b>5.5%</b>
<b>Goods Producing</b>	<b>197.6</b>	<b>204.7</b>	<b>192.4</b>	<b>(7.1)</b>	<b>-3.5%</b>	<b>5.2</b>	<b>2.7%</b>
Construction, Mining, Nat Res	141.0	146.2	136.7	(5.2)	-3.6%	4.3	3.1%
Manufacturing	56.6	58.5	55.7	(1.9)	-3.2%	0.9	1.6%
<b>Service Providing</b>	<b>4,401.8</b>	<b>4,498.3</b>	<b>4,167.3</b>	<b>(96.5)</b>	<b>-2.1%</b>	<b>234.5</b>	<b>5.6%</b>
Transportation, Utilities	150.7	156.7	146.7	(6.0)	-3.8%	4.0	2.7%
Trade	436.1	448.3	428.2	(12.2)	-2.7%	7.9	1.8%
Information	228.4	239.8	224.8	(11.4)	-4.8%	3.6	1.6%
Financial Activities	492.1	499.0	471.7	(6.9)	-1.4%	20.4	4.3%
Professional & Business Svcs	782.5	800.5	747.5	(18.0)	-2.2%	35.0	4.7%
Education & Health Svcs	1,146.0	1,160.4	1,058.9	(14.4)	-1.2%	87.1	8.2%
Leisure & Hospitality	412.5	432.9	350.4	(20.4)	-4.7%	62.1	17.7%
Other Services	182.6	184.3	172.5	(1.7)	-0.9%	10.1	5.9%
Government	570.9	576.4	566.6	(5.5)	-1.0%	4.3	0.8%

Preliminary January 2023 employment in New York City marks the 22<sup>nd</sup> consecutive month of employment recovery, compared with one year earlier, since the COVID pandemic began, with an increase of 239,700 jobs (5.5%) when compared to last January's employment level. Increases occurred in all sectors. Sectors experiencing the greatest increases were Education & Health Services, up 87,100 jobs (8.2%), Leisure & Hospitality, up 62,100 jobs (17.7%), and Professional & Business Services, up 35,000 jobs (4.7%). January, however, remains below pre-pandemic employment, down 39,500 jobs (0.9%) when compared with January 2020.

Employment in New York City's service-providing sectors increased by 234,500 jobs (5.6%) over the January 2022 level, and service-providing employment excluding the Government sector increased by 230,200 jobs (6.4%).

# BUDGETWATCH

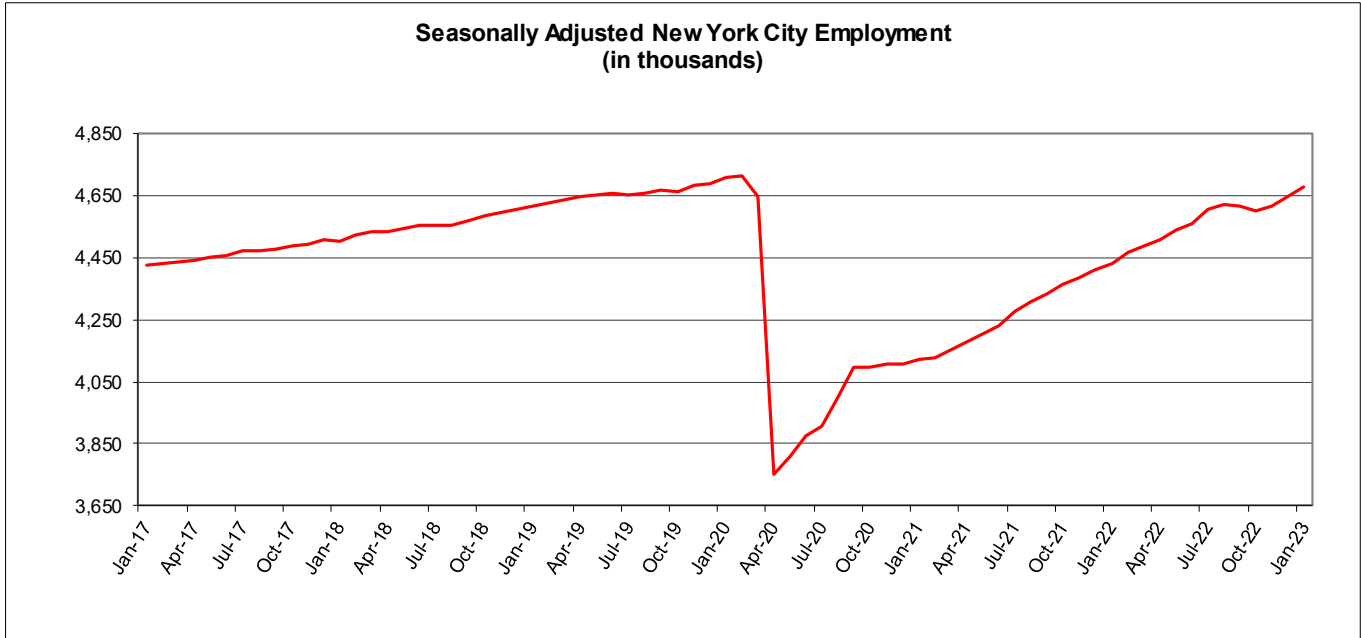
## Regional Economy Report



# BUDGETWATCH

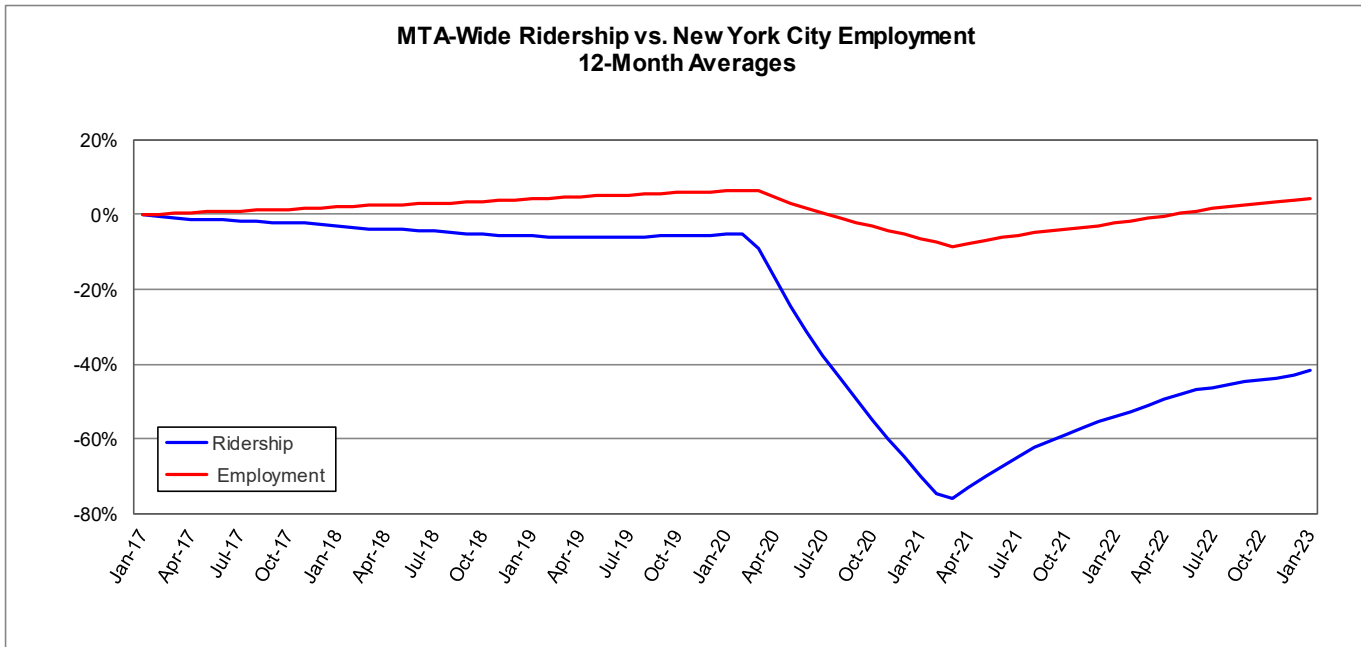
## Regional Economy Report

In January 2023, seasonally adjusted New York City employment of 4.678 million was higher than in January 2022 by 246.8 jobs (5.6%), although it remains 30,300 jobs (0.6%) below the pre-pandemic January 2020 level. January seasonally adjusted employment was 32,200 jobs above last month, a 0.7% increase, and has increased in thirty-two of the thirty-three months since employment bottomed in April 2020; the only decline over this span occurred in October 2022, when it declined 0.02%, a reduction of 700 jobs.



### Ridership and Employment

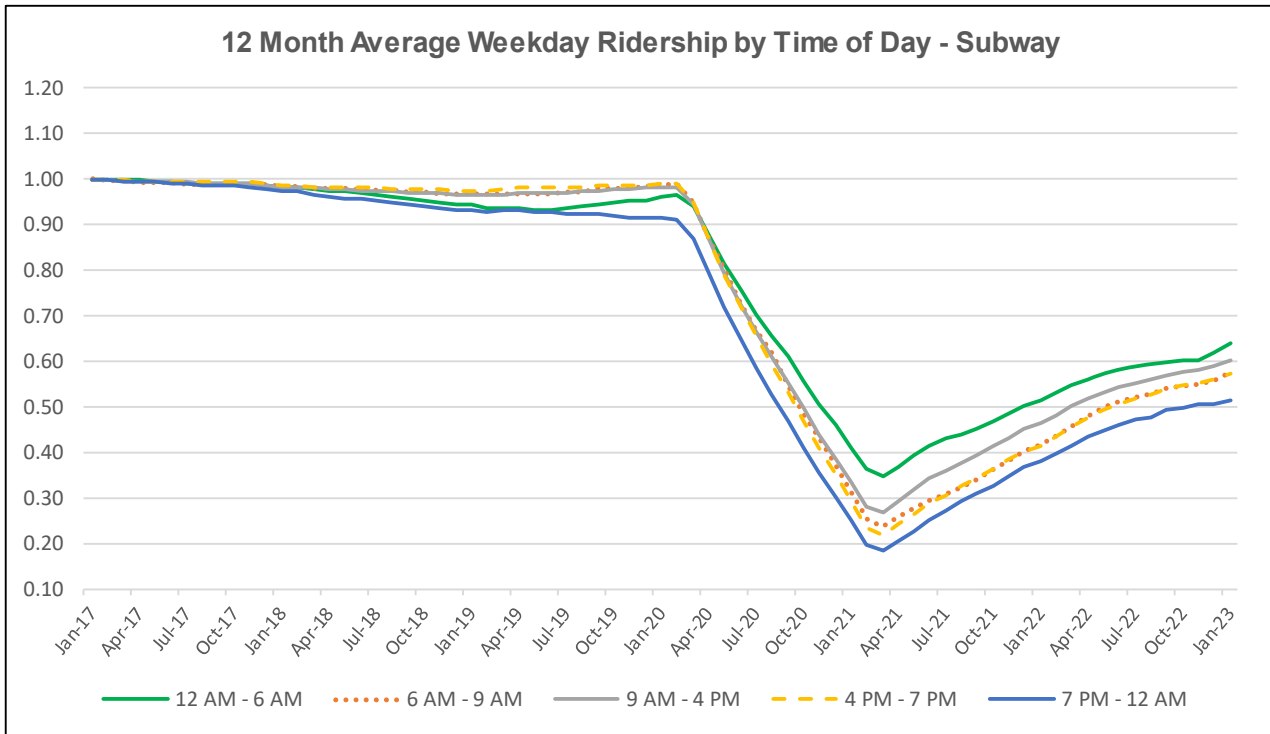
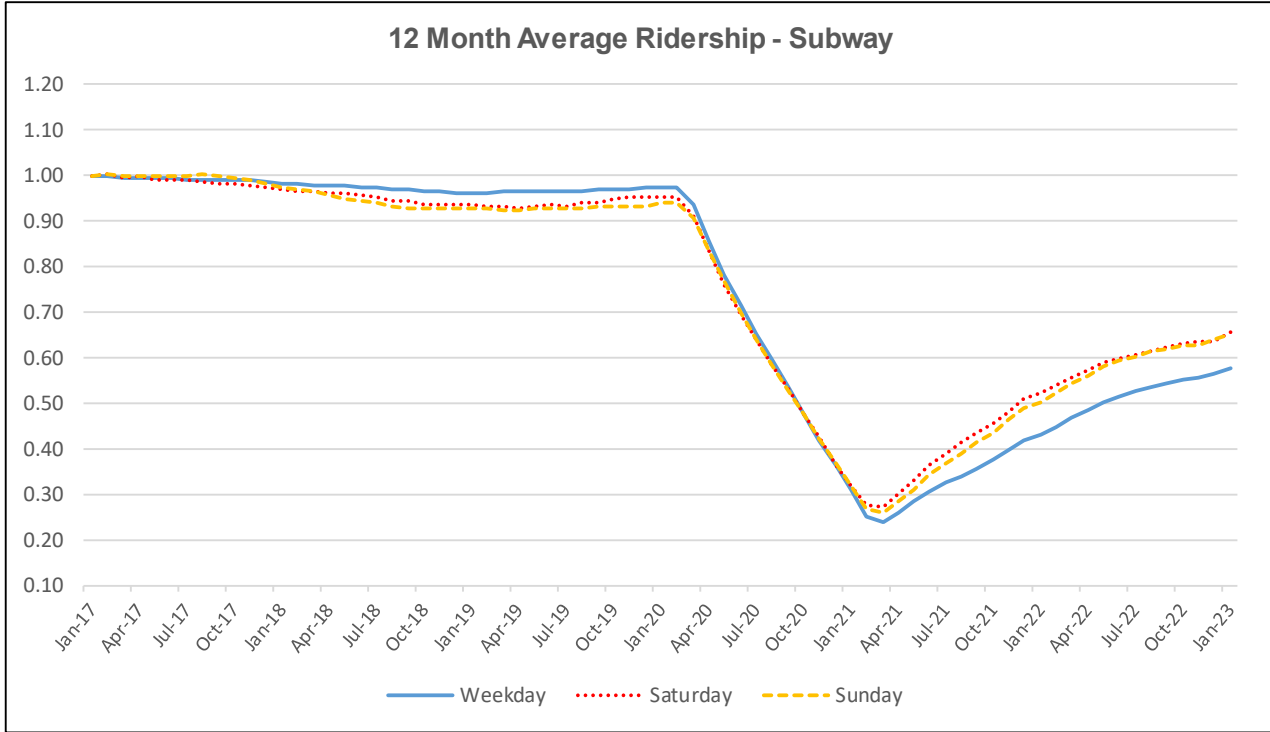
From January 2011 through February 2020, the twelve-month employment average increased 24.1%, while the 12-month MTA-wide ridership average fell 0.7%. The COVID pandemic has altered these trajectories: compared with January 2017, January employment is 4.4% higher, while MTA-wide ridership is 41.7% lower.



# BUDGETWATCH

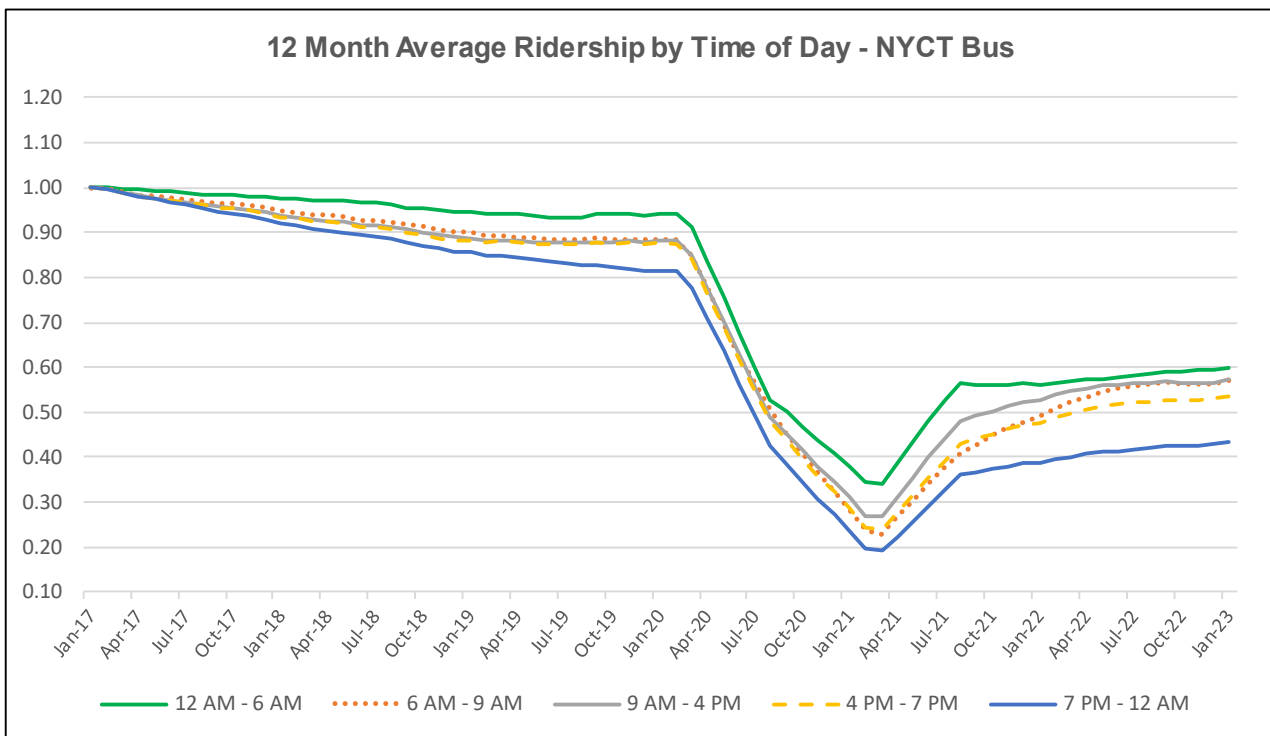
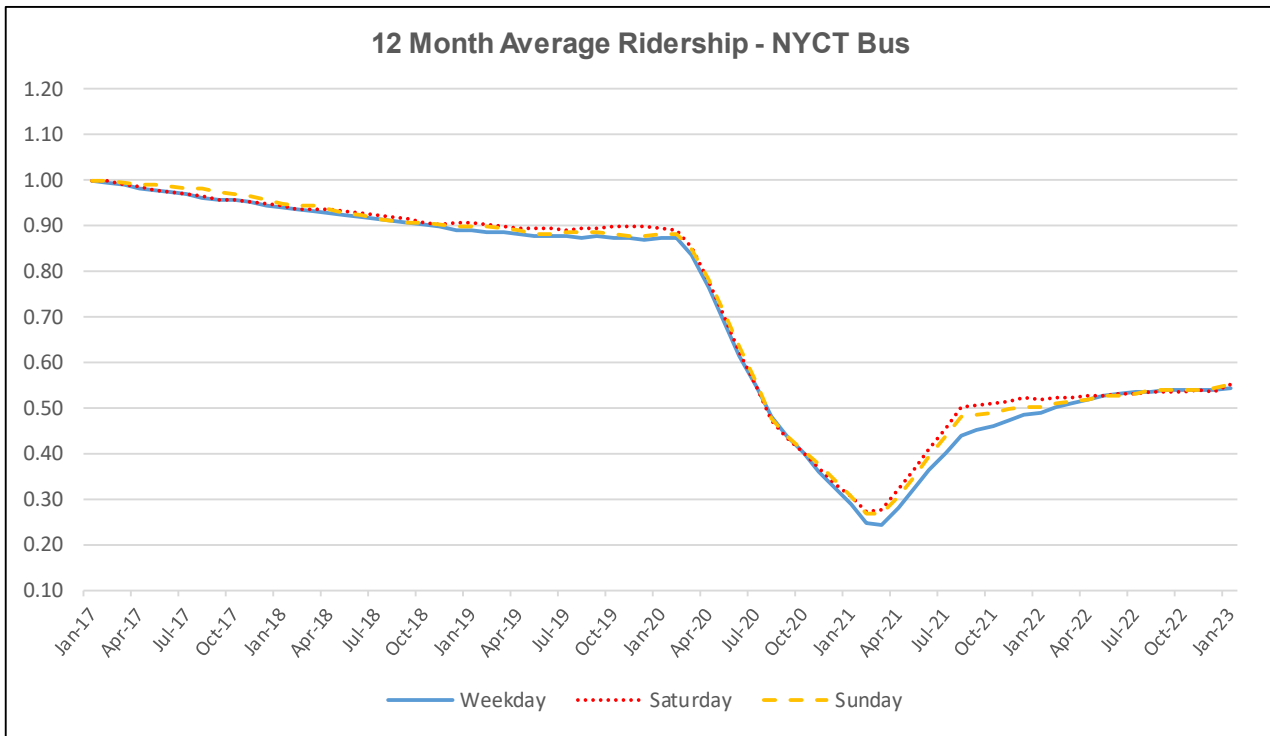
## Regional Economy Report

The following ridership and vehicular traffic trend graphs depict 12-month averages; for example, the January 2017 data point is the average of February 2016 to January 2017, and the February 2017 data point is the average of March 2016 to February 2017, providing a visual representation of trends over time. Further, data have been standardized to 1.0, allowing for an easier comparison of trends on a single graph.



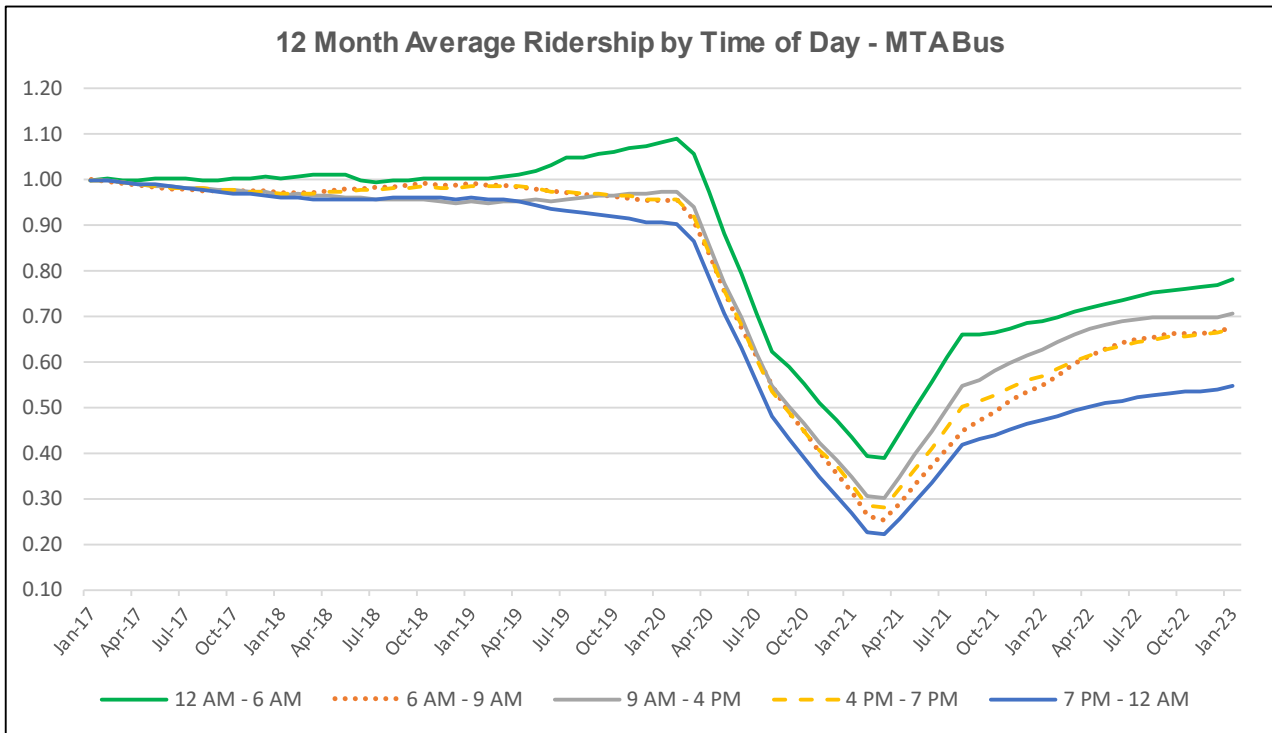
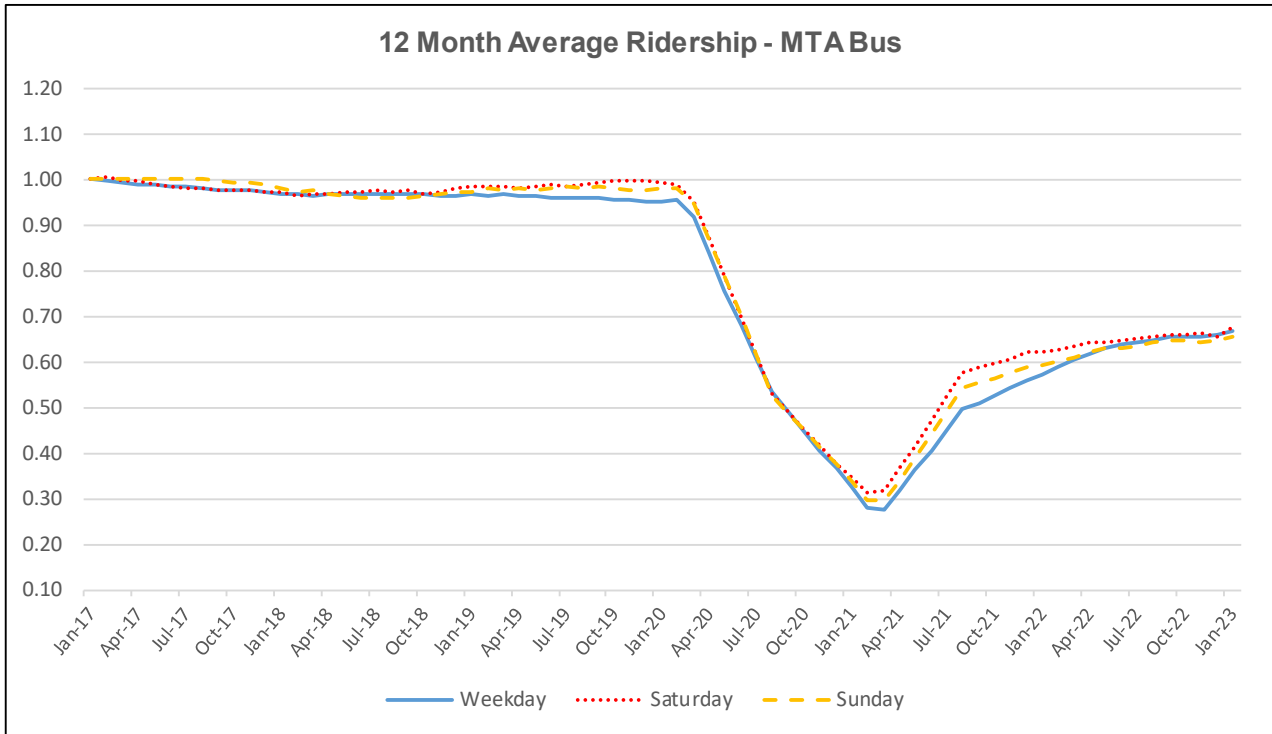
# BUDGETWATCH

## Regional Economy Report



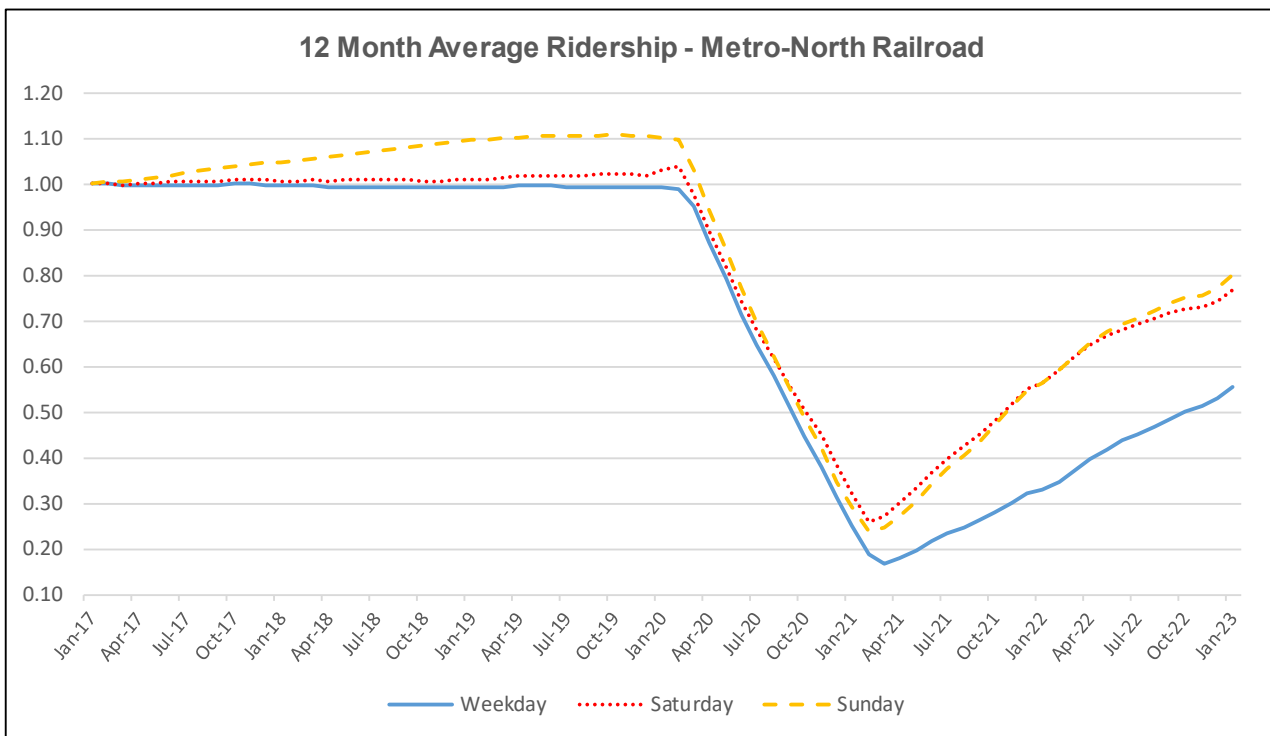
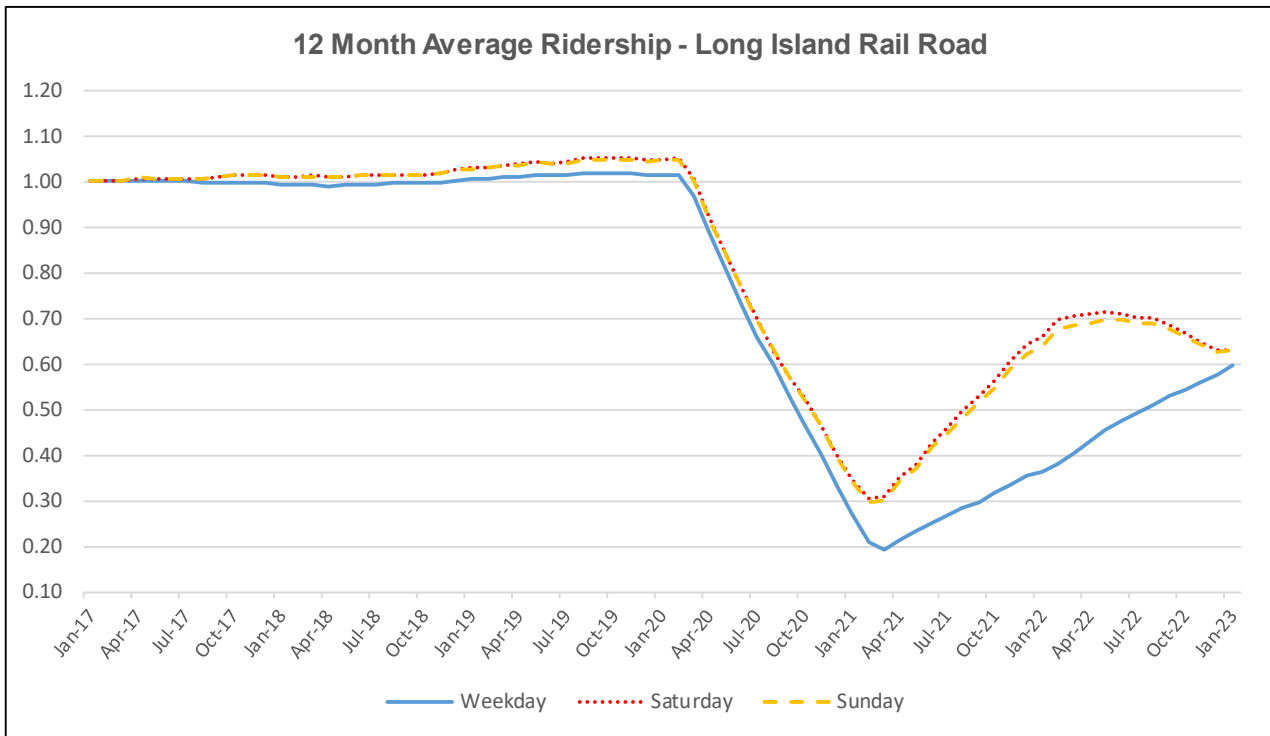
# BUDGETWATCH

## Regional Economy Report



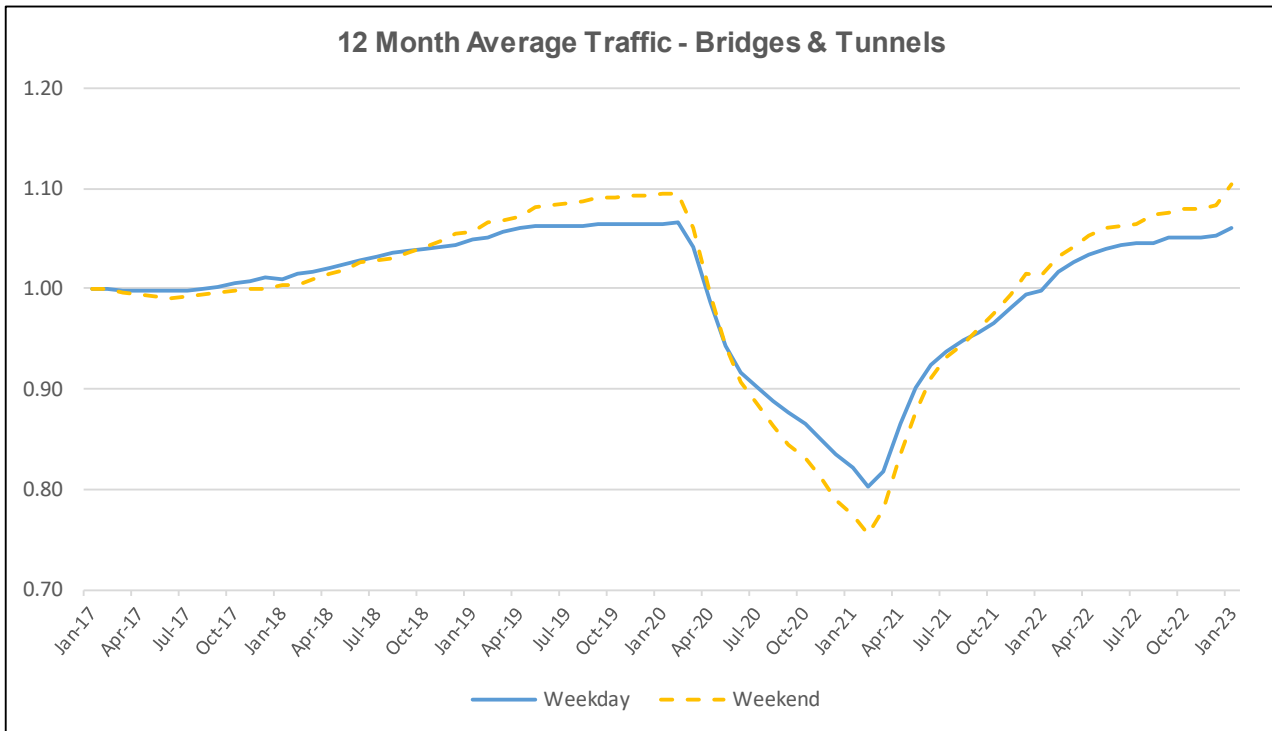
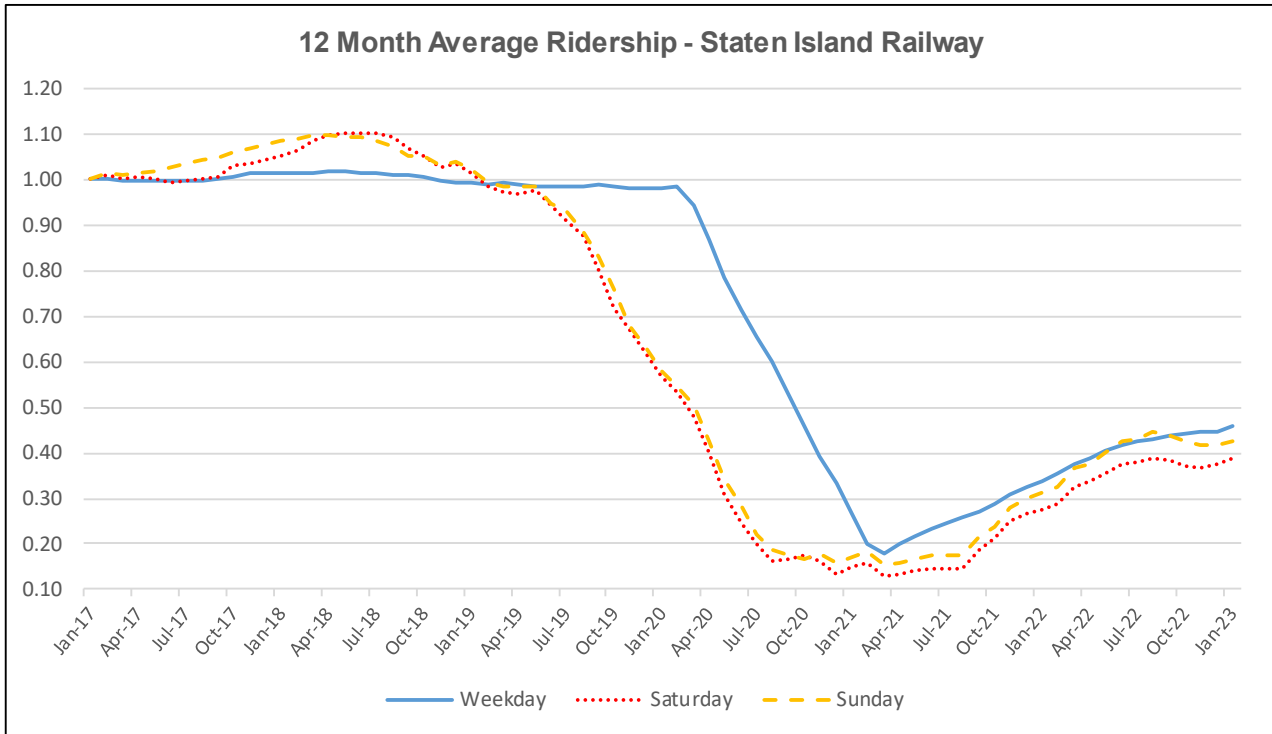
# BUDGETWATCH

## Regional Economy Report



# BUDGETWATCH

## Regional Economy Report





# BUDGETWATCH

## Regional Economy Report

### Consumer Price Index

#### Month-over-Month Changes:

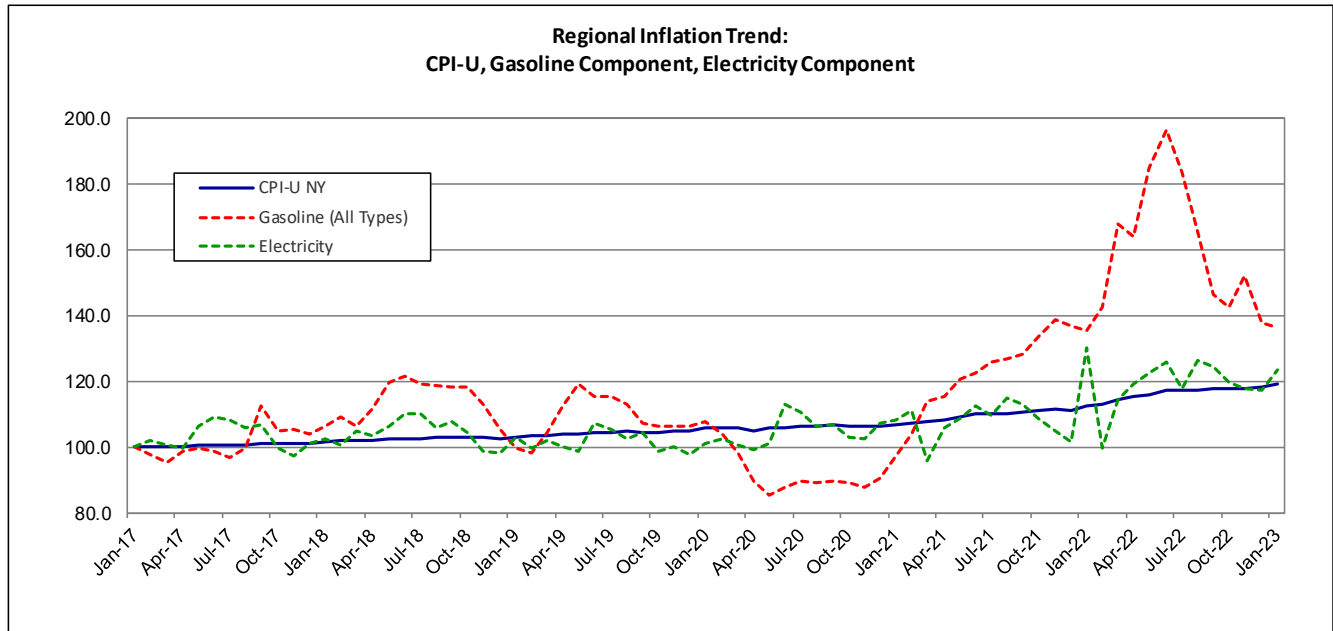
Increases

- Electric
- Food
- Apparel

Decreases

- Gasoline
- Medical Care
- Transportation

				Jan-23 versus			
	Jan-23	Dec-22	Jan-22	Dec-22		Jan-22	
				Net	Pct	Net	Pct
<b>Regional CPI-U</b>	<b>318.15</b>	<b>315.66</b>	<b>300.16</b>	2.50	0.8%	17.99	6.0%
Medical Care Component	572.08	574.13	552.11	(2.05)	-0.4%	19.98	3.6%
Electricity Component	215.64	205.29	227.37	10.35	5.0%	(11.72)	-5.2%
Gasoline (all grades) Component	271.29	274.27	270.02	(2.98)	-1.1%	1.27	0.5%
<b>National CPI-U</b>	<b>299.17</b>	<b>296.80</b>	<b>281.15</b>	2.37	0.8%	18.02	6.4%

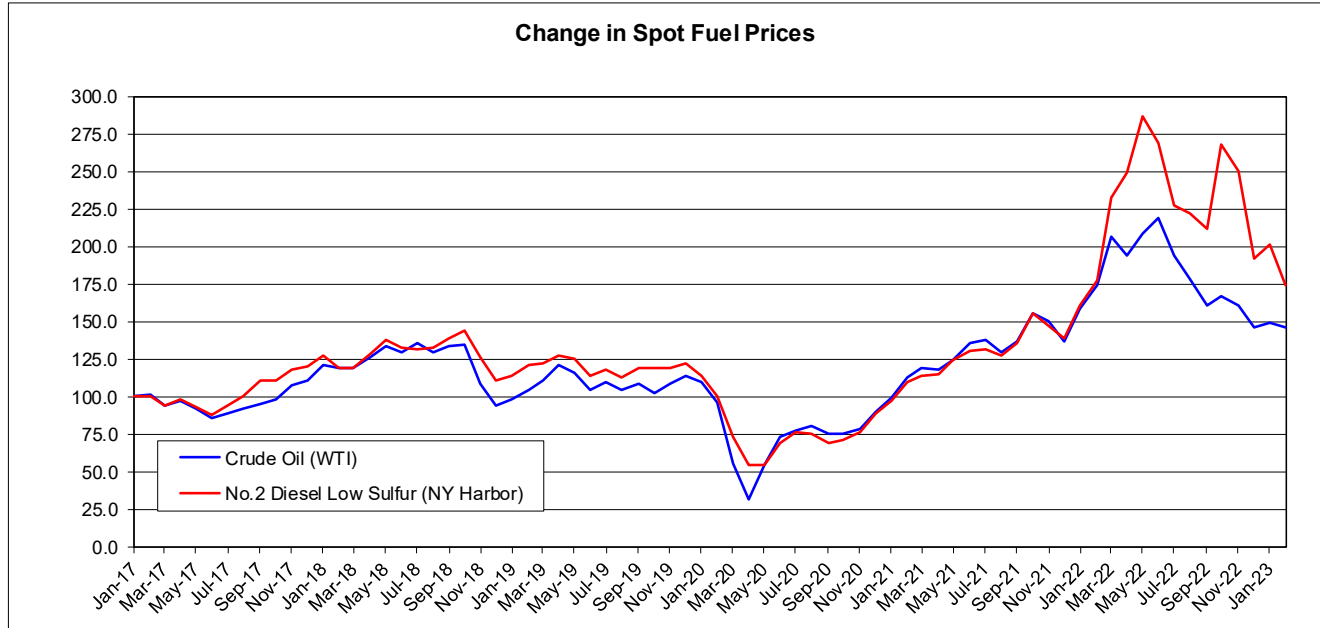


# BUDGETWATCH

## Regional Economy Report

### Fuel Prices

Fuel - Spot Prices <i>NY Harbor, except Crude Oil (WTI)</i>	Latest Price:				Feb-23 versus	
	3/13/23	Feb-23	Jan-23	Feb-22	Jan-23	Feb-22
Crude Oil (\$/bbl)	74.68	76.83	78.12	91.64	-1.7%	-16.2%
Conventional Regular Gasoline (\$/gal)	2.46	2.53	2.59	2.74	-2.4%	-7.6%
Low Sulfur No.2 Diesel Fuel (\$/gal)	2.79	2.83	3.27	2.87	-13.3%	-1.4%
No.2 Heating Oil (\$/gal)	2.61	2.65	3.09	2.74	-14.3%	-3.4%



# BUDGETWATCH

## Regional Economy Report

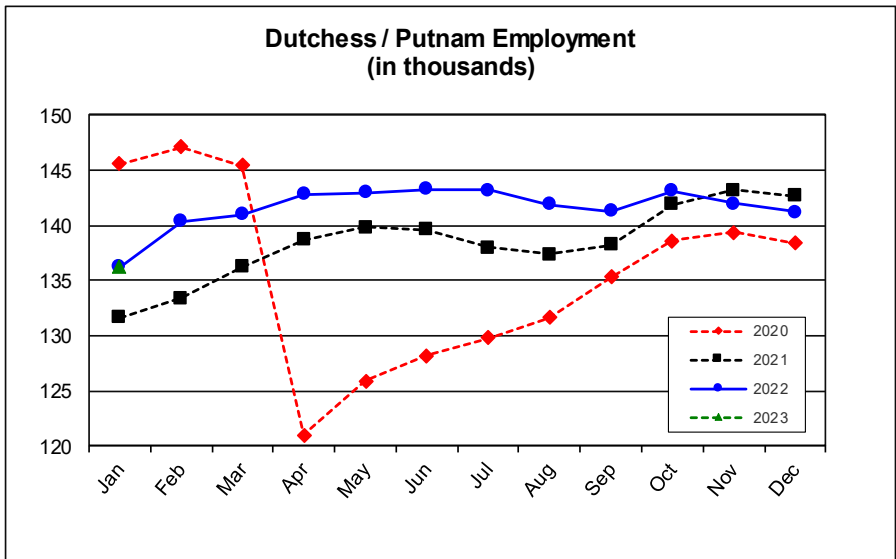
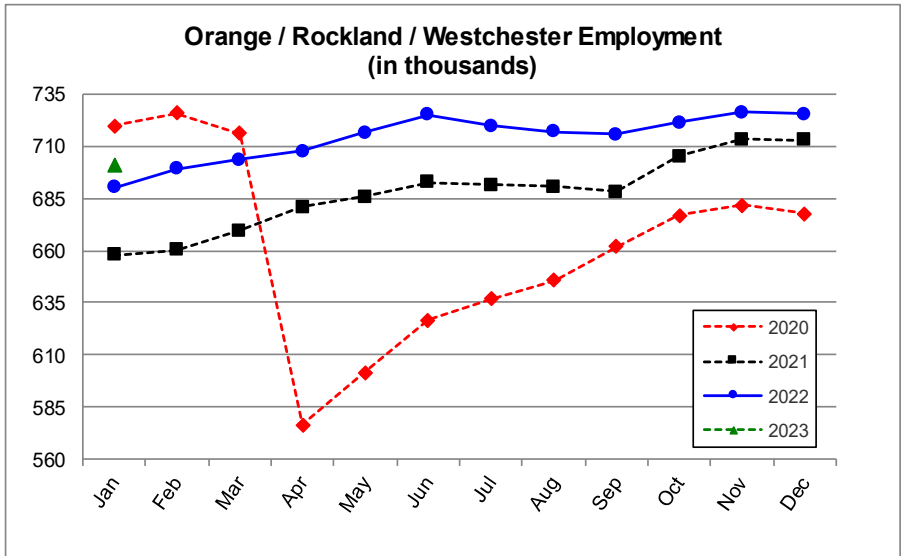
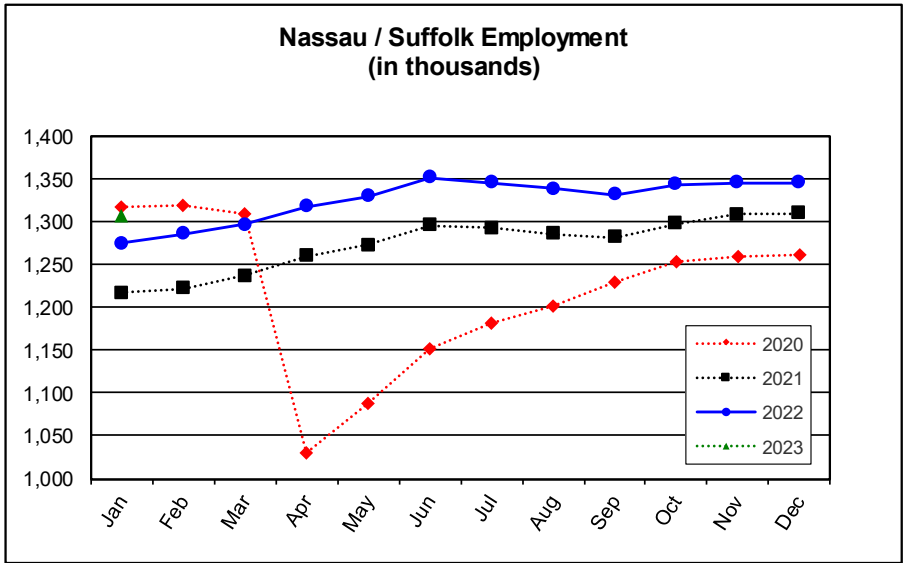
Nassau, Suffolk Employment (in thousands)				Jan-23 versus			
	Prelim	Revised	Jan-22	Dec-22		Jan-22	
	Jan-23	Dec-22		Net	Percent	Net	Percent
<b>Total Employment</b>	<b>1,308.2</b>	<b>1,346.0</b>	<b>1,274.6</b>	<b>(37.8)</b>	<b>-2.8%</b>	<b>33.6</b>	<b>2.6%</b>
<b>Goods Producing</b>	<b>148.1</b>	<b>153.6</b>	<b>142.8</b>	<b>(5.5)</b>	<b>-3.6%</b>	<b>5.3</b>	<b>3.7%</b>
Construction, Mining, Nat Res	79.0	82.8	74.2	(3.8)	-4.6%	4.8	6.5%
Manufacturing	69.1	70.8	68.6	(1.7)	-2.4%	0.5	0.7%
<b>Service Providing</b>	<b>1,160.1</b>	<b>1,192.4</b>	<b>1,131.8</b>	<b>(32.3)</b>	<b>-2.7%</b>	<b>28.3</b>	<b>2.5%</b>
Transportation, Utilities	45.5	49.1	44.4	(3.6)	-7.3%	1.1	2.5%
Trade	206.1	212.5	209.6	(6.4)	-3.0%	(3.5)	-1.7%
Information	14.4	14.8	14.3	(0.4)	-2.7%	0.1	0.7%
Financial Activities	71.1	71.8	70.6	(0.7)	-1.0%	0.5	0.7%
Professional & Business Svcs	176.2	182.8	165.7	(6.6)	-3.6%	10.5	6.3%
Education & Health Svcs	277.9	281.1	268.9	(3.2)	-1.1%	9.0	3.3%
Leisure & Hospitality	119.4	124.7	112.2	(5.3)	-4.3%	7.2	6.4%
Other Services	54.8	55.6	54.0	(0.8)	-1.4%	0.8	1.5%
Government	194.7	200.0	192.1	(5.3)	-2.7%	2.6	1.4%

Orange, Rockland, Westchester Employment (in thousands)				Jan-23 versus			
	Prelim	Revised	Jan-22	Dec-22		Jan-22	
	Jan-23	Dec-22		Net	Percent	Net	Percent
<b>Total Employment</b>	<b>700.4</b>	<b>725.2</b>	<b>690.1</b>	<b>(24.8)</b>	<b>-3.4%</b>	<b>10.3</b>	<b>1.5%</b>
<b>Goods Producing</b>	<b>72.0</b>	<b>75.2</b>	<b>69.3</b>	<b>(3.2)</b>	<b>-4.3%</b>	<b>2.7</b>	<b>3.9%</b>
Construction, Mining, Nat Res	43.3	46.3	41.0	(3.0)	-6.5%	2.3	5.6%
Manufacturing	28.7	28.9	28.3	(0.2)	-0.7%	0.4	1.4%
<b>Service Providing</b>	<b>628.4</b>	<b>650.0</b>	<b>620.8</b>	<b>(21.6)</b>	<b>-3.3%</b>	<b>7.6</b>	<b>1.2%</b>
Transportation, Utilities	27.6	28.6	27.3	(1.0)	-3.5%	0.3	1.1%
Trade	108.4	113.2	107.2	(4.8)	-4.2%	1.2	1.1%
Information	10.0	10.4	10.8	(0.4)	-3.8%	(0.8)	-7.4%
Financial Activities	36.7	37.3	36.5	(0.6)	-1.6%	0.2	0.5%
Professional & Business Svcs	93.7	97.3	92.4	(3.6)	-3.7%	1.3	1.4%
Education & Health Svcs	158.7	162.2	153.8	(3.5)	-2.2%	4.9	3.2%
Leisure & Hospitality	58.8	62.5	54.7	(3.7)	-5.9%	4.1	7.5%
Other Services	29.2	30.8	30.5	(1.6)	-5.2%	(1.3)	-4.3%
Government	105.3	107.7	107.6	(2.4)	-2.2%	(2.3)	-2.1%

Dutchess, Putnam Employment (in thousands)				Jan-23 versus			
	Prelim	Revised	Jan-22	Dec-22		Jan-22	
	Jan-23	Dec-22		Net	Percent	Net	Percent
<b>Total Employment</b>	<b>136.2</b>	<b>141.2</b>	<b>136.2</b>	<b>(5.0)</b>	<b>-3.5%</b>	<b>0.0</b>	<b>0.0%</b>
<b>Goods Producing</b>	<b>17.1</b>	<b>17.4</b>	<b>16.1</b>	<b>(0.3)</b>	<b>-1.7%</b>	<b>1.0</b>	<b>6.2%</b>
Construction, Mining, Nat Res	8.9	9.1	7.9	(0.2)	-2.2%	1.0	12.7%
Manufacturing	8.2	8.3	8.2	(0.1)	-1.2%	0.0	0.0%
<b>Service Providing</b>	<b>119.1</b>	<b>123.8</b>	<b>120.1</b>	<b>(4.7)</b>	<b>-3.8%</b>	<b>(1.0)</b>	<b>-0.8%</b>
Transportation, Utilities	4.3	4.8	4.2	(0.5)	-10.4%	0.1	2.4%
Trade	19.5	19.9	19.6	(0.4)	-2.0%	(0.1)	-0.5%
Information	1.4	1.4	1.6	0.0	0.0%	(0.2)	-12.5%
Financial Activities	5.2	5.3	5.1	(0.1)	-1.9%	0.1	2.0%
Professional & Business Svcs	12.0	12.7	12.4	(0.7)	-5.5%	(0.4)	-3.2%
Education & Health Svcs	34.6	36.6	33.8	(2.0)	-5.5%	0.8	2.4%
Leisure & Hospitality	12.0	12.4	12.8	(0.4)	-3.2%	(0.8)	-6.3%
Other Services	6.5	6.6	6.2	(0.1)	-1.5%	0.3	4.8%
Government	23.6	24.1	24.4	(0.5)	-2.1%	(0.8)	-3.3%

# BUDGETWATCH

## Regional Economy Report





**Metropolitan Transportation Authority**

State of New York

New York City Transit  
Long Island Rail Road  
Metro-North Railroad  
Bridges and Tunnels  
Bus Company

# **Report on Revenue Passengers and Vehicles Ridership Data Through January, 2023**

***Comparison with 2019***

**NOTE: Ridership data are preliminary and subject to revision as well as adjustments warranted by annual audit review.**

Prepared by:  
MTA Division of Management & Budget

Monday, March 13, 2023

## Revenue Passengers in January

	2019	2021	2022	2023	2023 v 2022	2023 v 2019
<b>MTA New York City Transit</b>	179,078,762	61,892,663	86,802,782	117,281,950	35.11%	-34.51%
MTA New York City Subway	134,544,724	41,123,531	63,547,386	88,988,636	40.04%	-33.86%
MTA New York City Bus	44,534,038	20,769,132	23,255,396	28,293,314	21.66%	-36.47%
<b>MTA Staten Island Railway</b>	381,600	81,492	137,590	184,339	33.98%	-51.69%
<b>MTA Long Island Rail Road</b>	7,166,693	1,730,014	2,750,138	4,632,771	68.46%	-35.36%
<b>MTA Metro-North Railroad</b>	6,844,393	1,386,555	2,364,891	4,474,399	89.20%	-34.63%
<i><b>East of Hudson</b></i>	6,714,444	1,354,158	2,309,184	4,401,682	90.62%	-34.44%
Harlem Line	2,193,301	447,475	765,723	1,385,823	80.98%	-36.82%
Hudson Line	1,333,515	290,986	476,897	878,779	84.27%	-34.10%
New Haven Line	3,187,628	615,698	1,066,563	2,137,080	100.37%	-32.96%
<i><b>West of Hudson</b></i>	129,949	32,397	55,707	72,717	30.53%	-44.04%
Port Jervis Line	75,588	21,415	33,150	36,957	11.48%	-51.11%
Pascack Valley Line	54,361	10,982	22,557	35,760	58.53%	-34.22%
<b>MTA Bus Company</b>	9,726,639	4,513,258	5,589,772	6,886,759	23.20%	-29.20%
<b>MTA Bridges &amp; Tunnels</b>	25,004,686	21,014,716	22,027,385	25,741,729	16.86%	2.95%
<b>Total All Agencies</b>	<b>203,198,087</b>	<b>69,603,982</b>	<b>97,645,173</b>	<b>133,460,218</b>	<b>36.68%</b>	<b>-34.32%</b>
(Excludes Bridges & Tunnels)						
Weekdays:	21	19	20	21		
Holidays:	2	2	1	1		
Weekend Days:	8	10	10	9		
Days	31	31	31	31		

## Revenue Passengers Year-to-Date Through January

	2019	2021	2022	2023	2023 v 2022	2023 v 2019
<b>MTA New York City Transit</b>	179,078,762	61,892,663	86,802,782	117,281,950	35.11%	-34.51%
MTA New York City Subway	134,544,724	41,123,531	63,547,386	88,988,636	40.04%	-33.86%
MTA New York City Bus	44,534,038	20,769,132	23,255,396	28,293,314	21.66%	-36.47%
<b>MTA Staten Island Railway</b>	381,600	81,492	137,590	184,339	33.98%	-51.69%
<b>MTA Long Island Rail Road</b>	7,166,693	1,730,014	2,750,138	4,632,771	68.46%	-35.36%
<b>MTA Metro-North Railroad</b>	6,844,393	1,386,555	2,364,891	4,474,399	89.20%	-34.63%
<i><b>East of Hudson</b></i>	6,714,444	1,354,158	2,309,184	4,401,682	90.62%	-34.44%
Harlem Line	2,193,301	447,475	765,723	1,385,823	80.98%	-36.82%
Hudson Line	1,333,515	290,986	476,897	878,779	84.27%	-34.10%
New Haven Line	3,187,628	615,698	1,066,563	2,137,080	100.37%	-32.96%
<i><b>West of Hudson</b></i>	129,949	32,397	55,707	72,717	30.53%	-44.04%
Port Jervis Line	75,588	21,415	33,150	36,957	11.48%	-51.11%
Pascack Valley Line	54,361	10,982	22,557	35,760	58.53%	-34.22%
<b>MTA Bus Company</b>	9,726,639	4,513,258	5,589,772	6,886,759	23.20%	-29.20%
<b>MTA Bridges &amp; Tunnels</b>	25,004,686	21,014,716	22,027,385	25,741,729	16.86%	2.95%
<b>Total All Agencies</b>	<b>203,198,087</b>	<b>69,603,982</b>	<b>97,645,173</b>	<b>133,460,218</b>	<b>36.68%</b>	<b>-34.32%</b>
(Excludes Bridges & Tunnels)						
Weekdays:	21	19	20	21		
Holidays:	2	2	1	1		
Weekend Days:	8	10	10	9		
Days	31	31	31	31		

## 12 Month Average Revenue Passengers in January

	2019	2021	2022	2023	2023 v 2022	2023 v 2019
<b>MTA New York City Transit</b>	187,368,177	60,557,421	91,398,369	115,580,998	26.46%	-38.31%
MTA New York City Subway	139,993,474	45,184,855	65,200,048	86,571,284	32.78%	-38.16%
MTA New York City Bus	47,374,703	15,372,565	26,198,321	29,009,714	10.73%	-38.77%
<b>MTA Staten Island Railway</b>	376,138	95,515	126,986	171,325	34.92%	-54.45%
<b>MTA Long Island Rail Road</b>	7,504,692	2,072,374	3,003,407	4,535,263	51.00%	-39.57%
<b>MTA Metro-North Railroad</b>	7,219,016	1,808,421	2,641,695	4,246,899	60.76%	-41.17%
<i><b>East of Hudson</b></i>	7,082,228	1,766,160	2,588,092	4,170,996	61.16%	-41.11%
Harlem Line	2,286,465	587,535	822,883	1,300,984	58.10%	-43.10%
Hudson Line	1,433,121	376,885	547,587	867,974	58.51%	-39.43%
New Haven Line	3,362,642	801,740	1,217,622	2,002,037	64.42%	-40.46%
<i><b>West of Hudson</b></i>	136,788	42,261	53,603	75,903	41.60%	-44.51%
Port Jervis Line	79,494	26,427	33,774	44,490	31.73%	-44.03%
Pascack Valley Line	57,294	15,834	19,829	31,413	58.42%	-45.17%
<b>MTA Bus Company</b>	10,151,275	3,384,936	6,042,332	6,991,507	15.71%	-31.13%
<b>MTA Bridges &amp; Tunnels</b>	26,963,508	20,735,856	25,692,900	27,501,514	7.04%	2.00%
<b>Total All Agencies</b>	<b>212,619,298</b>	<b>67,918,666</b>	<b>103,212,790</b>	<b>131,525,992</b>	<b>27.43%</b>	<b>-38.14%</b>
(Excludes Bridges & Tunnels)						
Weekdays:	21	19	20	21		
Holidays:	2	2	1	1		
Weekend Days:	8	10	10	9		
Days	31	31	31	31		



**Metropolitan Transportation Authority**

**State of New York**

**OFFICIAL TRANSCRIPT**

**Capital Projects Public Hearing**

**Virtually Via Zoom**

**In-Person 2 Broadway, New York, NY**

**February 7, 2023**

**6:00 p.m.**

Metropolitan Transportation Authority

State of New York

OFFICIAL TRANSCRIPT

**Capital Projects Public Hearing**

Virtually Via Zoom - In-Person 2 Broadway, New York, NY

February 7, 2023

6:00 p.m.

**HEARING OFFICER:**

**SOPHIA-LAFRANCE BROOKS**, In Person  
Metropolitan Transportation Authority

**PANELISTS: In-Person**

**STEPHANIE DELISLE**  
Director  
MTA Capital Funding Management

MTA C&D / Network Expansion

**GILLIAN PRESAUD**  
Director  
Capital Budget and Grant Management

**RALPH BARONE**

Director  
Economic Analysis & Capital Budgets

**PETER CROCIATA**

Chief  
Capital Program Oversight Performance

**MICHAEL MCKENNA**

Deputy Director, Project Development  
Metro-North Railroad

**JAMES WARDLE**

AVP  
Capital Program Development & Analysis

**Accessibility & Language Assistance Services**

American Sign Language – In Person

CART Captioning – Via Zoom

**Affidavit of Publication**

NY Daily News January 3, 2023

El Diario January 3, 2023

Amsterdam News January 5, 2023

Haiti Liberte January 4, 2023

Korean Daily NY January 5, 2023

World Journal – January 5, 2023

Weekly Bangalee – January 7, 2023

Russkaya Reklama – January 6, 2023

**Translations**

English – Spanish – Bangalee – Russian –

Chinese – Haitian Creole – Korean.

*Metropolitan Transportation Authority*

*State of New York*

*OFFICIAL TRANSCRIPT*

***Capital Projects Public Hearing***

*Virtually Via Zoom*

*In-Person 2 Broadway, New York, NY*

*February 7, 2023*

<i>Name</i>	<i>Affiliation</i>
1. Mr. X.	Public Citizen
2. Joe Bednar	Public Citizen
3. Jesse Figueroa	Public Citizen
4. Parisa Alam	Public Citizen
5. Albert Tomasso	Public Citizen
6. Skylar Hope	Public Citizen
7. Peter Kaps	Public Citizen
8. David Martinez	Public Citizen
9. Layla Law Gisko	Chair of the Land Use, Housing and Zoning Committee, Manhattan CB# 5
10. Juan Castillo	Public Citizen
11. Montana St. Pierre	Public Citizen
12. Joseph Morales	Public Citizen
13. Jason Anthony	Public Citizen
14. Aneta Luczak	Public Citizen

[Hearing Convened, February 7, 2023, at 6:00 PM]

MS. SOPHIA-LAFRANCE BROOKS: Good evening. Good evening. We will now begin the public hearing. Today is Tuesday, February 7, 2023, and the time is 6:00 p.m. My name is Sophia-LaFrance Brooks and I will be tonight's Public Hearing Officer.

Tonight's public hearing provides the public with an opportunity to comment on MTA's federal grant proposals for federal fiscal year 2023. The hearing is being held in a hybrid format with options to participate in-person, as well as virtually via Zoom's online platform. This hearing is being livestreamed and recorded, and will be available publicly on the MTA YouTube channel and the Capital Projects webpage at [new.mta.info/2023-capital-projects-hearing](https://new.mta.info/2023-capital-projects-hearing). CART captioning and in-person American Sign Language interpreters are available at today's hearing. For our virtual attendees, to turn on CART captioning, please use the CC button on the bottom of the screen. Sign Language interpreters will appear on screen for all attendees. To hear the translated audio, use the interpretation button on the bottom of the screen.

Please note that each speaker is limited to three minutes. We ask that speakers keep their remarks to the three-minute time frame out of respect for all other speakers. As a reminder, we ask that all public speakers adhere to the MTA's rules of

conduct and decorum.

We will now start with opening remarks from Capital Funding Management.

MS. STEPHANIE DELISLE: Good evening, ladies and gentlemen. My name is Stephanie DeLisle and I am Director of Capital Funding Management for the Metropolitan Transportation Authority. I would like to welcome you to the Capital Projects public hearing for federal fiscal year 2023. I will begin this public hearing by reading a prepared statement, which I will -- which will become part of the hearing's public record. I would like to note that a transcript of this hearing will be made and a copy will be supplied to each MTA Board member.

This hearing is an opportunity for the members of the public to comment on the proposals. Representatives of the MTA are here to listen, so repret- representatives will be listening, not commenting.

The panelists for tonight are Gillian Persaud for MTA Bus Company; Ralph Barone for Long Island Railroad; Michael McKenna for Metro-North Railroad; Peter Crociata for New York City Transit; and James Wardle for MTA Construction and Development Company. Also on the panel tonight is Sophia-LaFrance Brooks, who is our Hearing Officer.

I should emphasize, public comments, including spoken

comments today, all correspondence and e-mails will be transcribed and incorporated into the official and -- record and distributed to every Board member.

The MTA has conducted a community involvement and public information effort to encourage customer comment at this hearing. To make the public aware of this hearing, advertisements were published in eight print media outlets, multilingual posters, digital and social media assets. Notice of this hearing was also posted on the MTA website, along with multilingual translations.

This is a public hearing being held by the Metropolitan Transportation Authority, or MTA, in connection with requests to the United States Department of Transportation for federal financial assistance under the fis- Fixing America's Surface Transportation Act, known as the FAST Act, and the Bipartisan Infrastructure Law, as appropriate. This federal assistance is for capital improvement projects for the systems operated by MTA, New York City Transit, Manhattan and Bronx Surface Transit Operating Authority, Staten Island Railway, MTA Long Island Railroad, MTA Metro-North, MTA Bus Company, and for the MTA Construction and Development Company. Copies of the descriptions of project from ea-, from which specific requests for federal financial assistance will be selected have been

available for inspection at numerous public locations throughout the surface area. In addition, copies of these documents were also available on the MTA website since January 3, 2023.

At this hearing, an opportunity will be afforded to all persons and agencies interested in being heard with respect to the social, economic, environmental and historic preservation impact of the projects and to submit evidence and recommendations, orally or in writing, with respect to any aspect of this list of projects.

Today's hearing is being held in accordance with federal -- federal requirements, in order to qualify the projects for federal financial assistance. We are here today to seek comments on the proposed list of projects only. The projects in this hearing may be more than we ultimately seek funding for, and the MTA may or may not do any of these projects listed here with federal funds.

The published -- the published list of projects contains capital improvement work in the following amounts for each agency:

New York City Transit, including Staten Island Railway,  
\$4.854 billion

Long Island Railroad, \$1.028 billion

Metro-North Railroad, \$1.588 billion

MTA Bus Company, \$33.23 million

The total for the MTA is \$7.504 billion.

Anyone interested in the categories of work which are the subject of today's public hearing, or the details of the individual projects, can inspect copies of the description of project which are available on the MTA's website.

Section 5307 is a formula-based program from which a specified amount of federal funds is allocated to the urbanized area for each federal fiscal year. The MTA will make the final program of projects available on its website, [new.mta.info/transparency/grant-management](http://new.mta.info/transparency/grant-management) for section 5307 funded, funded projects when the FTA awards those grants.

In federal fiscal year 2022, MTA received \$815 million of section 5307 funds for New York City Transit; Manhattan and Bronx Surface Transit Operating Authority; Long Island Railroad; Metro-North Railroad; and MTA Bus projects.

MTA will be submitting applications to obtain federal financial assistance from various sections of the FAST Act legislation and the Bipartisan Infrastructure Law. Final amounts that will be received for federal fiscal year 2023 are not presently known.

The requests to be made for federal financial assistance will incorporate individual projects into programs of work and



will be submitted, as appropriate, following this public hearing in anticipation of federal funding that may be available under the transportation legislation under the following programs: sections 5307, 5309, 5324, 5337, 5339 and 5340 of Title 49, Chapter 53 of the United States Code; funds for transit use under Title 1 of FAST Act, also known as the highway portion of the legislation; and 49 U.S.C. 5300 of the Bipartisan Infrastructure Law.

The final program of projects will be selected from the list of projects published in the legal notice of this hearing. Applications will be prepared and submitted to the USDOT.

MTA proposes to (a) submit capital projects to request some or all of the section 5307 funds for federal fiscal year 2023 that will become available, and (b) submit some capital projects to request 5307 funds remaining from prior year allocations and adjustments to the section 5307 program.

In addition, MTA also proposes to (a) submit projects for federal funds from the section 5337 state of good repair funding category for federal fiscal year 2023, and (b) submit additional projects in amounts sufficient to request federal fund balances from prior fiscal year allocations and grants within each of these fund categories, including fund categories under FAST Act and the Bipartisan Infrastructure Law, as appropriate, and for

adjustments to these programs.

The capital improvements to be progressed with these funds generally take place in the confines of the transportation systems of the MTA or the city, county or state-owned property. Any property acquisition or relocation that may be required for these projects will be carried out in accordance with the appropriate provisions of law and regulatory requirements. The projects are not expected to have any significant adverse environmental impact. Should the USDOT prepare a formal statement on the environmental impact of any of these projects, the availability of such a statement or statements from DOT will be made known by appropriate publication.

The projects outlined in this public hearing conform to the long range transportation plan for the New York Metropolitan region and have been, or will be, endorsed by the Metropolitan planning organizations of the New York Metropolitan Region, for Orange County, and for Dutchess County, as the product of continuing, cooperative and comprehensive planning for all modes of transportation.

Reduced fare privileges for the elderly, disabled and Medicare users will be made available, as required by federal law. All legal requirements relating to the elderly, disabled and Medicare users will be met.

In closing, I would like to emphasize that the financial aid that will be requested is essential to the implementation of the MTA's capital program. And, again, for today's public hearing, the MTA representatives attending this hearing are here to listen to your comments regarding the proposed list of projects. We will not be responding to any comments today. As noted earlier, a transcript of this hearing will be distributed to each MTA Board member. Thank you.

I will now turn it over to the Public Hearing Officer, Sophia-LaFrance Brooks, to commence the public speaking session. Thank you.

MS. BROOKS: Thank you, Stephanie. There are 10 speakers registered to be -- to speak tonight. Speakers will be called in the order which they signed up. If you have joined the Zoom under a name that is different from the one you used when you signed up to speak, please identify yourself in the Q&A function with the name you used when you signed up. When you are called to speak, there will be a brief transition on your screen. Please make sure that once your screen updates, your camera and microphone are enabled before beginning your remarks. You will not be able to unmute or enable your camera until it's your turn to speak. Please remain patient until then.

In the event you miss your name being called, we will call

the list one more time, after all speakers in attendance have been called the first time. By attending this virtual webinar, you are consenting to be recorded. Please be aware that there will be an auditory and visual cue to remind you that you have 30 seconds to conclude your remarks. Thank you for your patience and understanding throughout this in-person and virtual public comment session.

Our first speaker is Mr. X, followed by Joe Bednar.

MR. X: Again, you omitted some projects from this book you gave us. And I think it's time you start -- stop doing that. Because there are many projects that should be included. I stated within the last year's, I said it, too. Westchester, Avenue L, which are the two [unintelligible][00:19:26] should be connected. There are no trains running on that street between Southern Boulevard and Whitlock Avenue. How long would it -- it shouldn't take that long to build it. It's only a small stretch. That would be nice.

Okay. Seventh Avenue via the B, via the B, D and E trains, and 57th Street via the N, Q and R trains should be connected, they're right here. So it should be connected to the 1 train, the 1 and 8 -- or 1 and E trains have 50th Street. Also 50th Street via the 6L line. You need to connect those stations. You have a better system if you do.

Brooklyn Bridge, via the 4, 5 and 6 trains; City Hall via the N, R trains; Park Place via the 2 and 3 trains. They need to be connected. They're right there. There's no reason why you can't connect them.

Those projects should be in the books. And also, years ago, the South Bronx Community [unintelligible][00:20:19] advocated for an elevator at the closest stations near Hostos College and Lincoln Hospital. They want an update about that. As far as I know, you excluded it from the book. And if you did, there's no excuse for that, because we first advocated for it over two years ago. Inexcusable. Sometimes that's inexcusable.

It's inexcusable that the current MTA head, who could pass for Harrison Ford and Dave Letterman with a bigger nose and smaller head, decides to hold a public hearing and then no-shows. I saw him downstairs. So why isn't he up here? Is he hiding from me? Is he hiding from us? Is he running with his tails between his legs? It looks like Peter [unintelligible] [00:21:02] devil's disciple, one of my early opponents. Sometimes it's inexcusable.

In connection to the previous public hearing, you mentioned when speaker [unintelligible][00:21:16] starts. In connection to this one you didn't. You sent us upstairs to the

[unintelligible][00:21:22] at 5:30. You detained me here for, for 15 minutes. Why, I don't know. If you're 10 minutes on the 1st floor, that's bad. You're 10 minutes on this floor, that's just as bad. Okay, the minute I come upstairs, you should be ready. Ready, willing, able like a [unintelligible][00:21:43]. And if you're not, you shouldn't be here. It's that simple. For you to cut into our time, which you've done in the past, is inexcusable. For Harrison Ford and Dave Letterman to hold a public hearing and no-show, it's also inexcusable.

Just one question. Does MTA stand for Metropolitan Transit Authority or does it stand for money thrown away? I'm beginning to think it stands for money thrown away. What I saw last Wednesday was a small joke.

MS. BROOKS: Please conclude.

MR. X: What I saw today, it's a bigger joke. Get it together. Take your time and do it right, like the SOS Band.

MS. BROOKS: The next speaker is Joe Bednar, followed by Jesse Figueroa.

MR. JOE BEDNAR: President Biden, Congress, Governor Hochul, Mayor Adams, MTA Board members, my fellow human beings, my name is Joe Bednar. Yes, we are here to discuss federal capital resources and their proposed use by the MTA. You stand with annual revenue of \$14 billion and an annual operating

budget in 2022 of \$19.4 billion. I am going to speak to the crisis of homeless and crime aboard the system and how you can spend a small fraction of your capital to fix it.

What is the most valuable capital for any company? Human capital. It rises above steel, concrete and technology. It is human employees and human customers coming together in a humane way to get from point A to point B. Let's review the human capital component of the Metropolitan Transportation Authority. Authority -- that's an interesting term. The definition of authority is the power or right to give orders, make decisions and enforce obedience. That's authority.

This is disgusting. This is disgusting. This is piss on your subway floor. This is a suitcase and a stolen Citi Bike on your subway. This is someone sleeping on my seat. Addiction. Urination. Defecation. All aboard the MTA trains and stations. This is an MTA crisis. It is not a problem for NYPD to address and solve. The NYPD is of greater purpose above ground and not on your property. The MTA must operate as any other private business operates and is subject to loitering and criminal activity. Retail owners know this and implement private security. Bar owners know this and implement private security. You are a hybrid private corporation. What do these photos say about your company? They say you do not care. You do not care

about the health and safety of your passengers, about the health and safety of your workers. You do not care about a plan of action to address this situation.

You may say, well, we can't escort paying customers out of the system. You're right. You can't. But you can use your authority to not allow sleeping in the system. I am personally developing a plan, including appropriate proposed budget to put private security in place in all stations and on trains. If anyone is interested in seeing my plan, my website is --

MS. BROOKS: Please conclude.

MR. BEDNAR: -- joebednar.com. Thank you.

MS. BROOKS: The next speaking is Jesse Figueroa, following by Parisa Alam.

MR. JESSE FIGUEROA: Good evening, everybody, from downtown Brooklyn. I agree with the gentleman who spoke, 110 percent. I'm a veteran myself. I'm disabled. And there are homeless people who are also veterans. Keep that in mind. We need to use this capital program very wisely, and it should be for people, for people and stuff more than infrastructure. But there are some stations that are desperately in need of elevators. For example, the two stations of the Smith Street Viaduct. They are definitely in need of elevators. I would say 4th Avenue and 9th Street and Smith Knights, because I would



have to walk wobbling up those stairs.

MS. BROOKS: The next speaker is Parisa Alam.

MS. PARISA ALAM: Good evening, everyone. So I'm Parisa Alam. And, so, I'm a high school student, currently like in my 11th grade this year. And, so, I'm from Eastern Queens and I attend school at Townsend Harris High School. So I really wanted to join this meeting on behalf of like high school students --

MS. BROOKS: The next speaker is Albert Tomasso.

MS. ALAM: I'm sorry. Can you all hear me?

MS. BROOKS: Yes, Parisa?

MS. ALAM: Yes, sorry, did you hear what I said earlier?

MS. BROOKS: No, I did not.

MS. ALAM: Okay. Could you let me know if it's my turn to speak?

MS. BROOKS: Sure. Speak now.

MS. ALAM: Oh, okay. So, so, hi, my name is Paris and I'm a high school student from Eastern Queens. And I, I attend Townsend Harris High School currently, and I'm in the 11th grade. So I really wanted to attend this meeting on behalf of all, like the high school students that do go, use the MTA service, especially the bus service in Queens, because I feel like high schoolers are a bulk of like the people who do go on

the bus. So I did like informally interview a lot of my classmates in school and, like, I wanted to see what their own problems were with the bus system. And, so -- yeah, so some of this is also like my own input.

So one thing I saw was that, like, from the report, that most of the money is being allocated to like subway and like the actual LIRR and Metro-North systems. But I would like to appeal for maybe a few changes to the bus system, such as lower fare for those that have like financial difficulties. Like, they could apply for a special card that would allow them to have like financial aid. And also like, I guess more fare -- like, more transfers for high school students on their free cards.

Also, more people wanted buses that were available in Queens in the morning so that it would, if they missed a bus, they wouldn't have to wait for a really long time.

More people also wanted buses to be less crowded in general in Queens, and like raise the bus capacity in Queens, because they felt like buses had little to no seats. And those that needed seats were always taken. And, then, they wanted bus schedules to be, and subway schedules, to be more frequent, in general, in New York City.

And along with the increase in safety, as others had said before, I think that's also important. Safety for not only like

bus riders, but also like at the stations themselves, to have safety there.

And then, also, this is more of my own input, but maybe there could be more subway stations in Eastern Queens, as future projects, since it's sort of like a transportation desert and there are like only a few bus routes where Queens connects to Long Island. Thank you.

MS. BROOKS: Thank you. The next speaker is Albert Tomasso, followed by Skylar Hope.

MR. ALBERT TOMASSO: Good evening. I want to thank the Directors for your service. I know this is an unenviable job [unintelligible][00:31:14] resources to go around.

I want to speak to your proposed suggestions of the Brewster Southeast Complex on the Harlem Line. I was excited to see these on the list of capital projects, as it's a station I use regularly and currently hold a parking pass to commute back and forth from here to Connecticut. This station complex is unique, in that it's one of the few not located in the downtown area and, therefore, has room to expand and increase commuter capacity, as it's also directly adjacent to the Interstate 84 corridor.

Although details are not given of the new parking area, I want to express a, a hope and desire that it both expands from

the current facility, which, at least pre-pandemic, was at capacity, and includes room for additional future expansion to accommodate increased commuters to hopefully take cars off the 684 corridor into the City.

Furthermore, speaking to the, the needs of safety and cleanliness expressed earlier by Joe, I want to add that urination is a problem not only on the trains, but also in the station areas. The, the Southeast station currently has an outhouse at the edge of the parking lot, but no dedicated bathroom facilities. Unlike some stops that are simply walk on/walk off, this station is also used to transfer between the electrified portion of the corridor and the diesel trains that run further up to Wassaic. And, so, it can include passengers waiting on the platform for 10, 20, 30 minutes or more. And so, while I don't see station improvements listed here, I would express a hope that with the improvements to the parking and the rail complex, a station upgrade could also be included to account for these, these layover passengers, as well as to attract more commuters off the 84/684 corridor.

Finally, I want to express a hope that, as these plans move forward, electrification of the highly successful Harlem line north of -- sorry -- north of Brewster could also be included to continue to meet the climate goals of the Greater New York

region, to provide increased fast, frequent and reliable service to this corridor, and to demonstrate a model that could be further applied to the New Canaan and Waterbury lines within Connecticut to once again upgrade from the current diesel service to electric as we move into the next generation of commuter rail. Thank you very much.

MS. BROOKS: Thank you. The next speaker is Skylar Hope, following by Vincent Jenkins.

MS. SKYLAR HOPE: Alright. So, first off, I want to start by talking about ADA accessibility. Right now, only about one-quarter of the 472 stations in the system are ADA accessible, meaning the ramps, the elevators, et cetera. Now, our current proposal, as of this year, explicitly lists six stations, and then it includes another set of funding that mentions 10 under non-committal wording. The difference between six stations and 16 stations being made ADA accessible is the difference between two decades and six decades until full ADA compliance. We've already had 33 years since ADA was passed. ADA is actually older than I am. That's how long this project is taking, and that is not okay.

The other thing I want to point out are all the transit deserts held in New York City. We pride ourselves on our transit system, across the whole country, across the whole

world, but far too often we look at Manhattan. And Manhattan is only 20 percent of New York City. When you look at a map of, area by area, the places that are being well-served by the subway, they are the areas with the lowest car ownership, and vice-versa. We need to remember, only about 22 percent of households in Manhattan have a car. In Bronx, it's 40 percent. In Brooklyn, it's 44 percent. In Queens, it is 66 percent of households with a car, and in Staten Island, this rises up to 88 percent. Again, map out the subway deserts, and this maps exactly who is owning a car. There are large parts of Queens where the buses just aren't reliable enough and they don't run frequently enough compared to the subway.

And, ultimately, I need you to realize the 2,000,000 cars that are registered in New York City alone, that's around 10 million tons of carbon dioxide every single year those cars are driven. Ten million tons of carbon dioxide every single year. And that's only the gasoline. That's not even accounting for the pavement, the rebar, the parking lots, everything else connected to that. And I have been in too many meetings where big oil and big auto literally lobby against public transit being seen as a viable climate solution because they know they can make more money off of innocent people by doing this. And because of all the racial inequities and the gentrification

equities in New York, this disproportionately seems to hit low-income folks of color who get pushed further and further out every darned time. And when we do this, when we build around cars, we prevent us from building new housing and walkable areas that can serve more people, that can prevent gentrification from pushing people out.

I know subway expansions are expensive. But compared to dumping carbon in the air where it will last for thousands of years, where we have not even seen the full effects of the carbon there now, that is insane. We need more subways.

MS. BROOKS: Thank you. The next speaker is Vincent Jenkins, followed by Peter Kaps. The next speaker is Peter Kaps.

MR. PETER KAPS: Hi, there. Can you guys hear me?

MS. BROOKS: Yes.

MR. KAPS; Awesome. I'm coming with, I'm coming right now from Sheepshead Bay, and I'd just like to basically go through a quick bullet list describing slight modifications to the MTA Capital Plan and just recommendations towards this aforementioned plan.

So, for most of the point listed below, obviously, federal funding for the project, at least partially or in full, should be secured.

First bullet point. Making serious efforts to communicate with private developers, such as ReThink Penn, to reconstruct per -- Penn Station per their lines over the Governor's, which would potentially return the pre-1963 station house back to life. Now, this would obviously provide many spatial benefits and it would also provide many -- much more room across the station, in order that people at the busiest transit hub in the western hemisphere have more room to walk around.

Second point. The reopening of the lower level of the Bergen Avenue station located on the IND Culver line so that express service may serve the station rather than bypassing the busiest sta-, the busiest station along the F express line in Brooklyn.

Third point. I noticed on the federal, on the request for federal capital that the useful life of bu-, of buses was around 12 years. If it is technically and realistically feasible, this life should be extended to about 15 years.

Fourth point. I'm basically concurring with everybody at this point. Safety on the subway is a huge issue. And, as such, tech upgrades for the NTTs in the system, NTTs being old trains that are not the R46 and the R68, should be retrofitted with cameras to provide evidence of serious crimes.

Point five. Local businesses should be encouraged to open



shops inside of New York City subway stations. I noticed that this is already present in places like Borough Hall on the IRT and in, and in West 4th Street on the IND systems. So I believe that this should be extended much more so that businesses can basically have -- so that businesses can, more or less, not only operate in these stations and provide useful services to customers, but, likewise, to go ahead and make tax money for the MTA. At present, you guys are about \$300 million short of raising fares for the system, so this could be a useful way to avoid doing that.

Sixth point. Contracting local cleaning crews to power wash floors and cleaning up stations. You guys already have your own services for doing this, but I believe that this would also go ahead and help local businesses and to basically provide more community input into local stations and even making people a little bit proud of the stations that they have as part of this great system.

And point number seven, final point. Tech, tech upgrades for all existing NTTs in the system. Again, old trains that are not the R46 or R68, to give announcements for what side the doors of the train will be opening at for the next station.

MS. BROOKS: Please conclude.

MR. KAPS: Thank you.

MS. BROOKS: Thank you. The next speaker is David Martinez, followed by Layla Law Gisko.

MR. DAVID MARTINEZ: Hello, can you hear me?

MS. BROOKS: Yes.

MR. MARTINEZ: Yes, good evening, everybody. I am from Brooklyn, New York, and I have been riding the subway for like years. And there, and there needs to be some improvements that, that I get pissed off every time here that any -- that I have to go through.

Because one of the things I don't understand is, on the weekends, why is there no B train service on the weekends when I take the train every day? Especially for passengers who have to get to 6th Avenue from DeKalb Avenue or along the Brighton line. I feel like there needs to be some B train service on the weekends, at least. So, that way, you get service toward 6th Avenue instead of transferring at Atlantic Avenue-Barclay Center, or 34th-Herald Square for the D train here. You need extra service along 6th Avenue on the weekends.

I understand, because of construction and everything else, but come on. Why are you reducing service here? This is unacceptable of what you're doing to us as New Yorkers here. Especially when you can't have the C train be extended to Ozone Park-Lefferts Boulevard instead of having two A trans going

different directions? Like, why are you trying to confuse the passengers and the commuters to where they're going to?

Alright? Why can't you just be organized and just create an extension?

And here's another thing I don't understand here. When a train is going express, why do you have to make a local stop after going express? Like, I'm talking about on Queens Boulevard where, after Forest Hills-71st Avenue, it just, the A and the F start going local. Like, if you're an express train, you should remain express throughout the entire trip here. Let the local trains be extended. The M and the R need to be extended to at least, I'd say Jamaica-179th Street or Jamaica Center. I don't understand what's the, what's the problem here. Why you, why are you just so forced on taking our money away instead of improving service and adding service to us MTA customers that use this system every day? It is annoying and I'm getting sick of it here. I, I, I just can't here, alright?

And, plus, anytime when we, we need help trying to get to someplace where, if they don't tell us specifically the full station name. We need better conduc-, professional conductors to announce the full station names at all times, no matter what. Or, otherwise, the passengers will get lost and they don't know where they at. Alright? 'Cause, and -- 'cause whether, no

matter what train car you're on, it's always important to hear the full station name so, that way, the passengers don't get lost at where they're going to, no matter what time of day it is. Okay?

And add more service to the weekends, et cetera, et cetera, and extend those trains even further. Okay? Thank you.

MS. BROOKS: Thank you. The next speaker is Layla Law Gisko, followed by Montana St. Pierre.

MS. LAYLA LAW GISKO: Hi. Good evening. Thank you for the opportunity to testify. My name is Layla Law Gisko. I'm the Chair of the Land Use, Housing and Zoning Committee of Manhattan Community Board 5. Community Board 5 is home to Manhattan's two train hubs -- Grand Central Terminal and Penn Station.

Penn Station has been the subject of numerous conversations with the MTA, as the facility is in critical need of improvements. While we are skeptical that the ESD-sponsored project known as the Empire Station Complex GPP will generate any of the funding needed for Penn Station, we were encouraged when we heard at the March 2022 MTA Board meeting that MTA would aggressively seek federal funding for Penn Station. Penn Station is in, is of great regional importance. We believe that large capital projects to upgrade and improve our transportation infrastructure should receive the maximum amount of federal

funding such projects are eligible for. Penn Station is entirely missing from the book that was submitted and that we're testifying on tonight.

While we understand that federal funding may come from discretionary FTA grants, as well as from FRA, we are surprised to see that the MTA is not seeking any formula funding for Penn Station as part of this FTA apportionment and suballocation. We believe it is essential, given the large number of projects currently identified at Penn Station that fall under MTA's responsibility, to seek formula funding. We like to respectfully request that MTA addresses our question and provide us with an explanation as to why they're not seeking federal dollars from the FTA as part of formula funding at this particular juncture.

We also take the opportunity of this hearing to respectfully ask MTA to provide with the public with an opportunity to better understand the status of the federal funding scheme and timeline for Penn Station reconstruction. Federal funding will be essential if we are serious about fixing Penn Station. We need to know that this funding is currently being sought by the MTA, and we need to know when it will be issued. Thank you for the opportunity.

MS. BROOKS: Thank you. The next speaker is Juan Castillo,

followed by Joseph Morales.

MR. JUAN CASTILLO: Let's see. Is this mic working? Excuse me. Anyway. I, I'd like speak personally on my behalf. Review -- the projects that aren't approved weren't proposing about the accessibility, the accessibility for each MTA station that has elevators that we should -- that they should be double, double the accessibility compliance. For example, you should double the, double the accessibility at Brooklyn for Coney Island-Stillwell Avenue. And if you installed two elevators from one of -- from each the F and Q platform up to the overpass, as well as fixing the, the ramp on the D to make it fully gradually accessible.

Also in Manhattan, we will install four elevators to each platform of the A, C and E trains, 42nd Street Port Authority bus terminal station. Also, to, to switch lines for the B and D train back to West End and Bri- Brighton lines, with B trains going along, back to Coney Island on, on the West End line with new late night and weekend service, and for D trains going back to the Brighton line while continuing to serve Stillwell Avenue with sending Q trains turning at Brighton Beach.

Also to revert some changes related to the 2010 service cuts to reinstate the V train and send the M back via the Nassau Street line through [unintelligible][00:48:35] Park. Make it

the Brown Line again.

I also propose that the MTA should discontinue BX15 Limited and bring back the BX55 as an SBS line, to have it run 24/7 between Fordham Plaza and LaGuardia Airport, similar to the proposed BX50 Limited. Now, that was planned back in 2008, but, but never happened.

Also, I will -- I also want to bring, bring the idea, propose Bronx Network, bus network, redesign changes regarding some changes, regarding some changes in the Bronx, some in Brooklyn and Manhattan and Queens for all local limited SBS [unintelligible][00:49:32]. And also as well as Staten, as well as Staten Island. If you're, if you're interested in hearing the amount, you can reply back to me in my e-mail address at [acevel14@aol.com](mailto:acevel14@aol.com). Just letting you know. Thank you.

MS. BROOKS: Thank you. The next speaker is Montana St. Pierre.

MR. MONTANA ST. PIERRE: Hello. My name is Montana St. Pierre. Thank you for having us tonight. And I would like to start out just by commending the Agency for all of the difficulties it encounters maintaining the most robust, largest system in the country, public transportation. As having relied on public transportation in various other cities, such as the BART/Muni in San Francisco, MBTA in Boston, it is crazy just how

much more accessibility this service provides to the residents of New York City and of the surrounding areas.

But, overall, there are definitely a few things I would just like to bring up. It was pointed out earlier how the proposal for the ADA accessibility compliance are specific projects, but then there is the one project that has the budget of \$700 million with the non-committal language. And I think it is important that this is money that is allocated to specific plans. Because if there's not a plan now, at least one that not -- one we're not able to see and that's not visible, it's hard to believe that any of these changes will come to fruition.

And overall, the, the amount of money is, of course, quite staggering, and that is, of course, due to the, the nature of just the United States construction and inflation and all of that. But it would be great to see maybe some more non-traditional approaches to implementing these improvements in the future, especially with the communications upgrades, signaling, and the more physical construction projects with the, the ADA accessibility, such as we had when we consulted the deans of the Columbia and Cornell engineering schools to rapidly accelerate the L train tunnel rehabilitation. It would be great to see some more exploratory, non-traditional approaches being introduced.



And, finally, just overall through all these projects, I noticed that there seems to be a lack of dedication to improving climate resiliency with these projects. It's great if we're able to implement all of these accessibility changes and signaling changes, but we need to make sure that they're going to be here to last and that we are able to handle all of the issues that keep arising, such as flooding, as we've seen in the past year, that can cripple the system.

Thank you for your time.

MS. BROOKS: Thank you. We have reached the final two speakers on the list. After they have been called, we will call the names of the speakers who were previously called, but did not speak yet. As we make our way through the list of speakers for the second time, those present who have not spoken yet will be given the opportunity to comment. If you miss your name being called or have joined the Zoom under a name that is different than the one you used when you signed up to speak, please identify yourself in the Q&A function. The next speaker is Joseph Morales.

MR. JOSEPH MORALES: [Unintelligible][00:53:55]. Good evening, everyone. I'm here to speak on a few proposals of the MTAs. One is to ensure, it's great that we're purchasing more electric buses, but I would really like to make sure that -- and

I mentioned this last year, as well, but just to bring it up again, that they are distributed equitably in communities in need. In 2019, Daily News announcers found that 4 percent of the oldest RTS diesel burning buses in the fleet, in New York City's fleet, they made up 4 percent of New York City's fleet, but over 20 percent of the buses coming out of the East New York bus depots. So I feel like I've seen these buses all over the City now, but I haven't been to certain areas so much. So I just want to make sure that happens.

I feel like as far, for ADA accessibility, it's great that, what's it called, we're pursuing, making more ADA stations accessible. However, I feel like it'll really be nice if we prioritize stations based off of need, as well. Like, for example, 168th Street, I'm not saying any station needs it more than others, but like, I feel like 168th Street, on the 1 line, should be prioritized because it's near a set of hospitals. As well as stations that it's harder to complete the same trip on train by bus. And stations that are -- what was the other word -- stations that are just harder to complete the same trip by bus.

And as -- lastly, as part of station work, I would like to make sure that Omni machines to -- I feel as if Omni machines -- sorry. I'm stumbling upon my words. A lot of Staten Island

politicians were upset that Metro Card vending machines were not in Staten Island railway stations, but, yet, were in every station in the New York City subway system. So, please, when you guys install Omni card vending machines this year, please put, install them in Staten Island Railway, as well. A lot of delis are not open 24/7 in the area, and if you're coming out of -- I'll make up an example here -- say the Huguenot Station. Actually, I don't know if Huguenot, but any Staten Island Railway station, it may be hard to, if you need to, say, get into the, take a bus. If you can't get a Metro, an Omni card and you don't have a credit card, it's going to be pretty hard to pay your fare.

And circling back to the bus comment, I forgot to define what I meant by communities in need. Basically, communities that are more adversely impacted by vehicle emissions and ones, and ones with higher asthma rates. Thank you for your time.

MS. BROOKS: Thank you. The next speaker is Jason Anthony.

MR. JASON ANTHONY: Good evening, Sophie. Thank you for giving me the opportunity to speak. Reading upon the other capital projects, I could totally agree getting the ADA elevator at Parkchester is well needed. This could have come in a well, good moment for the Penn line. All elevators are needed in special moment, but we also need ramps in, in some stations,

modernizing the fleet, because some buses are getting old. Some of them break down sometimes.

We could also mention station modernization. We could also mention elevators and ramps outside of the five boroughs. We could mention up north, up north in Metro-North's territory, east in the Long Island Railroad territory, West of Hudson, in the, in the Pascack Valley line, in the Port Jervis line.

When Omni is introduced in the Staten Island Railways territory, vending machines should be introduced first, because I work in Staten Island and Amazon workers, they often work late nights. And especially in the St. George terminal, there's several vending machines, and they should be introduced first.

So this is a good plan. And all those previous speakers, keep in mind, we should support congestion pricing to support this plan. Because without congestion pricing, this plan would fall into, into desperate hands. So, without congestion pricing, this could end up into a debt fall. So this all I have to speak for this round. Thank you, Sophie, for letting me speak tonight.

MS. BROOKS: Thank you. At this current time, we're going to take brief recess.

[OFF THE RECORD]

[ON THE RECORD]

MS. BROOKS: Thank you. The current time is 6:58. We're going to call the two speakers that we called previously to see if they joined the Zoom. Vincent Jenkins and Jesse Figueroa. Okay. We don't have any further speakers, and neither one have joined the Zoom. And this concludes --

UNIDENTIFIED FEMALE 1: Am I allowed to speak? I, I have a question. I notice here that you have [unintelligible]  
[01:03:58].

MS. BROOKS: The next speaker is Aneta Luczak.

[OFF MIC CONVERSATION]

MS. ANETA LUCZAK: Good evening, everyone. Can you hear me?

MS. BROOKS: Yes we can.

MS. LUCZAK: Okay, thank you. My name is Aneta Luczak and I am a public school teacher. So, needless to say that I use the subway system everyday to commute to and from work. And I'm just here to say a few brief words.

I would greatly appreciate if these sessions could be held more often, and if they could be held on weekends so that more working people and, hopefully, students could attend the sessions on days when they're off. Possibly middays or early afternoons would be a great time to increase probably the participation numbers.

I would like to ask that the time for speaking be increased from three minutes to four, possibly five minutes, to allow for the ideas that are mentioned, you know, to be, I guess more elaborated on. And I guess that's, that's all I have to say.

So good luck with your projects, and I hope we will see a great impact, you know, on the system that we visit each and every day. Thank you for your time. Goodnight.

MS. BROOKS: Thank you. At this current time, we do not have any additional virtual speakers, and we exhausted the list for the in-person speakers. This concludes the public hearing. The current time is 7:02 p.m. Thank you for joining us.

[Hearing Adjourned, February 7, 2023 at 7:02 PM]

\*\*\*\*\*

## CERTIFICATE OF ACCURACY

I, Claudia Marques, Project Manager at Geneva Worldwide, Inc., certify that the foregoing transcript of proceedings for the Capital Projects Public Hearing, was prepared using the required transcription equipment and is a true and accurate record of the proceedings to the best of my abilities and belief.

Certified By:



Claudia Marques

---

Date: February 14, 2023













2022 PARIS CONSOLIDATED AGENCY REPORT

Transact Number	Vendor Name	Procurement Description	Item	Unit	Type of Procurement	Award Date	Rpt Date	Revised Date	Start Date	End Date	Amount	Approved Price	Contract ID	Contract	Program	Agency	Quantity	Unit Price	Total	Comments	Agency	City	State	Fiscal Code	2-yr F	Country	Other
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	
15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	12/01/2021	12/01/2021	12/01/2021	12/01/2021	12/01/2021	1000.00	1000.00	15001-124	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	PARIS SERVICE CENTER, INC.	1	1000.00	1000.00		PARIS SERVICE CENTER, INC.	PARIS	IL	1000	F	USA	









2022 PARIS CONSOLIDATED AGENCY REPORT

Tranche ID Number	Vendor Name	Program and Description	Block	Type of Payment	Agency Program	Amort Date	Ref Date	Amort	Prin	Int	Pay	Contract	Rate	City	Address Line 1	Address Line 2	City	State	Zip	Country
48001700	2022 PARIS CONSOLIDATED AGENCY REPORT																			

2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Invoice #	Invoice Date	Invoice Type	Agency	Invoice Amount	Invoice Balance	Payment Method	Invoice #	Invoice Date	Invoice Type	Agency	Invoice Amount	Invoice Balance	Payment Method	Invoice #	Invoice Date	Invoice Type	Agency	Invoice Amount	Invoice Balance	Payment Method	Invoice #	Invoice Date	Invoice Type	Agency	Invoice Amount	Invoice Balance	Payment Method
ABC COMPANY INC	48017316	11/10/2022	Contract	Competition B	500.00	500.00	Direct Payment	48017316	11/10/2022	Contract	Competition B	500.00	500.00	Direct Payment	48017316	11/10/2022	Contract	Competition B	500.00	500.00	Direct Payment	48017316	11/10/2022	Contract	Competition B	500.00	500.00	Direct Payment



2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Status	Type of Procurement	Award Date	Buy Date	Release Date	Details	Original Price	Current Price	Contract Value	Contract Type	Contract Status	Contract Description	Address Line 1	Address Line 2	City	State	Fiscal Code	2-Dig	Parent Organization	Country
PARIS BANKING CORP	48001708	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001709	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001710	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001711	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001712	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001713	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001714	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001715	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001716	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001717	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001718	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001719	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001720	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001721	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001722	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001723	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001724	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA
PARIS BANKING CORP	48001725	PARIS BANKING CORP	Open	Commodity/Service	12/15/2022	12/15/2022			30710.00	30710.00	30710.00	Fixed Fee	Y	Bank Code: The First	24, 802, 790, 153		PARIS BANK	PA	11202		Paris Banking Corp	USA





2022 PARIS CONSOLIDATED AGENCY REPORT

Year	Vendor Name	Transaction Number	Procurement Description	Quantity	Type of Procurement	Agency	Agency Code	Agency Name	Agency Address	Agency City	Agency State	Agency Zip	Agency Country	Agency Phone	Agency Fax	Agency Email
2022	SCORE BASED CORPORA LLC	460227926	... 1/15/2022	...	...	...	...	...	...	...	...	...	...	...	...	...









2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Buyer	Type of Procurement	Award Date	Buy/PO Date	Receipt Date	Quantity	Unit Price	Amount	Contract	Program	FY	Activity	Category	Sub-Category	Encumbrance	Approved	Comments	City	State	Country	Other
PROFESSIONAL SERVICE	40617029	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	42,000.00	42,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617030	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	89,500.00	89,500.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617031	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	47,750.00	47,750.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617032	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	39,750.00	39,750.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617033	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	21,000.00	21,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617034	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	274,100.00	274,100.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617035	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	104,650.00	104,650.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617036	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	178,612.50	178,612.50		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617037	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	415,500.00	415,500.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617038	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	300,000.00	300,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617039	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	204,100.00	204,100.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617040	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	267,150.00	267,150.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617041	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	154,800.00	154,800.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617042	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	187,250.00	187,250.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617043	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	22,675.00	22,675.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617044	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	11,000.00	11,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617045	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	69,000.00	69,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617046	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	470,000.00	470,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617047	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	265,000.00	265,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617048	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	157,325.00	157,325.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617049	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	49,800.00	49,800.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617050	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	49,800.00	49,800.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617051	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	11,000.00	11,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617052	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	47,000.00	47,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617053	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	47,000.00	47,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617054	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	49,800.00	49,800.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617055	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	49,800.00	49,800.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617056	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	11,000.00	11,000.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		
PROFESSIONAL SERVICE	40617057	PROFESSIONAL SERVICE	001	Contract/Bid/Schedule	9/20/2022	9/20/2022	9/20/2022	1	49,800.00	49,800.00		000	9	0000	00	00000			SPRINGFIELD	IL	USA		



2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Trademark Number	Procurement Description	Item	Type of Procurement	Amount of Contract	Start Date	End Date	Net Price	Amount Paid	Amount Due	Contract ID	Contract Type	Contract Status	Contract Value	Contract Terms	Contract Location	Contract Country	
ALLEN & LEYBURN	46800230	FOR THE YEAR 2022, ALLEN & LEYBURN WILL PROVIDE THE FOLLOWING SERVICES TO THE COUNTY OF ROCKY MOUNTAIN, COLORADO:	2022-0001	Professional Services	1,500,000.00	1/1/2022	12/31/2022	1,500,000.00	1,500,000.00	0.00	2022-0001	Professional Services	Active	1,500,000.00	2022-0001	BOULDER, CO	USA	
BARRIS & ASSOCIATES	46800231	FOR THE YEAR 2022, BARRIS & ASSOCIATES WILL PROVIDE THE FOLLOWING SERVICES TO THE COUNTY OF ROCKY MOUNTAIN, COLORADO:	2022-0002	Professional Services	750,000.00	1/1/2022	12/31/2022	750,000.00	750,000.00	0.00	2022-0002	Professional Services	Active	750,000.00	2022-0002	BOULDER, CO	USA	
CONCRETE WORKS	46800232	CONCRETE WORKS WILL PROVIDE THE FOLLOWING SERVICES TO THE COUNTY OF ROCKY MOUNTAIN, COLORADO:	2022-0003	Construction	1,200,000.00	1/1/2022	12/31/2022	1,200,000.00	1,200,000.00	0.00	2022-0003	Construction	Active	1,200,000.00	2022-0003	BOULDER, CO	USA	
...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...











2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Transaction Number, Program or Description, Bill To, Type of Payment, Fund Project, Award Date, Return Date, Invoice Date, Bid Date, Amount, Amount for Agency Use, Amount for City Use, Status, City, Address Line 1, Address Line 2, Bill to City, Bill to State, Bill to Zip, Bill to Country.





2022 PARIS CONSOLIDATED AGENCY REPORT

Year	Type	Description	Priority	Project/Program	Start Date	End Date	Actual	Estimated	Number of Units	Number of Units from State	Number of Units from Other	Number of Units from Other	Number of Units from Other	Number of Units from Other	Number of Units from Other	Address Line 1	Address Line 2	City	State	Postal Code	Zip	Parish/Jacinto	County
2022	0000000000	NEW HOUSING DEVELOPMENT	1	MARSHVILLE COMMUNITY CENTER	01/01/2022	01/01/2022	10000	10000	0	0	10000	0	0	0	0	2000 W. MARSHVILLE RD	MONROE	LA	70506			MONROE	LA
2022	0000000000	NEW HOUSING DEVELOPMENT	1	NEW HOUSING DEVELOPMENT	01/01/2022	01/01/2022	20000	20000	0	0	20000	0	0	0	0	1515 W. HUNTER DR	MONROE	LA	70506			MONROE	LA
2022	0000000000	NEW HOUSING DEVELOPMENT	1	NEW HOUSING DEVELOPMENT	01/01/2022	01/01/2022	20000	20000	0	0	20000	0	0	0	0	1515 W. HUNTER DR	MONROE	LA	70506			MONROE	LA
2022	0000000000	NEW HOUSING DEVELOPMENT	1	NEW HOUSING DEVELOPMENT	01/01/2022	01/01/2022	20000	20000	0	0	20000	0	0	0	0	1515 W. HUNTER DR	MONROE	LA	70506			MONROE	LA

2022 PARIS CONSOLIDATED AGENCY REPORT

Year/Year	Transaction Number	Project Description	Block	Type of Placement	Amount Promised	Amount	Amount/	Number of Bonds	Number of Bonds	Number of Bonds	Number of Bonds	Number of Bonds	Number of Bonds	Address Line 1	City	State	Fed Code	Pin	County
							Original/	Paid to Maturity	Per Month	Per Month	Per Month	Per Month	Per Month						
2022	0000000019	AAA HYBRID TRUST, L.P.	SP	Corporate/Agency	AAA Hybrid Trust, L.P. Corporate/Agency	3,500,000	3,500,000	100.00%	1	1	1	1	1	1110001000	NEW YORK	NY	11100	001	NEW YORK
2022	0000000020	AAA HYBRID TRUST, L.P.	SP	Corporate/Agency	AAA Hybrid Trust, L.P. Corporate/Agency	3,500,000	3,500,000	100.00%	1	1	1	1	1	1110001000	NEW YORK	NY	11100	001	NEW YORK
2022	0000000021	AAA HYBRID TRUST, L.P.	SP	Corporate/Agency	AAA Hybrid Trust, L.P. Corporate/Agency	3,500,000	3,500,000	100.00%	1	1	1	1	1	1110001000	NEW YORK	NY	11100	001	NEW YORK
2022	0000000022	AAA HYBRID TRUST, L.P.	SP	Corporate/Agency	AAA Hybrid Trust, L.P. Corporate/Agency	3,500,000	3,500,000	100.00%	1	1	1	1	1	1110001000	NEW YORK	NY	11100	001	NEW YORK
2022	0000000023	AAA HYBRID TRUST, L.P.	SP	Corporate/Agency	AAA Hybrid Trust, L.P. Corporate/Agency	3,500,000	3,500,000	100.00%	1	1	1	1	1	1110001000	NEW YORK	NY	11100	001	NEW YORK

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with 25 columns: Vendor Name, Tracking Number, Procurement Description, Status, Type of Procurement, Award Date, Receipt Date, Revised Date, Bid Date, Amount, Contract/Order #, Contract/Order #, Value, Estimate, Number of Proposals, Estimated Value, Item Number, Agency Name, Bid Opening Date, Bid Due Date, Bid Opening Time, City, State, Zip, Agency Code, Country.









2022 PARIS CONSOLIDATED AGENCY REPORT

Year	Year End Name	Transaction Number	Preparation Description	Yr	Type of Payment	Agency/Program	Contract	Contract/Order #	Contract/Order # - Line Item	Contract/Order # - Sub Item	Contract/Order # - Product	Contract/Order # - Service	Contract/Order # - Description	Contract/Order # - Unit	Contract/Order # - Amount	Contract/Order # - Quantity	Contract/Order # - Unit Price	Contract/Order # - Value	Contract/Order # - Status	Contract/Order # - Category	Contract/Order # - Country
2022	DEPT OF ENTERPRISE FINANCIAL CORP	10010035	FINANCIAL CORP	8/22/2022	Payment	MAINTENANCE	MAINTENANCE	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000	9000000000

2022 PAISMS CONSOLIDATED AGENCY REPORT

Table with columns: Year, Agency Name, Project Description, Status, Type of Placement, Approval Date, Request Date, Bid Date, Amount, Amount/Request, Contract, Number of Jobs, Jobs Available, Net Payroll Value, Address Line 1, City, State, Filing Code, Zip, Pensions/Region, County. The table lists 50 agencies and their respective projects, including details on placement status and financial metrics.

2022 PAIS CONSOLIDATED AGENCY REPORT

Transparency Number	Vendor Name	Project Description	Type of Procurement	Award Date	Receipt Date	Debit/Debit Date	Amount	Amount	Amount	Number of Deliverables	Number of Deliverables	Number of Deliverables	Number of Deliverables	City	State	Fiscal Code	2 Pyl	Photo/Region	Country
100000001	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	3900.00	3900.00	0.00	1	1	1	1	HANNWOOD	NC	02000		USA	
100000002	CELESTIAL GRAPHICS LLC	CELESTIAL GRAPHICS LLC	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	3600.00	3600.00	0.00	1	1	1	1	JANNEY	NC	02000	OC	OTHER	USA
100000003	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	2070.00	2070.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000004	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000005	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	6000.00	6000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000006	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000007	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000008	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000009	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000010	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000011	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000012	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000013	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000014	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000015	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000016	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000017	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000018	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000019	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000020	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000021	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000022	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000023	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000024	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000025	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000026	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000027	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000028	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000029	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA
100000030	AMIS COMPANY	AMIS COMPANY	Services Contract - Competitive B	11/03/2021	11/03/2021	11/03/2021	1000.00	1000.00	0.00	1	1	1	1	JANNEY	NC	02000		OTHER	USA



2022 PARIS CONSOLIDATED AGENCY REPORT

Year	Agency Name	Project Description	Type of Investment	Amount	Revised Date	Original Date	Report Date	Amount	Revised Date	Original Date	Report Date	Amount	Revised Date	Original Date	Report Date	Amount	Revised Date	Original Date	Report Date	City	Address	Address Line 2	City	State	County
2022	AGENCY NAME	PROJECT DESCRIPTION	TYPE OF INVESTMENT	AMOUNT	REVISED DATE	ORIGINAL DATE	REPORT DATE	AMOUNT	REVISED DATE	ORIGINAL DATE	REPORT DATE	AMOUNT	REVISED DATE	ORIGINAL DATE	REPORT DATE	AMOUNT	REVISED DATE	ORIGINAL DATE	REPORT DATE	CITY	ADDRESS	ADDRESS LINE 2	CITY	STATE	COUNTY
2022	AGENCY NAME	PROJECT DESCRIPTION	TYPE OF INVESTMENT	AMOUNT	REVISED DATE	ORIGINAL DATE	REPORT DATE	AMOUNT	REVISED DATE	ORIGINAL DATE	REPORT DATE	AMOUNT	REVISED DATE	ORIGINAL DATE	REPORT DATE	AMOUNT	REVISED DATE	ORIGINAL DATE	REPORT DATE	CITY	ADDRESS	ADDRESS LINE 2	CITY	STATE	COUNTY

















2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Transaction Number, Procurement Description, Bid Type, Type of Procurement, Award Dates, Bid Dates, Amount, Contract #, Number of Items, Bid Status, City, State, County, Agency, and other financial and administrative details.







2022 PAMS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Buyer / Type of Procurement	Award Date	Receipt Date	Quantity	Unit Price	Amount	Account #	Category	Number of Bids / Proposals	Number of Bids / Proposals Opened	Number of Bids / Proposals Opened	Number of Bids / Proposals Opened	Number of Bids / Proposals Opened	Number of Bids / Proposals Opened	Address Line 1	Address Line 2	City	State	Zip Code	Phone Number	County
ACT ELECTRONIC COMPANIES INC	40117	Procurement Description	Buyer / Type of Procurement	07/13/2022	07/13/2022	1	8,072.00	8,072.00	10000000	10000000	1	1	1	1	1	1	10000000		NEW YORK	NY	10000	(212) 512-2000	US
ACT ELECTRONIC COMPANIES INC	40117	Procurement Description	Buyer / Type of Procurement	07/13/2022	07/13/2022	1	8,072.00	8,072.00	10000000	10000000	1	1	1	1	1	1	10000000		NEW YORK	NY	10000	(212) 512-2000	US
ACT ELECTRONIC COMPANIES INC	40117	Procurement Description	Buyer / Type of Procurement	07/13/2022	07/13/2022	1	8,072.00	8,072.00	10000000	10000000	1	1	1	1	1	1	10000000		NEW YORK	NY	10000	(212) 512-2000	US
ACT ELECTRONIC COMPANIES INC	40117	Procurement Description	Buyer / Type of Procurement	07/13/2022	07/13/2022	1	8,072.00	8,072.00	10000000	10000000	1	1	1	1	1	1	10000000		NEW YORK	NY	10000	(212) 512-2000	US
ACT ELECTRONIC COMPANIES INC	40117	Procurement Description	Buyer / Type of Procurement	07/13/2022	07/13/2022	1	8,072.00	8,072.00	10000000	10000000	1	1	1	1	1	1	10000000		NEW YORK	NY	10000	(212) 512-2000	US

2022 PARIS CONSOLIDATED AGENCY REPORT

Tranche/Structure	Year/Name	Program Description	Status	Type of Payment	Agency/Program	Amort Date	Repayment Date	Debt to be repaid on the next payment date	Amount	Interest/Amort/Total	Contract/Amort/Total	Number of Months to Maturity	Final Maturity Date	Final Maturity Amount	City	State	Postal Code	Phone/Fax	Country
1000000	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01	2022-01-01

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Transaction Description, Ship, Type of Payment, Award Date, Bid Date, Amount, Amount Payable, Contract #, Amount of Bid, Number of Bids, City, Address, Ship #, Payment Code, 2 Day, Reimbursement, County, State.

2022 PARIS CONSOLIDATED AGENCY REPORT

Tranche Identifier	Tranche Structure	Prepayment Description	Units	Type of Prepayment	Asset Class	RFM Data	Net Issuance	Net Proceeds	Net Yield	Net Coupon	Weighted Average Maturity (Years)	Weighted Average Yield (%)	Weighted Average Spread (bps)	Weighted Average Duration (Years)	Weighted Average Conv. Rate (%)	Weighted Average CDO	Weighted Average CDO	Weighted Average CDO	Weighted Average CDO	Weighted Average CDO	Weighted Average CDO	Weighted Average CDO	Weighted Average CDO	Weighted Average CDO
19-001	ARM	30-YR ARM	1000	ARM	ARM	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...



2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Year/Name, Tranche/Structure, Prepayment Description, Status, Type of Prepayment, Award Date, Request Date, Due Date, Amount, Coupon, G/F, G/G, G/B, G/T, G/L, G/S, G/R, G/O, G/P, G/Q, G/W, G/X, G/Y, G/Z, G/AA, G/AB, G/AC, G/AD, G/AE, G/AF, G/AG, G/AH, G/AI, G/AJ, G/AK, G/AL, G/AM, G/AN, G/AO, G/AP, G/AQ, G/AR, G/AS, G/AT, G/AU, G/AV, G/AW, G/AX, G/AY, G/AZ, G/BA, G/BB, G/BC, G/BD, G/BE, G/BF, G/BG, G/BL, G/BN, G/BO, G/BP, G/BQ, G/BR, G/BS, G/BT, G/BU, G/BV, G/BW, G/BX, G/BY, G/BZ, G/CA, G/CB, G/CC, G/CD, G/CE, G/CF, G/CG, G/CH, G/CI, G/CJ, G/CK, G/CL, G/CM, G/CN, G/CO, G/CP, G/CQ, G/CR, G/CS, G/CT, G/CU, G/CA, G/CB, G/CC, G/CD, G/CE, G/CF, G/CG, G/CH, G/CI, G/CJ, G/CK, G/CL, G/CM, G/CN, G/CO, G/CP, G/CQ, G/CR, G/CS, G/CT, G/CU. Rows list various financial instruments with their respective details.





2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Tranche Number, Project Description, Status, Type of Placement, Award Date, Maturity Date, Coupon, Amount, Pay Frequency, Number of Months, Agency Name, City, State, and Country. Contains detailed financial and project data.







2022 PARIS CONSOLIDATED AGENCY REPORT

Tranche	Year	Paid	Unpaid	Contractual	Interest	Principal	Outstanding	Rate	Term	Maturity	Underwriting	Agency	City	State	Country
AAA	2021	5,000,000	2,000,000	5,000,000	2,000,000	5,000,000	2,000,000	5.00%	5	3/31/25	AAA	Paris, IL	IL	USA	
AA	2021	10,000,000	4,000,000	10,000,000	4,000,000	10,000,000	4,000,000	5.00%	5	3/31/25	AA	Paris, IL	IL	USA	
A	2021	5,000,000	2,000,000	5,000,000	2,000,000	5,000,000	2,000,000	5.00%	5	3/31/25	A	Paris, IL	IL	USA	
BBB	2021	5,000,000	2,000,000	5,000,000	2,000,000	5,000,000	2,000,000	5.00%	5	3/31/25	BBB	Paris, IL	IL	USA	











2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Item Description	Quantity	Unit Price	Total Price	Agency Code	Agency Name	Agency Address	Agency City	Agency State	Agency Zip	Agency Phone	Agency Fax	Agency Email	Agency Website	Agency Type	Agency Status	Agency Rating	Agency License	Agency Registration	Agency Country	
...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...



2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Item	Product or Description	Quantity	Unit Price	Amount	Agency Use	Contract No.	Item Description	Rate of Interest	Balance	City	State	Fiscal Year	Accounting Period	County
AGENCY USE ONLY	1	AGENCY USE ONLY	1	100.00	100.00	Y			0.0000	100.00		US			US





2022 PARIS CONSOLIDATED AGENCY REPORT

Agency Name	Transparency Number	Project Description	Status	Type of Placement	Agency Profile	Agency Type	Agency Size	Agency Revenue	Agency Assets	Agency Liabilities	Agency Net Worth	Agency Rating	Agency Risk	Agency Comments	Agency Address	Agency City	Agency State	Agency Zip	Agency Country
AAA INVESTMENTS, INC.	000000000001	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000002	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000003	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000004	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000005	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000006	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000007	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000008	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000009	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	
AAA INVESTMENTS, INC.	000000000010	AAA INVESTMENTS, INC.	Open	Agency Profile	AAA INVESTMENTS, INC.	Agency	1000	1000000	1000000	1000000	1000000	AAA	Low	AAA INVESTMENTS, INC.	1000	TX	75001	USA	





2022 PARIS CONSOLIDATED AGENCY REPORT

Agency Name	Project Description	City	Agency ID	Agency Type	Agency Status	Agency Address	Agency Phone	Agency Email	Agency Website	Agency Fax	Agency Filing Date	Agency Filing Time	Agency Filing Status	Agency Filing Method	Agency Filing Agency	Agency Filing County	Agency Filing State	Agency Filing ZIP	
AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001	AGENCY000001

2022 PARIS CONSOLIDATED AGENCY REPORT

Year/Item Name	Transaction Number	Project Description	Status	Type of Placement	Agency Profile	Award Date	Receipt Date	Book Date	Amount	Contract Value	Number of Units	Number of Units Sold	Number of Units Remaining	Number of Units Available	Agency Name	Address Line 1	Address Line 2	City	State	Postal Code	Zip	Phone/Fax	Country
2022-0000000001	0000000001	2022-0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001



2022 PARIS CONSOLIDATED AGENCY REPORT

Year/ Name	Transaction Number	Project Description	Start	Type of Placement	Amount	Start Date	End Date	Term	Rate	Amount	Start Date	End Date	Term	Rate	Number of Underlying Securities	Number of Shares or Units	Market Value at Issuance	Price at Issuance	Underlying Security	Agency	City	State	Fiscal Code	Zip	County	Country
01/10/2021	0000000001	01/10/2021	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001
01/10/2021	0000000002	01/10/2021	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002	0000000002
01/10/2021	0000000003	01/10/2021	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003	0000000003
01/10/2021	0000000004	01/10/2021	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004	0000000004
01/10/2021	0000000005	01/10/2021	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005	0000000005

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Transaction Number, \* Payment Description, \* Billing / Type of Payment, \* Award Process, Award Date, Reason Date, Bid Date, Amount, Amount/Unit, Contract #, Number of Units, Unit Price, Total Price, City, State, Payment Code, 2 Day, Payment/Region, County.





2022 PARIS CONSOLIDATED AGENCY REPORT

Agency Name	Agency Type	Agency Description	Agency Status	Agency Address	Agency City	Agency State	Agency Zip	Agency Phone	Agency Fax	Agency Email	Agency Website	Agency Filing Date	Agency Filing Time	Agency Filing Status	Agency Filing Method	Agency Filing Agency	Agency Filing County	Agency Filing State	Agency Filing Zip	Agency Filing Phone	Agency Filing Fax	Agency Filing Email	Agency Filing Website
AGENCY 00000001	Non-Profit	AGENCY 00000001	Non-Profit	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001	AGENCY 00000001



2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Transaction Number, Property Description, City, Agency, Amount, Agency Fee, Term, Maturity Date, Payment Dates, City, Agency, and County. The table lists numerous entries for various vendors like 'THE NATIONAL CENTER FOR CONSTRUCTION EDUCATION' and 'WESTERN UNIVERSITY', including details on amounts and payment schedules.





2022 PARIS CONSOLIDATED AGENCY REPORT

Year	Month	Agency Name	Program Description	Obj	Type of Payment	Fund	Account	Amount	Balance	Contract	Approved	Actual	Encumbrance	Available	Comments	City	Year	Month	County
2022	01	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	02	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	03	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	04	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	05	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	06	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	07	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	08	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	09	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	10	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	11	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...
2022	12	PARIS	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...





2022 PARIS CONSOLIDATED AGENCY REPORT

Year	Tranche	Special Purpose Vehicle	Agency	Program	Structure	Deal Date	Final	Amort	Balance	Warranty	Subordination	Insurance	Rating	City	State	Country
2020	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A	2020A

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Transaction Description, Amount, Budget Date, Revised Date, Bid Date, Amount Paid, Amount Due, Agency Code, Agency Name, City, State, Zip, Payment Method, County, and Other. The table lists numerous vendors and their associated financial transactions.



2022 PARIS CONSOLIDATED AGENCY REPORT

Year/Item Name	Transaction Number	Project Description	Work Type	Type of Placement	Agency/Program	Award Date	Report Date	Revised Date	Start Date	End Date	Amount	Amount/Original Budget	Percent	Contract Value	Number of Positions	Full-time Positions	Part-time Positions	Number of FTEs	Number of Full-time Positions	Number of Part-time Positions	Number of Full-time Positions	Number of Part-time Positions	Number of Full-time Positions	Number of Part-time Positions	Number of Full-time Positions	Number of Part-time Positions	Number of Full-time Positions	Number of Part-time Positions	City	State	Federal Code	Fiscal Year	Photographic	Country
2022 PARIS CONSOLIDATED AGENCY REPORT																																		





2022 PAISIS CONSOLIDATED AGENCY REPORT

Agency Name	Transaction Number	Program Description	Block	Type of Placement	Award Dates	Begin Date	End Date	Amount	Amount/Per Month	Number of Months	Total Amount	Number of Months	Total Amount	Address Line 1	Address Line 2	City	State	Fiscal Code	2 Day	Phone/Fax	Country
AGENCY	AGENCY00000001	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY	AGENCY







2022 PARIS CONSOLIDATED AGENCY REPORT

Transmittal Number	Project Description	Block	Type of Placement	Amount/Percent	Number of Shares	Per Share Value	Address Line 1	City	State	Postal Code	Division	Country
0000000001	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	10/15/2022	31/10/2022	31/10/2022	131 N. WOODLAND AVENUE	MANASSAS	VA	20108	MANASSAS	US
0000000002	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	10/15/2022	31/10/2022	31/10/2022	131 N. WOODLAND AVENUE	MANASSAS	VA	20108	MANASSAS	US
0000000003	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	10/15/2022	31/10/2022	31/10/2022	131 N. WOODLAND AVENUE	MANASSAS	VA	20108	MANASSAS	US
0000000004	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	10/15/2022	31/10/2022	31/10/2022	131 N. WOODLAND AVENUE	MANASSAS	VA	20108	MANASSAS	US
0000000005	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	MANAGE PRODUCTIONS INC	10/15/2022	31/10/2022	31/10/2022	131 N. WOODLAND AVENUE	MANASSAS	VA	20108	MANASSAS	US





2022 PARIS CONSOLIDATED AGENCY REPORT

Vehicle Name	Branch	Type of Investment	Program or Description	Asset Class	Buy Date	Return Date	Initial Cost	Current Value	Unrealized Gain/Loss	Annual Return %	Interest Rate	Yield to Maturity	Number of Days to Maturity	Term of Investment	Estimated Value at Maturity	City	State	County
2002 FORD MUSTANG	1000	PERSONAL	2002 FORD MUSTANG	1000	12/20/02	12/20/02	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2003 FORD MUSTANG	1000	PERSONAL	2003 FORD MUSTANG	1000	12/20/03	12/20/03	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2004 FORD MUSTANG	1000	PERSONAL	2004 FORD MUSTANG	1000	12/20/04	12/20/04	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2005 FORD MUSTANG	1000	PERSONAL	2005 FORD MUSTANG	1000	12/20/05	12/20/05	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2006 FORD MUSTANG	1000	PERSONAL	2006 FORD MUSTANG	1000	12/20/06	12/20/06	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2007 FORD MUSTANG	1000	PERSONAL	2007 FORD MUSTANG	1000	12/20/07	12/20/07	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2008 FORD MUSTANG	1000	PERSONAL	2008 FORD MUSTANG	1000	12/20/08	12/20/08	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2009 FORD MUSTANG	1000	PERSONAL	2009 FORD MUSTANG	1000	12/20/09	12/20/09	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2010 FORD MUSTANG	1000	PERSONAL	2010 FORD MUSTANG	1000	12/20/10	12/20/10	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2011 FORD MUSTANG	1000	PERSONAL	2011 FORD MUSTANG	1000	12/20/11	12/20/11	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2012 FORD MUSTANG	1000	PERSONAL	2012 FORD MUSTANG	1000	12/20/12	12/20/12	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2013 FORD MUSTANG	1000	PERSONAL	2013 FORD MUSTANG	1000	12/20/13	12/20/13	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2014 FORD MUSTANG	1000	PERSONAL	2014 FORD MUSTANG	1000	12/20/14	12/20/14	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2015 FORD MUSTANG	1000	PERSONAL	2015 FORD MUSTANG	1000	12/20/15	12/20/15	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2016 FORD MUSTANG	1000	PERSONAL	2016 FORD MUSTANG	1000	12/20/16	12/20/16	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2017 FORD MUSTANG	1000	PERSONAL	2017 FORD MUSTANG	1000	12/20/17	12/20/17	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2018 FORD MUSTANG	1000	PERSONAL	2018 FORD MUSTANG	1000	12/20/18	12/20/18	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2019 FORD MUSTANG	1000	PERSONAL	2019 FORD MUSTANG	1000	12/20/19	12/20/19	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL
2020 FORD MUSTANG	1000	PERSONAL	2020 FORD MUSTANG	1000	12/20/20	12/20/20	10,000.00	10,000.00	0.00	0.00%	0.00%	0	0	0	10,000.00	PARIS	TX	COMAL

2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Buyer's Name	Type of Procurement	Award Dates	Receipt Dates	Order No	Amount	Status	Contract #	Number of Items	Value of Items	Number of Vendors	City	State	Zip	Country	Milestones		Project Name
																		Start	End	
AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION	AGENCY OF ENVIRONMENTAL PROTECTION

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with 24 columns: Vendor Name, Transaction Number, \* Project Description, \* Billing / Type of Placement, \* Asset Profile, Award Date, Receipt Date, \* Bid Date, \* Amount / Net of Agency Fee, \* Interest / Net of Agency Fee, \* Cost of Financing / Net of Agency Fee, \* Number of Bids, \* Number of Offers, \* Number of Offers Accepted, \* Number of Offers Rejected, \* Number of Offers Withdrawn, \* Number of Offers Cancelled, \* Number of Offers Rescinded, \* Number of Offers Revoked, \* Number of Offers Rejected by Vendor, \* Number of Offers Rejected by Agency, \* Number of Offers Rejected by Committee, \* Number of Offers Rejected by Board, \* City, \* Address Line 1, \* Address Line 2, \* City, \* State, \* Postal Code, \* Zip, \* Photo/Region, \* Country, \* County.

2022 PARIS CONSOLIDATED AGENCY REPORT

Year/Name	Transaction Number	Project Description	Year	Type of Placement	Agency Profile	Amount	Interest	Cost	Number of Bonds	Number of Years	Weighted Average Maturity	Issue Date	City	State	Postal Code	Country
2022/00000001	0000000001	0000000001	2022	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001









2022 PAINS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Transaction Number, Procurement Description, Status, Type of Procurement, Award Date, Bid Date, Amount, Agency/Procurement Code, Contract ID, Contract Start/End, Contract Description, Address Line 1, Address Line 2, City, State, Postal Code, Zip, Procurement Region, Country. The table lists various vendors and their procurement details.





2023 PAINS CONSOLIDATED AGENCY REPORT

Table with 22 columns: Vendor Name, Transaction Number, \* Approved/Description, \* Status, \* Type of Procurement, Award Date, Bid Date, \* Bid Date, \* Amount/Quantity, \* Cost of Contract, \* Number of Awards, \* Vendor's Name, \* City, \* State, \* Postal Code, \* Zip, \* Procurement Agency, \* Country. The table contains multiple rows of procurement data, including vendor names like 'NORTHWEST PACIFIC, INC.' and 'LEHIGH VALLEY, INC.', and various award amounts and dates.

2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Buyer's Type of Procurement	Agency Name	Agency Address	Agency City	Agency State	Agency Zip	Agency Country	Agency Phone	Agency Fax	Agency Email	Agency Website	Agency Filing Date	Agency Filing Time	Agency Filing Status	Agency Filing Type	Agency Filing Method	Agency Filing Agency	Agency Filing Agency Address	Agency Filing Agency City	Agency Filing Agency State	Agency Filing Agency Zip	Agency Filing Agency Country	Agency Filing Agency Phone	Agency Filing Agency Fax	Agency Filing Agency Email	Agency Filing Agency Website
PARIS CONSOLIDATED AGENCY REPORT	4000000000	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT	PARIS CONSOLIDATED AGENCY REPORT





2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Item	Type of Procurement	Award Date	Receipt Date	Bid Date	Amount	Adjusted Price Paid	Contract or Program Number	Program Dates	Quantity of Units	Unit Price	Total Contract Value	Contract Dates	City	State	Fiscal Code	Agency	Country
BAO GROUP INC	6243400001	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400002	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400003	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400004	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400005	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400006	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400007	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400008	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400009	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400010	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400011	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400012	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400013	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400014	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400015	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400016	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400017	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400018	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400019	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	
BAO GROUP INC	6243400020	BAO GROUP INC	38	CONTRACT/LEASE	11/23/2021	11/23/2021	11/23/2021	79,751.00	79,751.00	MARYLAND	11/23/2021	1	79,751.00	79,751.00	MD	ANNAPOLIS	MD		USA	









2022 PARIS CONSOLIDATED AGENCY REPORT

Year/Line Number	Transmittal Number	Project Description	Work / Type of Procurement	Award Date	Revised Date	Order Date	Estimated Budget	Actual Amount	Percent of Budget	Number of Invoices	Number of Payers	Number of Accounts	Number of Payments	Amount of Payments	Per Month Value	City	Address Line 1	Address Line 2	State	Postal Code	Country
11100000000000000000	00000000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	
11100000000000000000	00000000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	11100000000000000000	

2022 PARIS CONSOLIDATED AGENCY REPORT

Tranche/Issue	Year/Issue	Program Description	Status	Type of Placement	Agency	Amount	Advised	Issue Date	Settlement Date	Amort Date	Amort Term	Amort Frequency	Amort Type	Amort Start	Amort End	Amort Total	Amort Balance	Amort %	Amort Type	Amort Start	Amort End	Amort Total	Amort Balance	Amort %	Amort Type	Amort Start	Amort End	Amort Total	Amort Balance	Amort %	Amort Type	Amort Start	Amort End	Amort Total	Amort Balance	Amort %	Amort Type	Amort Start	Amort End	Amort Total	Amort Balance	Amort %												
1500000000	1/2022	NY STATE	Open	Non-Convertible	NY State	150,000,000	0	1/15/2022	1/15/2022	1/15/2022	30	Monthly	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%						
1500000000	1/2022	NY STATE	Open	Non-Convertible	NY State	150,000,000	0	1/15/2022	1/15/2022	1/15/2022	30	Monthly	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%
1500000000	1/2022	NY STATE	Open	Non-Convertible	NY State	150,000,000	0	1/15/2022	1/15/2022	1/15/2022	30	Monthly	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%	Fixed	1/15/2022	1/15/2022	150,000,000	0	0%



2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Units	Type of Procurement	Award Date	Release Date	Order Date	Actual	Contract Price	Contract Type	Contract Value	Contract Status	Contract Description	Contract Start	Contract End	Contract Terms	Contract Location	Contract Country
ABC COMPANY INC	4400000001	Supply of Office Supplies	1000	Fixed Price	12/20/2021	12/20/2021	12/20/2021	\$12,000.00	\$12,000.00	Fixed Price	\$12,000.00	Completed	Supply of Office Supplies	12/20/2021	12/20/2021	12/20/2021	CHICAGO, IL	USA
DEF CORPORATION	4400000002	Professional Services	500	Time and Materials	1/15/2022	1/15/2022	1/15/2022	\$50,000.00	\$50,000.00	Time and Materials	\$50,000.00	In Progress	Professional Services	1/15/2022	3/31/2022		CHICAGO, IL	USA
GHI SERVICES LLC	4400000003	Maintenance and Repairs	2000	Fixed Price	2/01/2022	2/01/2022	2/01/2022	\$20,000.00	\$20,000.00	Fixed Price	\$20,000.00	Completed	Maintenance and Repairs	2/01/2022	2/01/2022	2/01/2022	CHICAGO, IL	USA
JKL HOLDINGS INC	4400000004	IT Support Services	8000	Fixed Price	3/10/2022	3/10/2022	3/10/2022	\$80,000.00	\$80,000.00	Fixed Price	\$80,000.00	In Progress	IT Support Services	3/10/2022	6/30/2022		CHICAGO, IL	USA
MNO ENTERPRISES	4400000005	Construction Services	15000	Fixed Price	4/05/2022	4/05/2022	4/05/2022	\$150,000.00	\$150,000.00	Fixed Price	\$150,000.00	Completed	Construction Services	4/05/2022	4/05/2022	4/05/2022	CHICAGO, IL	USA
PQR SYSTEMS INC	4400000006	Software Licenses	3000	Fixed Price	5/20/2022	5/20/2022	5/20/2022	\$30,000.00	\$30,000.00	Fixed Price	\$30,000.00	In Progress	Software Licenses	5/20/2022	9/30/2022		CHICAGO, IL	USA
RST CONSULTING	4400000007	Consulting Services	6000	Time and Materials	6/15/2022	6/15/2022	6/15/2022	\$60,000.00	\$60,000.00	Time and Materials	\$60,000.00	In Progress	Consulting Services	6/15/2022	12/31/2022		CHICAGO, IL	USA
TUV MANUFACTURING	4400000008	Manufacturing Services	12000	Fixed Price	7/01/2022	7/01/2022	7/01/2022	\$120,000.00	\$120,000.00	Fixed Price	\$120,000.00	Completed	Manufacturing Services	7/01/2022	7/01/2022	7/01/2022	CHICAGO, IL	USA
WXY LOGISTICS	4400000009	Logistics and Freight	9000	Fixed Price	8/10/2022	8/10/2022	8/10/2022	\$90,000.00	\$90,000.00	Fixed Price	\$90,000.00	In Progress	Logistics and Freight	8/10/2022	11/30/2022		CHICAGO, IL	USA
ZAB FINANCIAL	4400000010	Financial Services	4000	Fixed Price	9/05/2022	9/05/2022	9/05/2022	\$40,000.00	\$40,000.00	Fixed Price	\$40,000.00	Completed	Financial Services	9/05/2022	9/05/2022	9/05/2022	CHICAGO, IL	USA
CCD SECURITY	4400000011	Security Services	7000	Fixed Price	10/20/2022	10/20/2022	10/20/2022	\$70,000.00	\$70,000.00	Fixed Price	\$70,000.00	In Progress	Security Services	10/20/2022	12/31/2022		CHICAGO, IL	USA
EEF ENERGY	4400000012	Energy Services	5000	Fixed Price	11/01/2022	11/01/2022	11/01/2022	\$50,000.00	\$50,000.00	Fixed Price	\$50,000.00	Completed	Energy Services	11/01/2022	11/01/2022	11/01/2022	CHICAGO, IL	USA
GGH TELECOM	4400000013	Telecommunications	6000	Fixed Price	12/15/2022	12/15/2022	12/15/2022	\$60,000.00	\$60,000.00	Fixed Price	\$60,000.00	In Progress	Telecommunications	12/15/2022	3/31/2023		CHICAGO, IL	USA
III TRANSPORT	4400000014	Transportation Services	8000	Fixed Price	01/10/2023	01/10/2023	01/10/2023	\$80,000.00	\$80,000.00	Fixed Price	\$80,000.00	Completed	Transportation Services	01/10/2023	01/10/2023	01/10/2023	CHICAGO, IL	USA
LLM MEDIA	4400000015	Media and Advertising	4000	Fixed Price	02/01/2023	02/01/2023	02/01/2023	\$40,000.00	\$40,000.00	Fixed Price	\$40,000.00	In Progress	Media and Advertising	02/01/2023	05/31/2023		CHICAGO, IL	USA
NNN ENVIRONMENTAL	4400000016	Environmental Services	3000	Fixed Price	03/15/2023	03/15/2023	03/15/2023	\$30,000.00	\$30,000.00	Fixed Price	\$30,000.00	Completed	Environmental Services	03/15/2023	03/15/2023	03/15/2023	CHICAGO, IL	USA
OPP AEROSPACE	4400000017	Aerospace Services	2000	Fixed Price	04/01/2023	04/01/2023	04/01/2023	\$20,000.00	\$20,000.00	Fixed Price	\$20,000.00	In Progress	Aerospace Services	04/01/2023	07/31/2023		CHICAGO, IL	USA
QQQ AGRICULTURE	4400000018	Agriculture Services	1000	Fixed Price	05/15/2023	05/15/2023	05/15/2023	\$10,000.00	\$10,000.00	Fixed Price	\$10,000.00	Completed	Agriculture Services	05/15/2023	05/15/2023	05/15/2023	CHICAGO, IL	USA
RRR MINING	4400000019	Mineral Resources	5000	Fixed Price	06/01/2023	06/01/2023	06/01/2023	\$50,000.00	\$50,000.00	Fixed Price	\$50,000.00	In Progress	Mineral Resources	06/01/2023	09/30/2023		CHICAGO, IL	USA
SSS CONSTRUCTION	4400000020	Construction Services	15000	Fixed Price	07/10/2023	07/10/2023	07/10/2023	\$150,000.00	\$150,000.00	Fixed Price	\$150,000.00	Completed	Construction Services	07/10/2023	07/10/2023	07/10/2023	CHICAGO, IL	USA
TTT RETAIL	4400000021	Retail Services	8000	Fixed Price	08/05/2023	08/05/2023	08/05/2023	\$80,000.00	\$80,000.00	Fixed Price	\$80,000.00	In Progress	Retail Services	08/05/2023	11/30/2023		CHICAGO, IL	USA
VVV EDUCATION	4400000022	Educational Services	4000	Fixed Price	09/15/2023	09/15/2023	09/15/2023	\$40,000.00	\$40,000.00	Fixed Price	\$40,000.00	Completed	Educational Services	09/15/2023	09/15/2023	09/15/2023	CHICAGO, IL	USA
WWW HEALTHCARE	4400000023	Healthcare Services	6000	Fixed Price	10/01/2023	10/01/2023	10/01/2023	\$60,000.00	\$60,000.00	Fixed Price	\$60,000.00	In Progress	Healthcare Services	10/01/2023	12/31/2023		CHICAGO, IL	USA
XXX TELEVISION	4400000024	Television Services	3000	Fixed Price	11/10/2023	11/10/2023	11/10/2023	\$30,000.00	\$30,000.00	Fixed Price	\$30,000.00	Completed	Television Services	11/10/2023	11/10/2023	11/10/2023	CHICAGO, IL	USA
YYY RADIATION	4400000025	Nuclear Energy Services	2000	Fixed Price	12/01/2023	12/01/2023	12/01/2023	\$20,000.00	\$20,000.00	Fixed Price	\$20,000.00	In Progress	Nuclear Energy Services	12/01/2023	03/31/2024		CHICAGO, IL	USA
ZZZ SPACE	4400000026	Space Exploration	1000	Fixed Price	01/15/2024	01/15/2024	01/15/2024	\$10,000.00	\$10,000.00	Fixed Price	\$10,000.00	Completed	Space Exploration	01/15/2024	01/15/2024	01/15/2024	CHICAGO, IL	USA

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Description, Agency Code, Agency Name, Agency Type, Agency Address, Agency City, Agency State, Agency ZIP, Agency Phone, Agency Email, Agency Website, Agency Agency Type, Agency Agency Name, Agency Agency Address, Agency Agency City, Agency Agency State, Agency Agency ZIP, Agency Agency Phone, Agency Agency Email, Agency Agency Website, Agency Agency Type, Agency Agency Name, Agency Agency Address, Agency Agency City, Agency Agency State, Agency Agency ZIP, Agency Agency Phone, Agency Agency Email, Agency Agency Website.



2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Performance Description	Bill To / Type of Payment	Agency/Program	Award Date	Begin Date	Return Date	Contract Number	Amount	Amount Paid	Contract Start Date	Contract End Date	City	Address Line 1	Address Line 2	State	Zip Code	Phone Number	County
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE
20220000000000000000	20220000000000000000	PARIS, TEXAS WATER TREATMENT PLANT	Water Treatment Plant	Water Treatment Plant	01/15/2022	01/15/2022		20220000000000000000	15,000.00	15,000.00	01/15/2022	01/15/2022	PARIS	101 W. 1ST ST.		TX	75559	817-353-1234	COMANCHE

2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Buyer	Type of Procurement	Award Date	Buy Date	Revenue Date	Invoice Date	Amount	Amount Paid	Current Balance	Number of Invoices	Number of Invoices with Balance	Number of Invoices with Balance from 90 Days	City	Address Line 1	Address Line 2	City	Postal Code	2 Day P	Payment Method	Country
PARIS TECHNOLOGIES INC	0000000010	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000011	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000012	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000013	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000014	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000015	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000016	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000017	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000018	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000019	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA
PARIS TECHNOLOGIES INC	0000000020	PARIS TECHNOLOGIES INC	PARIS	CONTRACT	11/20/2021	11/20/2021	11/20/2021	11/20/2021	10,000.00	10,000.00	0.00	1	1	1	PARIS	1000 PINE ST		PARIS	71301		ACH	USA

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Invoice #, Invoice Date, Invoice Amount, Agency, Agency Address, Agency City, Agency State, Agency Zip, Agency Country, Agency Phone, Agency Fax, Agency Email, Agency Website, Agency Description, Agency Status, Agency Rating, Agency Type, Agency Code, Agency ID, Agency Key, Agency Value, Agency Score, Agency Rank, Agency Count, Agency Total, Agency Average, Agency Standard Deviation, Agency Variance, Agency Coefficient of Variation, Agency Correlation Coefficient, Agency Regression Line, Agency Forecast, Agency Trend, Agency Seasonality, Agency Cyclical Pattern, Agency Growth Rate, Agency Profit Margin, Agency Operating Leverage, Agency Financial Leverage, Agency Market Penetration, Agency Market Share, Agency Competitive Advantage, Agency Strategic Focus, Agency Core Competencies, Agency Key Strengths, Agency Key Weaknesses, Agency Opportunities, Agency Threats, Agency SWOT Analysis, Agency Risk Assessment, Agency Compliance Status, Agency Regulatory Requirements, Agency Industry Outlook, Agency Future Prospects, Agency Recommendations, Agency Action Items, Agency Notes, Agency Comments, Agency Attachments, Agency Documents, Agency Links, Agency References, Agency Citations, Agency Bibliography, Agency Glossary, Agency Index, Agency Appendix, Agency Index 1, Agency Index 2, Agency Index 3, Agency Index 4, Agency Index 5, Agency Index 6, Agency Index 7, Agency Index 8, Agency Index 9, Agency Index 10, Agency Index 11, Agency Index 12, Agency Index 13, Agency Index 14, Agency Index 15, Agency Index 16, Agency Index 17, Agency Index 18, Agency Index 19, Agency Index 20, Agency Index 21, Agency Index 22, Agency Index 23, Agency Index 24, Agency Index 25, Agency Index 26, Agency Index 27, Agency Index 28, Agency Index 29, Agency Index 30, Agency Index 31, Agency Index 32, Agency Index 33, Agency Index 34, Agency Index 35, Agency Index 36, Agency Index 37, Agency Index 38, Agency Index 39, Agency Index 40, Agency Index 41, Agency Index 42, Agency Index 43, Agency Index 44, Agency Index 45, Agency Index 46, Agency Index 47, Agency Index 48, Agency Index 49, Agency Index 50.

2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Procurement Description	Unit	Type of Procurement	Award Date	Begin Date	End Date	Contract Amount / Award Price	Contract #	Number of Units to be Purchased	Amount to be Awarded	Address Line 1	City	State	Zip	County
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000001	1000	1,000,000.00	1000001	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000002	1000	1,000,000.00	1000002	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000003	1000	1,000,000.00	1000003	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000004	1000	1,000,000.00	1000004	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000005	1000	1,000,000.00	1000005	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000006	1000	1,000,000.00	1000006	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000007	1000	1,000,000.00	1000007	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000008	1000	1,000,000.00	1000008	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000009	1000	1,000,000.00	1000009	ALBANY	NY	12212	US
ALCOA ALUMINUM COMPANY	ALUMINUM	000000	Material Goods - Commodity B	01/01/2014	01/01/2014	01/01/2014	1,000,000.00	1000010	1000	1,000,000.00	1000010	ALBANY	NY	12212	US

2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Buyer	Type of Procurement	Award Date	Buy Date	Invoice Date	Invoice No.	Invoice Amount	Amount Paid (YTD)	Contract #	Number of Invoices	Number of Invoices with Amount	Number of Invoices with Amount (YTD)	City	City	State	County
ALBERTSON'S	1524120000	ALBERTSON'S CASHIER	5000	CONTRACT/LEASE	3/21/2021	3/21/2021	3/21/2021	14646	6.63	14646.63	6	6	6	PARIS	PARIS	MO	PARIS	
AMERICAN BUREAU OF DIRECTORIES	1524120000	AMERICAN BUREAU OF DIRECTORIES	5000	CONTRACT/LEASE	3/21/2021	3/21/2021	3/21/2021	14646	6.63	14646.63	6	6	6	PARIS	PARIS	MO	PARIS	
AMERICAN BUREAU OF DIRECTORIES	1524120000	AMERICAN BUREAU OF DIRECTORIES	5000	CONTRACT/LEASE	3/21/2021	3/21/2021	3/21/2021	14646	6.63	14646.63	6	6	6	PARIS	PARIS	MO	PARIS	
AMERICAN BUREAU OF DIRECTORIES	1524120000	AMERICAN BUREAU OF DIRECTORIES	5000	CONTRACT/LEASE	3/21/2021	3/21/2021	3/21/2021	14646	6.63	14646.63	6	6	6	PARIS	PARIS	MO	PARIS	
AMERICAN BUREAU OF DIRECTORIES	1524120000	AMERICAN BUREAU OF DIRECTORIES	5000	CONTRACT/LEASE	3/21/2021	3/21/2021	3/21/2021	14646	6.63	14646.63	6	6	6	PARIS	PARIS	MO	PARIS	



2022 PARIS CONSOLIDATED AGENCY REPORT

Agency Name	Agency Website	Agency Type	Agency Address	Agency City	Agency State	Agency Zip	Agency County	Agency Contact	Agency Phone	Agency Email	Agency Fax	Agency Filing Date	Agency Filing Time	Agency Fee	Agency Status	Agency Remarks
AGENCY A	AGENCY A WEBSITE	AGENCY A TYPE	AGENCY A ADDRESS	AGENCY A CITY	AGENCY A STATE	AGENCY A ZIP	AGENCY A COUNTY	AGENCY A CONTACT	AGENCY A PHONE	AGENCY A EMAIL	AGENCY A FAX	AGENCY A FILING DATE	AGENCY A FILING TIME	AGENCY A FEE	AGENCY A STATUS	AGENCY A REMARKS
AGENCY Z	AGENCY Z WEBSITE	AGENCY Z TYPE	AGENCY Z ADDRESS	AGENCY Z CITY	AGENCY Z STATE	AGENCY Z ZIP	AGENCY Z COUNTY	AGENCY Z CONTACT	AGENCY Z PHONE	AGENCY Z EMAIL	AGENCY Z FAX	AGENCY Z FILING DATE	AGENCY Z FILING TIME	AGENCY Z FEE	AGENCY Z STATUS	AGENCY Z REMARKS









2022 PARIS CONSOLIDATED AGENCY REPORT

Agency Name	Program Description	Type of Payment	Award Date	Begin Date	End Date	Contract or Bid #	Amount of Award	Contract or Bid #	Amount of Award	Number of Jobs or Amount of this Agreement	If Job Cost Method, If Job Cost Method, If Job Cost Method	Pay Rate Type	Address	City	State	Zip	Country	Agency Use Only	
																		Agency Use Only	Agency Use Only
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001
ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	ACQUISITION CONSULTANTS INC	11/20/2021	11/20/2021		4203000	300,000.00	4203000	300,000.00	3	Job Cost Method	Hourly	12000000000	WASHINGTON	DC	20004	USA	001	001





2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Number	Procurement Description	Buy Unit	Type of Procurement	Award Date	Buy Date	Revenue Date	Contract	Amount / Price	Amount / Price	Contract #	Buyer Name	Buyer Title	Buyer Email	Buyer Phone	Buyer Fax	Buyer Address	Buyer City	Buyer State	Buyer Zip	Buyer Country	Buyer State	
...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Year, Vendor Name, Tracking Number, Procurement Description, Status, Type of Procurement, Award Date, Bid Date, Amount, Contract/Order/PO Number, Contract/Order/PO Description, Number of Bids, Bid Opening Date, Bid Opening Time, Bid Opening Location, Bid Opening Method, Bid Opening Remarks, Bid Opening Comments, Bid Opening Status, Bid Opening Date, Bid Opening Time, Bid Opening Location, Bid Opening Method, Bid Opening Remarks, Bid Opening Comments, Bid Opening Status, Bid Opening Date, Bid Opening Time, Bid Opening Location, Bid Opening Method, Bid Opening Remarks, Bid Opening Comments, Bid Opening Status.

2022 PAIS CONSOLIDATED AGENCY REPORT

Year/Item Name	Transaction Number	Project Description	Work	Type of Placement	Agency/Source	Award Date	Revised Date	Open to Bid Date	Actual	Approved/Actual	Number of Awards	Number of Awards by Month	Value of Awards	Value of Awards by Month	City	Address Line 1	Address Line 2	State	Postal Code	County	
2022-000000010	000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010	2022-000000010









2022 PAIS CONSOLIDATED AGENCY REPORT

Year/Item Name	Transaction Number	Project Description	Status	Type of Placement	Agency/Source	Amount	Actual/Original	Contract	Number of Units	Number of Units Sold	Number of Units Available	Per Unit Value	Address Line 1	City	State	Postal Code	Country
2022-00000001	0000000001	2022-00000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001	0000000001





2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Vendor Name, Transaction Number, Project Description, Status, Award Date, Bid Date, Amount, Contract #, Contract Value, Number of Units, Unit Price, Total Price, Agency Name, Agency Address, Agency City, Agency State, Agency Zip, Agency Country.









2022 PARIS CONSOLIDATED AGENCY REPORT

Transaction Number	Vendor Name	Procurement Description	Shirts	Type of Procurement	Agency	Agmt Date	Release Date	Quantity	Unit Price	Actual	Contract / PO Number	Location	PO Number	Item Description	Quantity	Unit Price	Actual	Agency	Agency Address	Agency City	Agency State	Agency Zip	Agency Phone	Agency Email	Agency Website
96-C-2023	STANTIS INC	STANTIS BENCH	Stant	Procurement - Furniture	Stant	4/10/2023	4/10/2023	1	52,000.00	52,000.00				STANTIS BENCH	1	52,000.00	52,000.00	Stant	1000 16TH ST	NEW YORK	NY	10013	(212) 875-7000	stantis.com	
96-C-2023	STANTIS INC	STANTIS BENCH	Stant	Procurement - Furniture	Stant	4/10/2023	4/10/2023	1	52,000.00	52,000.00				STANTIS BENCH	1	52,000.00	52,000.00	Stant	1000 16TH ST	NEW YORK	NY	10013	(212) 875-7000	stantis.com	
96-C-2023	STANTIS INC	STANTIS BENCH	Stant	Procurement - Furniture	Stant	4/10/2023	4/10/2023	1	52,000.00	52,000.00				STANTIS BENCH	1	52,000.00	52,000.00	Stant	1000 16TH ST	NEW YORK	NY	10013	(212) 875-7000	stantis.com	



2022 PARIS CONSOLIDATED AGENCY REPORT

Year	Transact Number	Procurement Description	Units	Type of Procurement	Award Date	Request Date	Order Date	Order Amount	Contract #	Contract Status	Contract Value	Contract Start	Contract End	Estimate #	Estimate Value	Estimate Start	Estimate End	Estimate Description	Estimate Status	Contract Location	Contract County	City	State	Postal Code	Zip 4	Procurement Agency
2021	00000001	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000002	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000003	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000004	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000005	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000006	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000007	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000008	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000009	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS
2021	00000010	MATERIALS GROUP - CONCRETE BR	1	CONCRETE BR	12/02/2021	12/02/2021	12/02/2021	200000.00	020	Active	200000.00	12/02/2021	12/31/2021	21	200000.00	12/02/2021	12/31/2021	CONCRETE BR	Active	NEW YORK	US	12099	00	00000	00	PARIS





2022 PARIS CONSOLIDATED AGENCY REPORT

Vendor Name	Transaction Description	Invoice #	Invoice Date	Invoice Amount	Invoice Due	Invoice Paid	Invoice Balance	Invoice Status	Invoice Type	Invoice Category	Invoice Sub-Category	Invoice Item	Invoice Description	Invoice Address	Invoice City	Invoice State	Invoice Zip	Invoice Country	Invoice Tax	Invoice Currency
238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867	238867



2022 PARIS CONSOLIDATED AGENCY REPORT

Transactio Number	Vendor Name	Procurement Description	Status	Type of Procurement	Award Date	M/F Date	Release Date	Deliverables	Bid Date	Actual	Approved For Payment	Contract / Order #	Quantity or Units	Unit Price	Total Contract / Order Value	Percentage of Total Contract / Order Value Paid	If, You Paid For This Contract / Order, How Many Months Have You Paid For It?	If, You Paid For This Contract / Order, How Many Months Have You Paid For It?			City	State	Zip Code	Country	
																		Amount	Contract / Order #	Quantity or Units					
01894	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01895	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01896	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01897	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01898	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01899	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01900	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01901	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01902	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01903	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01904	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01905	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01906	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01907	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01908	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01909	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01910	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01911	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01912	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA
01913	CONTRACT SUPPORT SERVICES	CONTRACT SUPPORT SERVICES	Open	Contract Support Services	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES	12/23/2021	12/23/2021		CONTRACT SUPPORT SERVICES				0%	12	12	0	12	0%	0	0%	0	USA

2022 PARIS CONSOLIDATED AGENCY REPORT

Year	Vendor Name	Transaction Number	Performance Description	Buy Order #	Invoice #	Invoice Date	Return Date	Invoice Amount	Contract #	Contract Description	Quantity	Unit Price	Contract Value	City	State	Zip	Count
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220001	IT SUPPORT SERVICES	70120001	70120001	10/25/2022		12,000.00	70120001	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220002	IT SUPPORT SERVICES	70120002	70120002	10/25/2022		12,000.00	70120002	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220003	IT SUPPORT SERVICES	70120003	70120003	10/25/2022		12,000.00	70120003	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220004	IT SUPPORT SERVICES	70120004	70120004	10/25/2022		12,000.00	70120004	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220005	IT SUPPORT SERVICES	70120005	70120005	10/25/2022		12,000.00	70120005	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220006	IT SUPPORT SERVICES	70120006	70120006	10/25/2022		12,000.00	70120006	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220007	IT SUPPORT SERVICES	70120007	70120007	10/25/2022		12,000.00	70120007	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220008	IT SUPPORT SERVICES	70120008	70120008	10/25/2022		12,000.00	70120008	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220009	IT SUPPORT SERVICES	70120009	70120009	10/25/2022		12,000.00	70120009	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220010	IT SUPPORT SERVICES	70120010	70120010	10/25/2022		12,000.00	70120010	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220011	IT SUPPORT SERVICES	70120011	70120011	10/25/2022		12,000.00	70120011	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220012	IT SUPPORT SERVICES	70120012	70120012	10/25/2022		12,000.00	70120012	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220013	IT SUPPORT SERVICES	70120013	70120013	10/25/2022		12,000.00	70120013	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220014	IT SUPPORT SERVICES	70120014	70120014	10/25/2022		12,000.00	70120014	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220015	IT SUPPORT SERVICES	70120015	70120015	10/25/2022		12,000.00	70120015	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220016	IT SUPPORT SERVICES	70120016	70120016	10/25/2022		12,000.00	70120016	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220017	IT SUPPORT SERVICES	70120017	70120017	10/25/2022		12,000.00	70120017	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220018	IT SUPPORT SERVICES	70120018	70120018	10/25/2022		12,000.00	70120018	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220019	IT SUPPORT SERVICES	70120019	70120019	10/25/2022		12,000.00	70120019	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA
2022	ALL ABOUT CONSULTING AND ANALYTICS	20220020	IT SUPPORT SERVICES	70120020	70120020	10/25/2022		12,000.00	70120020	IT SUPPORT SERVICES	12000	1.00	12,000.00	NEW YORK	NY	10018	USA

2022 PARIS CONSOLIDATED AGENCY REPORT

Transparency Number	Year/Item Name	Precedent Description	Status	Type of Procurement	Award Date	Receipt Date	Contract No.	Amount/Value	Contract Description	Contract Value	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance	Number of Weeks of Performance	12th Month of Performance		
2022-0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001	2022 0001

2022 PARIS CONSOLIDATED AGENCY REPORT

Table with columns: Tranche Identifier, Variable Name, Project Description, Date, Amount, Balance, Market Price, If you have the information of the issuer's financial statement, etc. Contains a large grid of financial data.



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES



**MTA REAL ESTATE DEPARTMENT**  
**REAL PROPERTY DISPOSITION**  
**GUIDELINES EFFECTIVE AS OF**  
**MARCH 30, ~~2022~~2023**

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ ~~March 2023~~ ~~2023~~

TABLE OF CONTENTS

- i -

<b>INTRODUCTION.....</b>	<b>1</b>
MTA REAL ESTATE DEPARTMENT .....	1
<b>RED STRUCTURE .....</b>	<b>1</b>
<b>RED GOVERNANCE .....</b>	<b>1</b>
<b>SCOPE OF GUIDELINES.....</b>	<b>1</b>
<b>LEASE/SALE RFP PROCESS.....</b>	<b>3</b>
<b>LEASE/SALE NEGOTIATION PROCESS.....</b>	<b>3</b>
 <b>CHAPTER I - INQUIRIES.....</b>	 <b>5</b>
 <b>CHAPTER II – ASSESSMENT OF OPPORTUNITIES.....</b>	 <b>6</b>
SITE ANALYSIS .....	7
PRELIMINARY FAIR MARKET VALUE ANALYSIS.....	9
CONCLUSION OF SITE AND PRELIMINARY FAIR MARKET VALUE ANALYSIS.....	10
 <b>CHAPTER III –REQUESTS FOR PROPOSALS (RFPS).....</b>	 <b>11</b>
RFP PUBLICATION.....	11
DETERMINATION OF WHETHER TO UTILIZE SINGLE-STEP OR MULTI-STEP LEASE/SALE RFP PROCESS.....	14
SINGLE-STEP LEASE/SALE RFP PROCESS .....	14
MULTI-STEP LEASE/SALE RFP PROCESS .....	14
EARNEST MONEY DEPOSITS.....	15
OPENING PROPOSALS .....	16
EVALUATING PROPOSALS.....	16
SELECTION CRITERIA.....	18
SELECTION PROCESS .....	20
 <b>CHAPTER IV – ENTERING INTO AGREEMENTS THROUGH THE LEASE/SALE NEGOTIATION PROCESS.....</b>	 <b>22</b>
 <b>CHAPTER V – VALUATIONS AND FAIR MARKET VALUE .....</b>	 <b>25</b>
 <b>CHAPTER VI - ANALYSIS OF PROPOSER’S FINANCIAL CAPABILITY .....</b>	 <b>28</b>
 <b>CHAPTER VII – BOARD APPROVAL PROCESS.....</b>	 <b>30</b>
CONDITIONAL DESIGNATION LETTERS .....	30
STAFF SUMMARIES.....	31
BOARD APPROVAL.....	32
SEQRA COMPLIANCE.....	33
 <b>CHAPTER VIII - PREPARATION OF FORMAL AGREEMENTS.....</b>	 <b>34</b>
DRAFTING OF FORMAL AGREEMENT .....	34
INTERNAL REVIEW .....	34
DOCUMENT APPROVAL FORM.....	34
EXECUTION BY PURCHASER OR TENANT .....	35
EXECUTION BY DESIGNATED SIGNATORY.....	35
REQUIRED DELIVERIES .....	35
PROPOSER’S FAILURE TO EXECUTE.....	36
 <b>CHAPTER IX - TENANT INFORMATION TRANSFER.....</b>	 <b>37</b>
DOCUMENTATION .....	37
INSURANCE COORDINATION .....	38
PLANNING & CONSTRUCTION .....	38

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~~~March 2023~~~~2023~~

TABLE OF CONTENTS

- ii -

<b>CHAPTER X - CONSTRUCTION MANAGEMENT .....</b>	<b>39</b>
PLAN SUBMISSION.....	39
CONSTRUCTION MONITORING .....	40
CONSTRUCTION COMPLETION .....	40
<b>CHAPTER XI – NEW YORK STATE PROCUREMENT LOBBYING LAW .....</b>	<b>41</b>
DEFINITIONS.....	41
APPLICABILITY .....	42
COMMUNICATIONS NOT PROHIBITED BY THE PROCUREMENT LOBBYING LAW .....	42
RECORDATION OF PERMISSIBLE AND IMPERMISSIBLE CONTACTS.....	43
CONTRACT REQUIREMENTS.....	44
RESPONSIBILITY DETERMINATION.....	45
TERMINATION.....	45
<b>GLOSSARY.....</b>	<b>46</b>
<b>ATTACHMENT 1</b>	
<b>FIGURES</b>	



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ ~~March 2023~~ ~~2023~~

INTRODUCTION

Page 1

**INTRODUCTION**

**MTA Real Estate Department:** ~~The~~ MTA Real Estate Department (“RED”) of Metropolitan Transportation Agency (“MTA”)<sup>1</sup> ~~handles-is responsible for managing Aall~~ real-estate-related matters (other than real-estate related development matters) and utility franchise agreements involving the disposition of real property or interests in real property for ~~the Metropolitan Transportation Authority (the “MTA”)~~ MTA and each of ~~the~~ MTA’s subsidiaries and affiliates, which include: MTA New York City Transit, Manhattan and Bronx Surface Transit Operating Authority, MTA Metro-North Railroad, MTA Long Island Rail Road, MTA Bridges and Tunnels, MTA Staten Island Railway, MTA Regional Bus Operations and MTA Design Construction and Development (“MTAC&D”), and Grand Central Madison Concourse Operating Company (each, an “MTA Agency”, and, collectively with the MTA, the “MTA Agencies”). Real-estate related development matters involving the disposition of real property or interests in real property are managed by the Real Estate Department (“RED”) of MTA or the Transit-Oriented Development group (“TOD”) of MTAC&D. References in these Guidelines to ~~the~~ MTA or to MTA Agency are intended to refer to both MTA and the other MTA Agencies, individually and/or collectively, as the context may require.

**RED Structure:** ~~RED~~ MTA Real Estate comprises two core groups – (i) Transactions & Operations (including, Facilities Management) (“TOM”) and (ii) Transit-Oriented Development (“TOD”). The TOM group is responsible for all real estate-related transactional matters (other than development and major capital projects) for the MTA Agencies (including acquisitions, dispositions and leasing of MTA Property), tenant management, and management and operations of MTA Facilities. The TOD group is responsible for all real estate-related development matters, whether by an MTA Agency, a government or other public or quasi-public entity and/or a private entity, which affects or involves any existing or to-be acquired MTA Property and/or any existing or proposed transit-related facility or amenity, including acquisitions and dispositions of real property or interests in real property for long-term revenue generation and transportation facilities; major capital projects in conjunction with or enhanced by real estate development; other co-development arrangements with private and public entities including public-private partnerships; and other opportunities for realizing revenue from real estate opportunities and strategic planning.

**RED-MTA Real Estate Governance:** ~~The~~ MTA’s Chief Administrative Officer (the “CAO”) oversees the RED’s Real Estate Transactions and Operations TOM functions and works with a team of senior officers. The ~~Director~~ Chief, Real Estate Transactions and Operations Officer (“Managing Director, TOM”)—reporting to the CAO, has primary day-to-day responsibility for managing all TOM functions, with direct oversight for, among others, the Director, Transaction Management (“First Deputy, TOM”), Director, Grand Central Retail Leasing and Management, Associate Director, Tenant Management, Associate Director, Operations and Deputy Director, Project Management.

The Senior Director, Transit-Oriented Development (“Managing Director, TOD”)—reporting to the Chief Development Officer —(the “CDO) through the Deputy CDO, Planning—has primary day-to-day responsibility for managing all TOD functions with direct oversight for, among others, the Director, Real Estate Development, the Director, TOD Transactions and the Deputy Director, Value Capture. (See Figures 25 and 26 for ~~TOM~~ RED/TOD organizational charts as of the Effective Date of these Guidelines.)

The Chief Administrative Officer is responsible for ~~the~~ MTA’s and the MTA Agencies’ compliance with and enforcement of these Guidelines, as the Board-designated Real Property Disposition Contracting Officer

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

for the MTA and MTA Agencies.

~~The terms “TOM” and “TOD” are used interchangeably except as noted.~~

**Scope of Guidelines:** These Guidelines apply only to dispositions of real property under Sections 2895-2897 of the Public Authorities Law (“PAL”), including leasing-out or sale of real property and grants of

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

INTRODUCTION

Page 2

interests in real property such as easements and leasehold interests, owned or leased and controlled by ~~the~~ MTA or other MTA Agency. The licensing-out of real property pursuant to licenses that ~~the~~ MTA or ~~an~~ other MTA Agency may terminate at will in its sole and absolute discretion upon not more than 60 days' notice without compensation by ~~the~~ MTA or other MTA Agency including repayment of any unamortized tenant improvement costs—is not subject to PAL Section 2897 because it is not a disposition of an interest in real property. Such licensing-out is subject to the RED Policies and Procedures for the Licensing of Real Property dated November 29, 2011, as amended. If a license agreement grants to the licensee an exclusive right to use and occupy any MTA Property and provides that the licensee's right of use and occupancy is subject to termination only for specified reasons or upon payment of compensation by the MTA or other MTA Agency, however, then these Guidelines will apply. Generally, licenses that permit a licensee to access MTA Property for a limited purpose or use on a non-exclusive basis (e.g., access permits or licenses to install monitoring equipment or other protective equipment in connection with adjacent projects) are not transfers of title to real property or of beneficial interests in real property and thus not a disposal of real property or an interest in real property, subject to PAL Section 2897 and these Guidelines. Similarly, the transfer of MTA Property or an interest in MTA Property to an entity or joint venture or other undertaking with another person or entity by contract, lease or other arrangement that involves MTA Property, and through which the MTA or MTA Agency will continue to own an indirect interest in the property, may be considered a mere change of identity in the form of ownership only—from a direct ownership interest to an indirect one—and thus not a disposal of such property subject to PAL Section 2897 and these Guidelines. References in these Guidelines to “dispositions” are intended to include only transfers of title in real property or of inchoate or beneficial interests in real property which would constitute a “disposal” under PAL Section 2895.

~~The franchise licensing of utilities is also not subject to PAL Section 2987 but rather is authorized under PAL Section 1266(2) and approved by MTA Board action dated February 17, 2021 except to the extent the franchise license does not comply with all conditions for such exception as set forth in the Board approval.~~

These Guidelines are supplemented by the Guidelines for Selection of Tenants for Grand Central Terminal that were adopted by the MTA Board on November 18, 2009, as amended (the “GCT Leasing Guidelines”). In the event of any inconsistency or conflict between these Guidelines and the GCT Leasing Guidelines, with respect to a lease at Grand Central Terminal, the GCT Leasing Guidelines shall govern. A copy of the current GCT Leasing Guidelines is attached hereto as Attachment 1.

PAL Section 2897 provides that, as a general rule, any leasing-out or sale of real property can only be undertaken after public advertising for bids and for not less than fair market value. However, these limitations do not apply in certain circumstances, which are specified below. Accordingly, although most dispositions by sale or lease will be made pursuant to the request for proposals process that is described in Chapter III of these Guidelines (the “Lease/Sale RFP Process”), others may be made pursuant to direct negotiations as described in Chapter IV of these Guidelines (the “Lease/Sale Negotiation Process”). Given the inherent complexity and uniqueness of TOD development projects, the long-term nature of the dispositions involved and the fact that such projects typically (although not necessarily) will involve the integration, expansion, modernization and/or co-location of a private development use with existing or contemplated MTA Facilities, TOD will generally follow the procedures identified in these Guidelines, but with modifications as noted herein to better conform to the specific requirements necessary to implement complex TOD development and disposition projects consistent with PAL Section 2987.

These Guidelines are intended only for the internal guidance of officers and employees of the MTA. Nothing contained in these Guidelines is intended, and the same shall not be construed, to establish expressly or by

---

Master Page # 227 of 405 - Finance Committee Meeting 3/27/2023

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

implication, or confer upon any person or entity (including any prospective proposers or awardees) any right, privilege, remedy, claim, reliance upon or benefit under, or by reason of, any requirement or provision of these Guidelines for third parties. Except to the extent prohibited by law, any provision of these Guidelines may be waived by the MTA Board (by ratification or otherwise) or by the Chairman and Chief Executive Officer of the MTA.

---

<sup>1</sup> A glossary of defined terms used in these Guidelines appears at the end of these Guidelines at Page 47.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

INTRODUCTION

Page 3

**Lease/Sale RFP Process:** The Lease/Sale RFP Process is designed, among other things, to give effect to the following requirements under PAL Section 2897:

- the advertisement for proposals must be made prior to the leasing-out, ~~or sale~~ or other disposition of MTA Property, through the methods authorized by these Guidelines;
- all proposals must be publicly disclosed at the time and place stated in the advertisement; and
- the award must be made with reasonable promptness by notice to the responsible proposer whose proposal will be most advantageous to the State, price and other factors considered; provided, however that all proposals may be rejected when it is in the public interest to do so.

The Lease/Sale RFP Process can be single-step or multi-step as described in Chapter III of these Guidelines.

**Lease/Sale Negotiation Process:** PAL Section 2897 specifies that the Lease/Sale Negotiation Process can only be utilized under the following circumstances:

- (a) the fair market value of the property to be leased-out is no greater than an average of \$15,000.00 annually over the term or the sale price does not exceed \$15,000, as applicable or
- (b) proposal prices after advertising are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition (even if the fair market value, as applicable in (a) above, exceeds \$15,000); or
- (c) the disposition will be to the State or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation (even if the fair market value, as applicable in (a) above, exceeds \$15,000); or
- (d) under those circumstances permitted by subdivision seven of PAL Section 2897, which include the following:
  - (i) the transferee is a government or other public entity, and the terms and conditions of the transfer require that the ownership and use of the asset will remain with the government or any other public entity;
  - (ii) the purpose of the transfer is within the purpose, mission or governing statute of the public authority; or
  - (iii) such action is otherwise authorized by law.

In the case of (a), (b) or (c) above, the disposition must be for no less than the applicable fair market value. In the case of (d) above, it can, but does not have to, be for less than fair market value. However, if the disposition in the case of (d) is for less than fair market value, ~~then~~ the following information must be provided to the relevant MTA Agency Board (which must make a written determination based upon such information, that there is no reasonable alternative to the proposed below-market transfer that would achieve the same purpose of such transfer) and the public:

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

INTRODUCTION

Page 4

- (i) a full description of the asset;
- (ii) an appraisal of the fair market value of the asset and any other information establishing the fair market value sought by the board;
- (iii) a description of the purpose of the transfer, and a reasonable statement of the kind and amount of the benefit to the public resulting from the transfer, including but not limited to the kind, number, location, wages or salaries of jobs created or preserved as required by the transfer, the benefits, if any, to the communities in which the asset is situated as are required by the transfer;
- (iv) a statement of the value to be received compared to the fair market value;
- (v) the names of any private parties participating in the transfer, and if different than the statement required by subparagraph (iv) of this paragraph, a statement of the value to the private party; and
- (vi) the names of other private parties who have made an offer for such asset, the value offered, and the purpose for which the asset was sought to be used.

An “explanatory statement” is required if a leasing-out or sale or grant of easement rights or other disposition pursuant to the Lease/Sale Negotiation Process meets certain criteria, as described in Chapter IV of these Guidelines. Each such explanatory statement must be transmitted to the New York State Comptroller, Director of the Budget, the Authorities Budget Office, the Commissioner of General Services and the Legislature not less than ninety days in advance of such disposition, and a copy thereof must be kept in the project file.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER I - INQUIRIES

Page 5

**CHAPTER I - INQUIRIES**

**Scope** - This chapter establishes guidelines for responding to verbal and written inquiries made to the RED regarding the disposition of MTA Property (“Inquiries”).

**Responsibilities** - RED is responsible for coordinating all responses to Inquiries. RED’s responsibilities include researching the ownership status of specific properties, contacting the applicable MTA Agencies and TOD to determine whether property is available or whether there may be development opportunities associated with the property in question, and responding to inquirers.

**Objective** - To provide prompt, courteous and accurate responses to Inquiries.

**Procedures** – Except for Inquiries relating to the leasing of space at Grand Central Terminal, which should be referred to the Director, Grand Central Retail Leasing and Management, and Inquiries relating to development, which should be referred to the Managing Director, Transit-Oriented Development TOD, all Inquiries should be referred to the First Deputy, TOM, who should either respond directly or else charge an appropriate deputy with doing so. In the first instance, the First Deputy TOM should ascertain:

- (1) precisely what property the inquirer is referring to, and which MTA Agency controls it;
- (2) whether the relevant MTA Agency owns such property or merely leases it and, in the case of leased property, to what extent subletting of such property is permissible;
- (3) what use the inquirer proposes to make of the property and whether such use would be compatible with MTA Agency use of any MTA Facilities that adjoin such property;
- (4) whether the RED has already been authorized to dispose of such property or (if not) whether the applicable MTA Agency might be amenable to disposing of such property; ~~and~~
- (5) what restrictions would need to apply to any such disposition; and-
- (6) whether Transit-Oriented Development should be notified and/or involved in the Inquiry.

If the Managing Director, TOM and/or the First Deputy TOM (after consultation with the Managing Director, TOD and/or the First Deputy TOD) determines that the subject property is available for purchase or lease either as a TOM transaction or, if applicable, as a potential development transaction through TOD, ~~he or she~~ then the First Deputy TOM or the First Deputy TOD, as applicable, (or their deputy or deputy’s designee) should so inform the inquirer, taking care to stipulate that (except as otherwise described in these Guidelines) any such sale or lease may be undertaken only in accordance with the Lease/Sale RFP Process, and should see to it that the inquirer is provided in due course with an opportunity to participate in the Lease/Sale RFP Process with respect to such property. If the First Deputy TOM determines that the subject property is not available for sale or lease but may be available under a license arrangement that may be revoked by the MTA at will, without cost, on not more than 60 days’ notice, ~~he or she~~ they (or such deputy or deputy’s designee) should so explain to the inquirer, and in that case the Licensing-Out Guidelines shall apply to such property. Otherwise, the First Deputy TOM (or such deputy or designee) should inform the inquirer that the subject property is not available on any terms and invite the inquirer to register their interest on RED’s website for purposes of alerting the inquirer to other opportunities.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

For templates for appropriate written responses, see Figures 1–5.



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER II – ASSESSMENT OF OPPORTUNITIES

Page 6

**CHAPTER II – ASSESSMENT OF OPPORTUNITIES**

**Scope** – This chapter establishes guidelines for the assessment of opportunities to sell or lease MTA-controlled property that is not needed for operational purposes.

**Responsibilities** – ~~RED~~ MTA Real Estate is responsible for encouraging the MTA Agencies to identify MTA-controlled property that is either never going to be needed by the MTA Agency for operational purposes or not expected to be needed for such purposes until sometime in the future; for assessing the marketability of such property for sale, lease or license, as appropriate (taking into account relevant legal constraints, physical conditions and real estate market conditions); and for coordinating with the MTA Agencies to facilitate the disposition of such property or the licensing of such property subject to revocation when and as feasible.

**Objective** – To generate revenues for the MTA, consistent with the fulfillment of the MTA’s operating and transportation purposes.

**Procedures** – In response to Inquiries, on its own initiative and/or at the request of the MTA Agencies, MTA Real Estate ~~the RED~~ should evaluate MTA-controlled properties for their revenue-generating potential. To the extent that MTA-controlled property holds such potential, whether best to realize that potential by sale, lease, grant of easement rights or license, or transfers of development rights to adjacent properties will depend on an assessment of (a) the desirability and feasibility of sub-dividing and physically separating such property from adjoining MTA-controlled property, (b) the extent, if any, to which any MTA Agency may have future operational needs for use of the property or excess development rights associated with the property is or can be envisioned, (c) whether (in any case) it will be necessary or desirable for the MTA Agency to maintain long-term control over the ownership and/or use of the property, (d) whether the MTA Agency owns the property or merely leases it, and the extent, if any, to which disposition of the property is limited by reason of the terms of any lease pursuant to which the MTA Agency controls the property or by reason of any other title encumbrances, and (e) the potential revenues to be realized. With respect to each property to be evaluated, the Managing Director, TOM and/or the First Deputy TOM should refer such property to the appropriate Deputy Director, who will designate a Transaction Manager to conduct the evaluation under their supervision.

In all cases where an inquiry may have potential for development as a future or existing Transit-Oriented Development matter including the potential for a transfer of development rights to adjacent property owners, the Managing Director, TOM and/or the First Deputy, TOM, will direct such inquiry to the Managing Director, TOD and/or First Deputy -TOD, to afford ~~him or her~~ MTA TOD with the opportunity to explore the development potential.

**Maintenance of Marketable Property List**

With respect to all MTA Real Estate ~~TOM~~ matters, the Deputy Directors are responsible for maintaining and regularly updating the marketable property list for their respective areas of responsibility. They are also responsible for using RED’s Yardi database to run reports and periodically check active accounts for expiring terms of leased or licensed property to ensure timely marketing of those opportunities is initiated.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER II – ASSESSMENT OF OPPORTUNITIES

Page 7

**A. Site Analysis**

The Transaction Manager shall conduct a site inspection, in the case of a TOM transaction, with a representative of Tenant Management (or RED’s Tenant Management Vendor), and in any case with the appropriate personnel of the MTA Agency in order to evaluate the condition of the property, the surrounding area, ascertain what utility services may be available for the site and identify what code compliance concerns may need to be addressed. As a part of this inspection, the Transaction Manager should assess the need for and extent to which improvements might be required, and consult with appropriate personnel of the applicable MTA Agency concerning the feasibility and potential costs of such improvements, and (assuming that the cost of such improvements would be justified by the revenue-generating potential of the property) whether it would be most efficient and cost-effective for the applicable MTA Agency to make such improvements (either in anticipation of rental or license fee income or at the direct cost of a lessee, licensee or purchaser) or for the making and/or cost of such improvements to be left to the purchaser, lessee or licensee. After the site inspection, a site assessment report will be completed, with input from all agency personnel and, in the case of a TOM transaction, TMU/Tenant Management Vendor. The Transaction Manager should also consult with Information Management and MTA Legal to ensure that the Transaction Manager is aware of any contractual or other legal limitations that would affect the MTA Agency’s ability to dispose of the subject property.

In order to determine the marketability of a property, the following (where applicable) should be considered:

- Present use/condition of site
- Accessibility
- Visibility
- Surrounding uses
- Size, shape and physical characteristics of site
- Condition of street and station improvements
- Impact of any MTA Agency restrictions
- Availability of utility services
- Extent to which improvements are needed and MTA Agency funds are available to pay for such improvements
- Easements or restrictive covenants
- Traffic patterns/passenger volume counts - peak and off peak
- Existing retail at station
- Consumer activity during rush and non-rush hour periods
- Condition of neighboring properties
- Existing vacancies in the area
- New/potential development nearby
- Any operating issues noted by Tenant Management
- Any operational needs for modernization and/or expansion of existing MTA Facilities
- Adequacy of storage space or other existing MTA Facilities
- Environmental matters
- Any Federal Funding Requirements

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER II – ASSESSMENT OF OPPORTUNITIES

Page 8

Generally, the leasing-out or sale of MTA Property or grant of easement rights or transfers of development rights constitutes an “action” under the State Environmental Quality Review Act (“SEQRA”) and thus is subject to SEQRA’s requirements. SEQRA requires review of actions to determine whether they may have a significant adverse environmental impact and, if so, preparation of an environmental impact statement before the action may be approved and undertaken. While most lease renewals will be Type II actions under SEQRA regulations – actions which the State Department of Environmental Conservation has found to have no significant adverse impacts – and thereby exempt from review, and some new leases may also fall within a Type II category, the Transaction Manager should consult with MTA Legal’s; Deputy General Counsel, Unit Chief – Environmental (the “DGC Environmental”) as early in the process as practical to determine what measures are necessary to ensure SEQRA compliance. Further consultation may be necessary as a proposal develops or changes over time. Board approval resulting in a binding of a lease or sale or grant of easement rights or transfers of development rights in MTA Property cannot occur unless SEQRA requirements have been met either through (a) the action being exempt as a Type II action under SEQRA or falling within the PAL § 1266(11)-exemption from SEQRA set forth in PAL Sections 1266(11), 1266-c(11) or 553-e(1(b)), as applicable; (b) issuance of a negative declaration, or (c) preparation of a final environmental impact statement. If the leasing-out or sale or other disposition of MTA Property involves any federal action, which is rare for TOM transactions, the leasing-out or sale or other disposition would be subject to National Environmental Policy Act (“NEPA”) in addition to SEQRA.

Each proposed lease or sale, for a TOM transaction, whether via the RFP Process or the Lease/Sale Negotiation Process, requires preparation of and sign-off on a Pre-RFP Authorization Memo (Figure 9), as further described in Chapters III and IV. Each Pre-RFP Authorization Memo should note the SEQRA type or NEPA status, and required actions, if any, to be taken before the transaction is presented to the MTA Board for approval. No Pre-RFP Authorization Memo is required for TOD transactions, however, a determination of the SEQRA type or NEPA status, and required actions, if any, to be taken before the transaction is presented to the MTA Board for approval, must be made with the assistance of MTA Legal’s DGC – Environmental.

Additionally, MTA Legal’s Deputy General Counsel, Unit Chief – Finance (the “DGC-Finance”) must review the location(s) being offered in each RFP, with ~~the RED~~ MTA Real Estate providing location-specific information as required, prior to the issuance of the RFP to determine whether there are any tax-exempt bond related tax issues that would arise from private use. Only when MTA Legal’s DGC - Finance clears such location and use should it be advertised, unless circumstances require advertisement before clearance is given, in which case the RFP must be subject to cancellation if clearance is not given prior to award. In the case of TOM transactions, ~~t~~ The Pre-RFP Authorization Memo contains two (2) boxes which must be checked by the Transaction Manager completing that form indicating that MTA Legal’s DGC - Finance reviewed the location and use and has given approval to proceed with the RFP. A copy of the MTA Legal’s DGC - Finance determination should be kept in the RFP file for all MTA Real Estate matters (i.e., TOM and TOD).

Prior to issuing an RFP, the TOM Transaction Manager should prepare a Parcel Information Sheet (Figure 6) for each property that ~~he or she~~ such person determines to be marketable. The purpose of the Parcel Information Sheet is to collect information that will ultimately be used to describe the property being disposed of in the RFP. A Parcel Information Sheet, may be prepared, but will not be required for TOD matters.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

Each Parcel Information Sheet should include information for all applicable fields. A form of Parcel Information Sheet applicable to all MTA Agencies may be found in the RED shared folder at S:\RFP Documents and Forms\RFP Boilerplate Forms. The parcel information includes:

- Yardi property identification number and address
- Block and lot number, if applicable
- Site plan
- Site description, including approximate size and any unusual attributes
- Interest (i.e., lease, license, sale) being offered
- Preferred or required uses or any use restrictions
- Any desired reservation of rights
- Utility requirements and availability
- Improvement requirements and associated cost estimates
- Design guidelines (if any)
- Transaction Manager site visit date

The assessment of potential uses and restrictions on use (including any restrictions on items to be sold at the subject location) should take into account the following considerations, if applicable:

- MTA Agency requirements
- Restrictions in existing MTA Agency licenses or leases at location
- Restrictions in MTA Agency's deed or chain of title
- Land use regulations and building, fire, health and other like codes, to the extent deemed by MTA Legal's DGC - Environmental to be applicable to the subject facilities
- Environmental conditions

## **B. Preliminary Fair Market Value Analysis**

Prior to ordering an appraisal or while one is being prepared (see Chapter V), the Transaction Manager should to the best of ~~his or her~~their ability seek to estimate the fair market value of the subject property. For such purpose, the Transaction Manager may rely on ~~his or her~~their knowledge of market conditions, information in the Yardi database, the experience of ~~RED-MTA Real Estate~~ colleagues, informal discussions with appraisers, posted broker listings for comparable properties and/or discussions with brokers; provided, however, that any brokers so contacted should be informed that the inquiry is for information purposes only and that the MTA is not (or is not yet) seeking the assistance of such brokers to locate prospective purchasers or tenants. If an estimate of fair market value has already been obtained, the Transaction Manager should use it to help inform their analysis.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER II – ASSESSMENT OF OPPORTUNITIES

Page 10

**C. Conclusion of Site and Preliminary Fair Market Value Analysis**

The Transaction Manager should prepare a market analysis work sheet describing their analysis of the property and conclusions regarding the marketability of the property. The Transaction Manager should use such market analysis work sheet to guide their discussions with their Deputy Director, and the discussion should encompass the following:

- Parcel Information Sheet
- Review of the market analysis work sheet and explanation of fair market value estimate
- Analysis of whether revenue-generating potential appears to justify cost and effort to make any required improvements to the property.
- Critical assumptions.

The applicable Deputy Director should, upon conclusion of discussions with the Transaction Manager and resolution of any outstanding issues, then present the Pre-RFP Authorization Memo (with the market analysis work sheet attached) to the First Deputy TOM, for approval. ~~For potential TOD dispositions, a similar analysis shall be performed, however a Pre RFP Authorization Memo will not be required, however the TOD Transaction Manager shall also seek and obtain approval from the affected operating railroad prior to moving forward with any TOD development RFP.~~ Both the applicable Deputy Director and First Deputy TOM should agree as to whether the property should be marketed for sale or lease or license or other disposition. If they determine to move forward with marketing for sale or lease or other disposition, the First Deputy TOM should authorize the commissioning of valuation of the fair market value of MTA Property or the interest therein being disposed of, if it has not already been commissioned, as provided in Chapter V of these Guidelines. The Pre-RFP Authorization Memo is also approved by the Managing Director TOM.

For potential TOD dispositions, a similar market analysis should be performed, and the Transaction Manager should seek and obtain input and concurrence from the affected operating MTA Agency in connection with moving forward with any TOD development RFP as to the potential operational impacts, needs and benefits of the proposed transaction for the operating MTA Agency, and any new or expanded MTA Facilities that would be involved. The Transaction Manager should consult with MTA Legal's Deputy General Counsel, Unit Chief – Real Estate Development & Planning (the "DGC-Development"), the First Deputy TOD and the Managing Director TOD in connection with any proposed issuance of a TOD development RFP.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

**CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)**

**Scope** - This chapter describes the Lease/Sale RFP Process that will be followed by MTA Real Estate.

**Responsibilities** – Unless use of the Lease/Sale Negotiation Process is authorized, ~~the RED~~ MTA Real Estate is responsible for providing all qualified members of the general public with an opportunity to lease or purchase available properties from MTA or the MTA Agencies and for selecting tenants, ground lessees or purchasers based on predetermined priorities while ensuring the integrity of the selection process.

**Objective** - To maximize and generate MTA revenues while choosing qualified tenants, ground lessees or purchasers who will meet their obligations and improve the appearance of MTA Facilities and the quality of the amenities offered to the public at such facilities. Additionally, in the case of TOD matters, to monetize and generate revenues from MTA Property assets and interests for transportation purposes through development opportunities with third parties, including transfers of excess development rights, long-term ground leases and easements and joint developments to provide for new, expanded and modernized MTA Facilities.

**Procedures** - The Lease/Sale RFP Process is described in the following pages.

**A. RFP PUBLICATION**

1. The Transaction Manager is responsible for preparing the request for proposals (“RFP”). The RFP must include:
  - a. an “RFP Cover Letter”, which highlights information about the offering, contains general instructions, and the following two PAL and Lobbying Law-required statements: (1) “**All proposals shall be publicly disclosed in the agenda for the meeting of the Finance Committee of the MTA Board at which the transaction will be considered for approval or disclosed to the members of the Finance Committee of the MTA Board and to members of the MTA Board in executive session and thereafter publicly disclosed prior to execution**”, and (2) “**All contacts with MTA relating to this RFP must be made through the designated Point(s) of Contact identified herein. Contacts with anyone else at MTA relating to this RFP may be a violation of law and may result in the disqualification of the proposer.**” The RFP Cover Letter should include the names and contact information for the designated Point(s) of Contact (a sample RFP Cover Letter is shown in Figure 7). [Note: For TOD transactions the RFP Cover Letter content may be incorporated within the body of the RFP.]
  - b. the Parcel Information Sheet (see Figure 6) (for TOM matters);
  - c. Term Sheet;
  - d. a Proposer Information Form (“PIF” – See Figure 8) which includes a General Affidavit authorizing credit background and reference investigations;
  - e. a Procurement Lobbying Law Certification form (also known as the NYS Finance Law Sections 139-j & 139-k (“Lobbying Law”) Disclosure Statement);
  - f. an Iran Divestment Act Certification form;

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

- g. a Proposed Rent, Compensation or Purchase Price Form; and
- h. an IRS Form W-9.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 12

~~To the extent practicable, the RFP should also include (or provide a link to a page on the RED website that includes) a proposed form of lease or contract of sale, or a summary of the principal terms of such lease or contract, and, it may to the extent the First Deputy TOM deems appropriate, require proposers to state any objections that they may have with respect to such form or terms at the time they respond to the RFP.~~

When this package is complete, the Transaction Manager should forward the RFP package to their applicable Deputy Director and the First Deputy ~~TOM~~ for final approval via an appropriately titled Pre-RFP Authorization Memo (see Figure 9) in the case of TOM matters, or otherwise in the case of TOD matters, before it is issued. An RFP for TOM matters should also be reviewed and approved by MTA Legal's, Deputy General Counsel, Unit Chief – Real Estate Transactions and Operations (the "DGC – T&O"), or ~~their his or her~~ designee, to the extent that (a) standard RFP provisions have been materially modified or changed, or (b) the contemplated transaction may present special legal issues. Given the complexities and uniqueness of TOD matters, an RFP for TOD matters should always be reviewed and approved by MTA Legal's, DGC - Development, or their designee, before being issued.

2. RFPs are not printed and distributed by mail. RED maintains a database for prospective tenants to register on ~~the~~ MTA's website and access all RFPs online. RED's online service includes automated electronic mailings to registered prospects announcing RFPs for available opportunities. With respect to TOD transactions, TOD maintains ~~uses~~ the RED database for prospective developers to register on MTA's website and access all RFPs online.

3. If the subject property is currently occupied by an incumbent lessee or licensee in good standing, the Transaction Manager should notify such incumbent by an Incumbent Letter sent by certified and first class mail and email that such property is going to be marketed in an upcoming RFP. The Transaction Manager must check that the address for the incumbent used in the Incumbent Letter is up to date and reflects any change of address, change of business name, etc. (For an example of an Incumbent Letter, see Figure 10). A copy of the Incumbent Letter and the return receipt should be maintained in the incumbent's file. The Incumbent Letter should not mention any details of the RFP, as that might give the incumbent an unfair advantage over other proposers, nor should it state or imply that the incumbent will receive preferential consideration. The letter should be mailed to the incumbent's address as listed for notice in the incumbent's original agreement, as modified by any subsequent amendments or notices of change of address. Any questions regarding the appropriate address for notice should be referred to Tenant Management (and MTA Legal's; DGC – T&O, if necessary). The Incumbent Letter should include a link to the website address where the RFP will be posted in order for the incumbent lessee or licensee to access the RFP. The need for an Incumbent Letter is not likely to apply to TOD matters.

4. After receiving approval ~~of the Pre-RFP Authorization Memo~~ from their applicable Deputy Director and the First Deputy ~~TOM~~, the Transaction Manager should initiate the advertisement of the RFP. RED's MTA Real Estate's advertisements for RFPs and any other opportunities will generally be advertised along with all other agency procurements in the classified section of the New York Post Daily News and any other publications as required by law., the Minority Commerce Weekly, a Spanish language newspaper, currently El Diario, and the Amsterdam News. For TOD matters the Transaction Manager will generally determine whether other advertisement is warranted in other online or print publications geared to developers, for example The Real Deal. For each RFP, the advertisement should include a one-sentence description of the opportunity, including in the case of TOM transactions the RFP reference number (e.g., RFPBG0912), and a reference to and listing of the MTA website for RED MTA Real Estate RFPs



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

([http://enterprise.nymta.info/MTA\\_Real\\_Estate\\_RFP/](http://enterprise.nymta.info/MTA_Real_Estate_RFP/)). For an example of the RFP Advertisement, see Figure 11. The RFP website link should have the same language as the description in the advertisement. The advertisement will direct potential proposers to the “Retail + Leasing” page of the MTA website, from where they can access RFPs by signing in with a username and password. Point of Contact information will be included in the RFP cover letters that are included in the .PDFs of RFPs on the website.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 13

Advertisements may also be placed in additional periodicals with the approval of the First Deputy ~~TOM~~, depending on the targeted market, size and location of the property, etc. (e.g., for a restaurant, trade journals targeted to franchisees might be included) or in the case of potential TOD transactions, for publications geared to developers or specific user groups. A copy of all advertisements should be included in the RFP File. Targeted advertisements should include a more expansive description of the opportunity and a map, plan, or picture if appropriate. Also, these advertisements should include Point of Contact information and the Lobbying Law language shown above in 1.(a)(1) and 1.(a)(2). See Figure 11 for an example of such an advertisement.

Subject to Senior Vice-president/Chief Customer Officer approval, advertisement drafts must be submitted to Miller Advertising on Tuesday before the Thursday planned for the advertisement to have the RFP information placed in the next MTA advertisements for the four required periodicals. The Manager of Production, in MTA's Marketing & Communications Department, should be copied on the email to Miller Advertising. The Transaction Manager should also ensure that the RFP is timely posted onto MTA's website.

5. At the same time or prior to posting an RFP, the Transaction Manager ~~will~~ should call or send an email to the MTA press office, as well as the agency's public affairs office, being sure to email the individual responsible for press for the relevant MTA Agency, advising that an RFP is forthcoming, indicating whether a purchaser or tenant is being sought and describing the property being offered. The Transaction Manager should discuss with the press office whether a press release is warranted for the RFP due to the special circumstances or locations being offered in the RFP, and if so, coordinate the drafting and review of the press release with the relevant Deputy Director and First Deputy ~~TOM~~. If warranted, the Government Affairs office of the relevant MTA Agency should also be advised of the RFP.

6. On a case by case basis, the First Deputy ~~TOM~~ may, with the concurrence of the Managing Director, (a) elect to make RFPs available to our on-call brokers and undertake in such RFPs to pay brokerage commissions (at the rates previously negotiated in our on-call contract) to any brokers that represented the MTA on the consummated sales or leases of MTA Properties that are the subject of such RFPs.

7. The Transaction Manager is responsible for seeing to it that each person or entity that has made an inquiry with respect to any particular property or type of property receives notice of the issuance of any RFP relating to such property or type of property.

8. A site visit time for prospective proposers is typically identified in the RFP. At the indicated time of the site visit, the Transaction Manager should be present at the site and available to answer any questions. The Transaction Manager should maintain a sign-in sheet for each location visited.

9. Addenda to RFPs can and should be issued as appropriate to apprise prospective purchasers, ~~or~~ tenants or ground lessees of modified expectations or requirements, to provide them with other additional information and/or to respond to any questions that arise during the RFP process. Care must be taken to ensure that in this way all interested parties are provided in writing with all material information that is provided (whether orally or in writing) to any one such party.

10. The Transaction Manager must establish an RFP file which shall include all relevant documents for the RFP in question.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 14

**B. Determination of Whether to Utilize Single-Step or Multi-Step Lease/Sale RFP Process**

In the first instance, the applicable Deputy Director and the First Deputy ~~TOM~~ should determine whether to utilize a single-step or a multi-step RFP process, based on the nature of the subject property, the complexity of the offering and prior experience with similar types of property.

**C. Single-Step Lease/Sale RFP Process**

In a single-step Lease/Sale RFP Process, ~~the REDMTA Real Estate~~'s selection is based on the initial proposer submission (except that ~~the REDMTA Real Estate~~ may seek clarifications and/or completion of submissions as described below). Following review and consideration of the proposal bids and the making of responsiveness and responsibility determinations, ~~the REDMTA Real Estate~~ determines which proposal is most advantageous to the State, price and other factors considered. Unless it determines to reject all proposal bids, ~~the REDMTA Real Estate~~ must then seek authorization from the MTA Board to enter into a lease or contract of sale or easement, as applicable, with such proposer. All proposal bids must be either publicly disclosed in the agenda for the Finance Committee meeting at which ~~the REDMTA Real Estate~~ seeks such authorization or disclosed to the members of the Finance Committee of the MTA Board and to the members of the MTA Board in executive session and thereafter publicly disclosed prior to execution. The single-step Lease/Sale RFP Process is more likely to be used in TOM transactions and in Type II Transactions (e.g., MTA rights-of-way often have only one logical adjacent user; similarly, development/air rights are only transferrable generally to adjacent owners).

**D. Multi-Step Lease/Sale RFP Process**

In a multi-step Lease/Sale RFP Process, the initial proposer submission is followed by one (1) or more revised submissions. If the incumbent has submitted a proposal, all ~~addendums~~ addenda to the RFP, requests for best and final offers, or other correspondence must be sent to the incumbent by the Transaction Manager via certified mail, return receipt requested, first class mail, and by email. If the incumbent's proposal was prepared by an attorney or other agent or representative, all addenda should also be sent to such representative or agent certified mail, return receipt requested, first class mail, and by email. Following each submission, ~~the REDMTA Real Estate~~ staff may communicate with proposers to clarify the proposal bids or to obtain additional information. Following review and consideration of the proposal bids and the making of responsiveness and responsibility determinations, ~~the REDMTA Real Estate~~ may decide to make a final determination based on such proposals or it may request that proposers submit revised proposals. At any point, ~~the REDMTA Real Estate~~ may eliminate from the next step those proposers determined to be unresponsive, not responsible or outside of the competitive range on the basis of the selection criteria specified in the RFP. When ~~the REDMTA Real Estate~~ decides that it is not going to seek any further submissions, it determines which proposal bid is most advantageous to the State, price and other factors considered. Unless it determines to reject all proposals, ~~the REDMTA Real Estate~~ must then seek authorization from the MTA Board to enter into a lease or contract of sale or other definitive transaction documents, as applicable, with such proposer. All proposal bids must be publicly disclosed in the agenda for the Finance Committee meeting at which ~~the REDMTA Real Estate~~ seeks such authorization or disclosed to the members of the Finance Committee of the MTA Board and to the members of the MTA Board in executive session and thereafter publicly disclosed

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 15

**E. Proposal Submissions**

Proposals may be submitted as follows unless otherwise specified in the RFP:

One hard copy of the complete proposal submission should be MAILED, or sent via UPS, FEDEX, or other parcel or post carrier in sealed envelopes and must arrive by the date and time required in the RFP (unless initially emailed, as described below) and must be sent to provided that the same is sent by the date and time required in the RFP via electronic mail to the designated Point of Contact:

MTA Real Estate  
Attention: ~~Senior~~ Transaction Manager  
Metropolitan Transportation Authority  
2 Broadway, 4th Floor  
New York, NY 10004  
MTA Real Estate RFP Number: \_\_\_\_\_

In lieu of mailing or ~~hand-delivering~~ delivery by courier service by the required date and time, submissions of proposals may initially be made via electronic mail provided that the same is sent by the date and time required in the RFP and the designated Point of Contact confirms receipt, and an original hard copy is received no later than seven (7) days after the date and time required in the RFP.

~~If a proposal is submitted by personal delivery, whether by a proposer or by messenger, it must be delivered to the MTA New York City Transit Bid Suite at 3 Stone Street, around the corner from the 2 Broadway entrance (north side of street, between Broadway and Broad Street). Proposers WILL NOT be permitted to deliver proposals in person at the 2 Broadway entrance. Personally delivered proposals will be time stamped by staff in the Bid Suite and then proposers will be directed to place proposals in a drop box in the Bid Suite.~~

**F. Earnest Money Deposits**

For discussion about deposits for leases, see Chapter VII – Board Approval Process, Section A. - Conditional Designation Letters.

Typically, for TOM transactions, in the case of a sale, ~~the~~ RED requires each proposer to deposit with the MTA, at the time of its initial submission (in the case of a single-step RFP), or best and final submission (in the case of a multi-step RFP), earnest money in the amount of the deposit that will ultimately be required under the contract of sale. Except as the First Deputy TOM may otherwise determine, such earnest money deposit should be in the amount of ten (10%) percent of the purchase price. For TOD dispositions, the amount of the earnest money deposit, if any, and the timing as to when the same will be deposited, shall should be determined in consultation with the First Deputy TOD and MTA Legal's DGC -- Development and will be reflected in the RFP.

All earnest money checks and IRS W-9 forms for TOM transactions should be forwarded to Tenant Management, which should make a record of such checks and then transmit such checks to the Bank designated by MTA for such purposes. Once a proposer has been eliminated from further consideration, the Associate Director, Tenant Management must be so notified by the Transaction

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

Manager and (except as described in Chapter IX of these Guidelines) such proposer's earnest money deposit should be returned to such proposer. For TOD transactions, all earnest money checks, if any, and IRS W-9 forms should be forwarded to the Director of Finance Operations, MTAC&D.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 16

If a proposer has been selected, its earnest money deposit may be held in a non-interest bearing non-segregated account, until such time as the contract of sale is executed, at which time it will be applied toward the down payment pursuant to the contract of sale and held in accordance with the terms of the contract of sale. If the selected proposer fails to enter into a contract of sale, such proposer’s earnest money deposit may be retained by the MTA, in its discretion; provided, however, that the First Deputy ~~TOM~~ and/or the Managing Director, ~~TOM~~ may in any event elect to return any earnest money deposit received from any governmental agency or not-for-profit agency. Alternatively, if negotiations have terminated by reason of an impasse over contract terms that were not addressed in the proposal or Conditional Designation Letter, and if the Transaction Manager and their Deputy Director and MTA Legal’s DGC – T&O or DGC – Development, as applicable, concur that the proposer has been dealing in good faith, Tenant Management or Finance Operations, as applicable, should be directed to return the proposer’s earnest money deposit without interest, if any.

The deposit of earnest money with a proposal submission may be waived for a given RFP by the First Deputy ~~TOM~~.

## G. Opening Proposals

The receipt of proposals should be conducted with a high degree of confidentiality until the selection process is complete. Documentation such as proofs of receipt, and preliminary screening for completeness of RFP submissions, are critical in maintaining the integrity of the process. For RED, hard copy pProposals are stamped and dated at the time of receipt. All hard copy proposals should be opened by the Transaction Manager in the presence of at least one other staff member, and in the meanwhile the proposals should remain sealed and unopened. Subsequent to opening the proposals, each submission should be examined to ensure that all required items have been included. A checklist should be used for that purpose (see Figure 12 for a sample checklist). For TOD transactions, most proposals will be submitted electronically, and appropriate measures will be taken to maintain the integrity of the process.

## H. Evaluating Proposals

The following should serve as a guide for evaluating proposals, regardless of whether a single-step or multi-step Lease/Sale RFP Process is used. In the case of a single-step Lease/Sale RFP Process, a decision is made based on the initial submission. In the case of a multi-step Lease/Sale RFP Process, a decision is made based on the best and final submission.

**1. Responsiveness.** The first threshold to further consideration of a proposal is its “responsiveness”. The following are to be considered to determine whether a proposal is responsive:

- a. Required forms (including Procurement Lobbying Law and Iran Divestment Act forms) are completely filled out and executed by principals.
- b. Receipt of earnest money deposit, in the correct amount as specified in the RFP, if requested.
- c. Appropriate conceptual plans for improvements have been submitted, if requested.
- d. Proposed use is acceptable in accordance with criteria stated in the RFP.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

Generally, a proposal submission must be complete to be considered, and an incomplete proposal submission should be disqualified if the deficiencies are material and allowing the proposer to correct



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 17

the proposal would afford the proposer a significant unfair competitive advantage or would not be in ~~the~~ MTA's best interest. However, ~~the~~ MTA reserves the right to waive any non-conformity with an RFP's requirements and the Transaction Manager should afford a proposer an opportunity to rectify any such non-conformity if it is relatively minor or such proposer's proposal is the best or only viable one received. In all instances, the Transaction Manager must discuss any such non-conformity with their Deputy Director, who must inform the First Deputy ~~TOM~~ of such non-conformity. If there is any doubt about the appropriate action to take, MTA Legal's, DGC – T&O or DGC – Development, as applicable, should be consulted. All relevant decisions should be made by the ~~the~~ Managing Director ~~–TOM~~, or by the CAO, in the case of a TOM matter, or the CDO, in the case of a TOD matter. If a decision is made to request action by the proposer to conform its submission to the RFP requirements, an email or letter should be sent to the proposer requesting such action. Any such email or letter should state that the non-conformity must be rectified within five working days, except that a longer time may be allowed by the Transaction Manager, after consulting with their Deputy Director, if the nature of the non-conformity (e.g., missing architectural plans) warrants such longer period.

If an RFP identifies a preferred or mandatory use, it should make clear whether such use is mandatory or merely preferred. If an RFP identifies a disfavored or prohibited use, it should make clear whether such use is prohibited or merely disfavored. A proposal received in response to an RFP should be deemed to be "unresponsive" (and thus disqualified) if such proposal contemplates uses that such RFP identified as prohibited or fails to provide for uses that such RFP identified as mandatory. A proposer should not be disqualified by reason of such proposer having proposed uses that the RFP identified as merely disfavored or failed to propose uses that the RFP identified as merely preferred (although that may be taken into account in scoring proposals, as described below).

**2. Responsibility.** The second threshold to further consideration of a proposal is whether the proposer is "responsible:" under MTA procurement guidelines. A proposer may be disqualified as "not responsible" if, among other things, such proposer or any Affiliate of such proposer:

- a. has been convicted of a felony or any misdemeanor involving moral turpitude;
- b. has been disqualified from contracting with the MTA, the City of New York, the State of New York, the Port Authority of New York and New Jersey or the federal government, or any agencies, affiliates, or subsidiaries of them;
- c. has violated the Procurement Lobbying Law (as more particularly described in Chapter XI of these Guidelines);
- d. owes, with respect to amounts due not more than five years prior to the date of the RFP, in excess of \$10,000 to the MTA or any other MTA Agency; such amount is not (in the view of MTA Legal) the subject of a bona fide dispute; and such amount has remained unpaid after written demand from the MTA or another MTA Agency. Late payment, as opposed to non-payment, shall not constitute grounds

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

for disqualification of an otherwise responsible proposer (although it may be taken into account in scoring proposals, as described below);

- e. is in default of material non-monetary obligations to the MTA or another MTA Agency under an existing lease and the MTA or MTA Agency has provided written notice under that lease and the default has not been timely cured as provided in the lease;
- f. has any outstanding federal, state or local tax warrants or liens; or.
- g. has received an unacceptable credit report from a reputable credit reporting company.

If, after providing written notice of its intent to disqualify them as not responsible. and having afforded a proposer an opportunity to be heard, the MTA deems the proposer to be not responsible, the MTA need not undertake any further consideration of such proposer’s proposal. The fact that a proposer is deemed responsible does not eliminate the need to determine as part of the Selection Criteria that the proposer possesses the creditworthiness and experience to satisfy its obligations.

**3. Selection Criteria.** Once a proposal has been determined to be responsive and the proposer responsible, the following evaluation and selection criteria should be considered to the extent relevant (recognizing that some of such criteria may in some instances not be relevant, as, for example, in the case of a sale):

- Present value of proposed compensation to the MTA, including the present value to the MTA (if any) of any improvements to be paid for by the proposer, but net of the cost of any improvements to be paid for by the MTA either directly or through a rent credit, abatement or other credit arrangement (“Net Present Value” or “NPV”)
- Quality of proposed improvements
- Nature of proposed business and potential benefit to the MTA customers
- Financial capability of proposer and ~~adequacy~~ relative-quality of business plan
- Business/personal references
- Management and operational experience of proposer
- Compatibility and consistency of proposed use with MTA Agency operations

Rent proposals should be compared based on the present values of anticipated rental streams. Such present values should be calculated using appropriate risk-adjusted discount rates determined by the Managing Director, and consistently applied. In calculating such present values, any percentage rent or other contingent rent projected by the proposer should be included only to the extent that the Transaction Manager deems such projections to be reasonable and then, in the case of TOM leases, should be afforded only half the weight that is afforded to guaranteed minimum rent.

In the case of any improvements that are to be made by a tenant and used by such tenant in its business (as opposed to any improvements to be made by a tenant or purchaser or ground lessee for the direct and immediate benefit of the MTA), the value of such improvements should be included in NPV only to the extent, if any, that such improvements are expected to have residual value to the MTA upon the scheduled expiration of the lease term; and then the NPV should include only the present value (as of the lease commencement date, calculated using the discount rate used to calculate the present value of the rents to be paid by such tenant) of the anticipated value of the MTA’s

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

reversionary interest in such improvements as of such scheduled expiration date, based on commercially recognized

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 19

standards for depreciating the cost of improvements over their useful life. By way of example, typically, the installation by tenants of utility connections (conduit and lines for water, sewer, sprinkler, power, and telephone, for example) from some point outside of the leased premises to the premises, and roofs and windows, are capital improvements that are customarily considered structural or systems-related and made by a landlord, and will provide residual value to the MTA because they have a useful life that will extend beyond a typical lease term in the case of TOM transactions and, if paid for by a tenant, will not need to be made by MTA or the following tenant will not need to pay to make such installations, which should, all other things being equal, generate higher proposed rents in subsequent offers to lease the space. However, in the case of TOM transactions, most pre-existing interior renovations will be demolished and replaced by a new tenant, and generally would therefore not have residual value for the purposes of calculating the NPV, and in the case of TOD transactions, involving a lease of MTA Property, a typical lease term for a ground lease transaction would extend for 99 years or longer such that depreciation and obsolescence of the improvements should be considered in determining the residual value, if any.

As part of the RFP evaluation process for TOM transactions, the Transaction Manager should complete RED's NPV calculation Excel template (see Figure 13), which has been designed to facilitate the calculation of Net Present Value and its components for use in discussion and write-ups of RFP proposals. For TOD dispositions, the ~~TOD~~ Transaction Manager ~~shall~~ should instead utilize a present value calculation that is typically customized specifically to capture the financial complexity and benefits- of the ~~specifie~~ proposed TOD-RFP transaction-situation.

These Guidelines establish a rebuttable presumption that the responsive and responsible proposer whose proposal offers the highest guaranteed payments to the MTA (calculated on a net present value basis) should be designated as the lessee or purchaser of the subject property. However, as appropriate (depending on whether a lease or sale is contemplated), the Transaction Manager should assess, compare and take into account the respective proposers' business plans, experience and financial capability, and may (with the concurrence of their Deputy Director, the First Deputy ~~TOM~~, and the Managing Director) determine that another proposer should be so designated because such other proposer would:

- a. ~~-~~be materially more likely to meet its financial obligations to the MTA;
- b. provide a substantially superior amenity to the MTA's customers, the benefit to the MTA of which would outweigh the financial benefit to the MTA of accepting the proposal that would provide the MTA with the highest guaranteed payments;
- c. make improvements to the MTA's property, the present value of which to the MTA would cause the NPV received by the MTA from such proposer to be higher than the NPV the MTA would receive from the proposer offering the highest guaranteed rent;  
~~and/or~~
- d. very likely pay percentage rent such that (even discounting such anticipated percentage rent by at least half as described above) the NPV received by the MTA from such proposer would be higher than the NPV the MTA would receive from the proposer offering the highest guaranteed rent;

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

d.e. in the case of TOD transactions, provide a substantially superior MTA Facility to the MTA Agency from a functionality, utility, operational, or other perspective, the benefit to the MTA of which would outweigh the financial benefit to the MTA of accepting the proposal that would provide the MTA with the highest guaranteed payments.

In all events, however, except as the MTA Board may otherwise decide in accordance with PAL Section 2897(7), the NPV offered by the designated proposer must equal or exceed fair market value determined in accordance with Chapter V of these Guidelines.

The evaluation of proposals for TOD RFPs for Type I Transactions, should be made by a Selection Committee, comprised of the First Deputy TOD, the Transaction Manager, at least one other member of TOD, and at least one representative of the involved MTA Agency which is or will be utilizing the MTA Property that is the subject of the RFP. The Selection Committee should jointly evaluate all responsive proposals received from responsible prospective proposers. The proposer designated by the Selection Committee with the concurrence of the Managing Director, TOD, should be selected and, with the approval of the MTA Board, conditionally designated. Where the Selection Committee is unable to agree on the selected proposer, the Managing Director, TOD, the CDO and MTA's Legal DGC-Development, should be consulted. For Type II Transactions involving sales, leases or grants of easement rights or development/air rights where there is only one logical proposer of MTA Property (typically the adjoining or neighboring property owners), a Selection Committee will not be required.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 20

## I. Selection Process

### 1. Interviews.

After reviewing credit background checks and completed Proposer Information Forms, the Transaction Manager should (except as described in the next paragraph) schedule an interview with each responsive and responsible proposer. A minimum of two (2) staff persons must attend each interview to maintain the integrity of the process. The interview should focus on any aspects of the proposal that are not self-explanatory and any discrepancies in or questions concerning the Proposer Information Form or credit background report. If, as the result of an interview there are changes to any of the terms or conditions theretofore proposed by a proposer, the Transaction Manager should secure written confirmation of such changes from such proposer.

If there are several qualified and responsible proposers, the Transaction Manager may choose to conduct interviews with as few as ~~two~~ (2) or three (3) proposers whose offers, over all, are most highly rated. In cases where there is only one highly rated proposer, the Transaction Manager, consulting with their Deputy Director, may choose to schedule an interview with that proposer only. An interview may be waived if the proposer is an existing MTA tenant or licensee. For TOD Type I Transactions, at least two (2) members of the Selection Committee should be present at the interviews.

### 2. Short listing in Multi-Step RFP.

In the case of a multi-step RFP process, the Transaction Manager (or, in the case of a TOD Type I Transaction, the Selection Committee) should determine (a) whether there will be any short listing of proposers before the revised offer stage and (b) whether interviews will be held before a revised offer stage. If there will be any short listing before the revised offer stage, the Transaction Manager should prepare an Authorization Memo recommending such short listing to their Deputy Director, the First Deputy ~~TOM~~, and the Managing Director. The purpose of such Authorization Memo is to provide support and justification for such short listing.

### 3. Revised Offer Stage in Multi-Step RFP.

In the case of a multi-step RFP process, after interviews and short listing, if any, the Transaction Manager should prepare a letter instructing the remaining eligible proposers with respect to the process for the submission of revised proposals. Such letter, which should be emailed as a .PDF document and mailed via first class mail, should set forth:

- The date, time and place for the submission of the revised proposals;
- The information that needs to be supplied in the revised proposals; and
- Any supplemental information, not previously supplied, of which the proposers ought to be aware.

There may be more than one call for revised proposals. When ~~the RED~~ MTA Real Estate decides ~~that~~ that it is not going to seek any further submissions, the Transaction Manager should proceed as if the last proposals received were the proposals received in a single-step RFP process.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER III – REQUESTS FOR PROPOSALS (RFPs)

Page 21

4. Recommendation of Award

Single-Step RFP: In the case of a single-step RFP process, upon completion of all interviews, if any, the Transaction Manager should prepare a RFP Award Authorization Memo to their Deputy Director, the First Deputy ~~TOM~~, and Managing Director, ~~TOM~~ (see Figure 14 for a form of Authorization Memo). The purpose of such RFP Award Authorization Memo is to provide support and justification for the rejection of all proposals or the issuance of a Conditional Designation Letter. Each such RFP Award Authorization Memo must include a check in the applicable SEQRA/NEPA check-box and any follow-up action required prior to the disposition. The Lobbying Law check box must also be completed as directed on the RFP Award Authorization Memo.

Multi-Step RFP: In the case of a multi-step RFP process, upon completion of all interviews, if any, and after the receipt of the final revised proposals, the Transaction Manager should prepare an RFP Award Authorization Memo for concurrence and approval by their Deputy Director, the First Deputy TOM, and the Managing Director. Again, the purpose of such Authorization Memo is to provide support and justification for the rejection of all proposals or the issuance of a Conditional Designation Letter (see Chapter VII.A).

It is the responsibility of the applicable Deputy Director and the First Deputy ~~TOM~~ to verify the Transaction Manager's net present value calculations and to assess the reasonableness of any determination by the Transaction Manager that the opportunity to lease or purchase the subject property should, for one or more of the reasons set forth above, be afforded to a proposer other than the proposer that offered the highest guaranteed compensation (as calculated on a net present value basis). Any such determination should be highlighted and explained in the Transaction Manager's Authorization Memo, as well as in the applicable Staff Summary.



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER IV – LEASE/SALE NEGOTIATION PROCESS

Page 22

**CHAPTER IV – ENTERING INTO AGREEMENTS THROUGH THE LEASE/SALE  
NEGOTIATION PROCESS**

**Scope** – This chapter establishes procedures for entering into lease or sale or other disposition transactions of MTA Property based on negotiations where use of the Lease/Sale Negotiation Process is permitted by law and determined to be appropriate.

**Applicability** - The Public Authorities Law allows the Lease/Sale Negotiation Process to be utilized only under the following circumstances:

- a. the fair market value of the property to be leased-out is no greater than an average of \$15,000.00 annually over the term or the sale price does not exceed \$15,000, or
- b. proposal prices after advertising are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition (even if the fair market value, as applicable in (a) above, exceeds \$15,000); or
- c. the disposition will be to the State or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation (even if the fair market value, as applicable in (a) above, exceeds \$15,000); or
- d. under those circumstances permitted by subdivision seven of PAL Section 2897, which include the following:
  - (i) the transferee is a government or other public entity, and the terms and conditions of the transfer require that the ownership and use of the asset will remain with the government or any other public entity;
  - (ii) the purpose of the transfer is within the purpose, mission or governing statute of the public authority; or
  - (iii) such action is otherwise authorized by law.

In the case of (a), (b) or (c) above, the disposition must be for no less than the applicable fair market value. In the case of (d), it can, but does not have to be, for less than fair market value. However, if the disposition, in the case of (d), is for less than fair market value, then the following information must be provided to the relevant MTA Agency board (which must make a written determination based upon such information, that there is no reasonable alternative to the proposed below-market transfer that would achieve the same purpose of such transfer) and the public:

- (i) a full description of the asset;
- (ii) an appraisal of the fair market value of the asset and any other information establishing the fair market value sought by the board;
- (iii) a description of the purpose of the transfer, and a reasonable statement of the kind and amount of the benefit to the public resulting from the transfer, ~~including but not limited to the kind, number, location, wages or salaries~~

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

of jobs created or preserved as required by the transfer, the benefits, if any, to the communities in which the asset is situated as are required by the transfer;

- (iv) a statement of the value to be received compared to the fair market value;
- (v) the names of any private parties participating in the transfer, and if different than the statement required by subparagraph (iv) of this paragraph, statement of the value to the private party; and
- (vi) the names of other private parties who have made an offer for such asset, the value offered, and the purpose for which the asset was sought to be used.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER IV – LEASE/SALE NEGOTIATION PROCESS

Page 23

**Explanatory Statements.**

An “explanatory statement” must be prepared in the case of any disposition pursuant to the Lease/Sale Negotiation Process that involves:

- (a) any sale of real property that has an estimated fair market value in excess of \$100,000;
- (b) any real property disposed of by lease if the estimated average annual rent over the term of the lease is in excess of \$15,000 (if the base rent in any year of the initial term is over \$15,000, then the lease qualifies for an explanatory statement); or
- (c) any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.

Each such explanatory statement must be transmitted to the NYS Comptroller, the Director of the Budget, the Authorities Budget Office, the Commissioner of General Services and Legislature not less than ninety days in advance of the closing of such disposition, and a copy thereof must be preserved in ~~the REDMTA~~ Real Estate’s files.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER IV – LEASE/SALE NEGOTIATION PROCESS

Page 24

The explanatory statement, which may be in the form of a staff summary, must include at a minimum:

- a. Description of the parties involved in the property transaction;
- b. Justification for disposing of property by negotiation;
- c. Identification of property, including its location;
- d. Estimated fair market value of the property or fair rental value (as applicable);
- e. Proposed sale price or lease rent or other consideration to be paid for payments of the property;
- f. Size of the property; and
- g. Expected date of sale or lease or other disposition of the property.

The Transaction Manager is responsible for preparing any such transmittal, which should be reviewed and approved by their Deputy Director, the First Deputy ~~TOM~~, the Managing Director, MTA Legal's DGC-T&O or DGC-Development, as applicable, and the Director of State Legislative Affairs before it is sent out.

#### State Comptroller Review and Approval

Contracts for the disposition of real property via the Lease/Sale Negotiation Process that are valued at \$1 million or more, and all amendments to such contracts, must be reported to the Office of the State Comptroller ("OSC") and may be subject to review and approval by the OSC.

**All contracts entered into via the Lease/Sale Negotiation Process with a value of \$1 million or more (with value being determined as the sale value in the case of a sale or the Net Present Value of the total rental payments over the full term of a lease, including all option periods) in the case of a lease, and all amendments to such contracts are "eligible contracts" for OSC review.**

Each eligible contract that the MTA anticipates entering into in a given year must be reported to the OSC in December of the prior year. The Deputy Director, Operations Real Estate Finance, with the assistance of the First Deputy ~~TOM~~, will prepare this list on an annual basis and update it quarterly. If an eligible contract that has not been previously reported arises after the December reporting period, then it must be reported to the OSC. The Deputy Director, Real Estate Finance Operations, with the assistance of the First Deputy ~~TOM~~, will prepare this report. No eligible contract may be entered into less than ten (10) days prior to the execution of the eligible contract.

The OSC may designate specific eligible contracts that must be submitted automatically to the OSC for prior review and approval, in the manner determined by the OSC (various materials, including RFP or other solicitation materials, may need to be submitted). All eligible contracts submitted for review must contain a provision stating that such contracts are not valid until approved by the OSC (unless the OSC has not approved or disapproved a contract within ninety (90) days, in which case such contract shall become valid and enforceable without such approval).

However, all eligible real-estate contracts that were not selected for review and approval by the OSC, must be filed with the OSC within sixty days of execution. **That means during 2021-2022/2023/2024 all agreements, or amendments to agreements, using the Lease/Sale Negotiation Process with a value of over \$1 million must be filed with the OSC within sixty days of execution.**

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER V – VALUATIONS AND FAIR MARKET VALUE

Page 25

**CHAPTER V – VALUATIONS AND FAIR MARKET VALUE**

**Scope** – This chapter contains guidelines for estimating the fair market value of MTA ~~real p~~Property (including an interest in real property, such as an easement or leasehold interest) to be offered for sale or lease or other disposition.

**Responsibilities** ~~RED-MTA Real Estate~~ must obtain an independent estimate of the fair market value in connection with every sale or lease or other disposition of MTA ~~Agency real property~~ Property (including an interest in real property, such as an easement or leasehold interest). Each valuation commissioned by the ~~RED-MTA Real Estate~~ pursuant to these Guidelines should be prepared by a New York State licensed or certified appraiser, except that in the case of a proposed space lease such valuation may be prepared by a licensed real estate broker experienced in the leasing of space in the area where the subject property is located, provided that such broker cannot be involved directly or indirectly in the Lease/Sale RFP process for such space lease.

**Objective** – To aid ~~the REDMTA Real Estate~~ and the MTA Board in their efforts to obtain appropriate compensation from purchasers and tenants and other transferees of MTA Property and to ensure compliance with PAL Section 2897(3), which, except in limited specified circumstances, prohibits the ~~sale or leasing out~~ disposition of MTA Property for less than its “fair market value.”

**Procedure** – PAL Section 2897 does not define “fair market value”. However, such term is commonly understood in the real estate industry to mean the price (in the case of a sale) or rent (in the case of a lease) or other consideration or compensation in the case of any disposition for which a typical owner of property comparable to the subject property would be willing to sell or lease or otherwise dispose of such property and a typical unrelated prospective buyer or tenant or other transferee would be willing to purchase or lease or otherwise acquire such property as of a specific date, assuming that neither party is specially motivated and that the property is sufficiently marketed so that its availability is reasonably well known.

In many cases, estimating fair market value, while inherently imprecise due to the uniqueness of property, is relatively straight-forward. Anyone with knowledge of the local real estate market can survey published data relating to recent transactions to find examples of sales or leases of comparable properties where the owner presumably solicited or could have solicited offers from any number of potential buyers or tenants. And, in such cases, one need then only make appropriate adjustments to per square foot prices or rents to account for variations among properties. In other cases, however, determining a “market” value is more difficult, as a property (or interest therein such as an easement) can be uniquely valuable to an adjoining property owner and (by virtue of such property’s size, shape or inaccessibility) have relatively little or no value at all to anyone else. In such cases, the fair market value of such property lies at an indeterminate point somewhere between the polar extremes of (a) One Dollar (\$1.00; the amount that the adjoining property owner would have to pay to win such property at an auction without any reserve price) and (b) the amount by which adding such property (or interest therein) to the adjoining property owner’s property would increase the fair market value of the adjoining owner’s property.

In these Guidelines, the term “Type I Transactions” is used to refer to sales or leases or other transfers of MTA Property (such as stores or independently developable parcels) where the purchasers or tenants could be anyone; and the term “Type II Transactions” is used to refer to sales or leases or other transfers of MTA Property to adjoining or neighboring property owners or in other instances where such property has unique value to such adjoining or neighboring property owners or transferees.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER V – VALUATIONS AND FAIR MARKET VALUE

Page 26

PAL Section 2897 does not distinguish between Type I Transactions and Type II Transactions; in either case, it requires that an independent valuation of estimated fair market value be obtained and retained in ~~RED's~~ MTA Real Estate's records and (except in the special circumstances identified in Chapter IV of these Guidelines) requires public advertising for proposals. However, because many of the transactions that the RED handles are Type II transactions (e.g., MTA rights-of-way often have only one logical adjacent user; similarly, development/air rights are only transferrable generally to adjacent owners), it is important, as a practical matter, to recognize that ~~the RED~~ MTA Real Estate will not in fact receive competitive offers in the case of Type II Transactions, and for Transaction Managers to give suitable instructions to appraisers or brokers to avoid confusion and ensure that in all cases the intentions of this chapter are properly served by the appraiser's work.

In the case of a Type I Transaction, the Transaction Manager should instruct the appraiser or broker to prepare a typical assessment of the value of the subject MTA Property assuming full and adequate competition among potential purchasers or tenants, as the case may be. For most Type II Transactions (other than those involving a disposition of MTA Property as just one part of a larger transaction motivated, in part, by the MTA's realization of significant benefits, including, for example, enhanced customer amenities, transportation facilities or necessary access), the Transaction Manager should consider instructing the appraiser or broker to prepare an assessment of the incremental value to the adjoining property owner of adding the subject MTA Property (or interest therein) to such adjoining property owner's interest. The Transaction Manager should instruct the appraiser to explicitly state in the appraisal the reasoning used in determining the estimated incremental value to the adjoining property owner.

It is important to note that in either case, the value determined by the appraiser will not necessarily equate with "fair market value." Appraisers can only estimate value, and indeed they commonly disagree when more than one is asked to value any given property. And, in the case of a Type I Transaction to be entered into after the Lease/Sale RFP Process has in fact resulted in competition between two or more typically motivated potential purchasers or tenants or transferees, the actual results of such Lease/Sale RFP Process constitute more concrete evidence of fair market value than a valuation by an appraiser or broker does. However, the estimate of value determined by an independent appraiser does nonetheless constitute rebuttable evidence of fair market value, and a tool for assessing the efficacy of ~~the RED~~ MTA Real Estate's efforts to maximize income from the disposition of MTA Property (regardless of whether the Lease/Sale RFP Process of the Lease/Sale Negotiation Process is used).

Accordingly, each Staff Summary presented for MTA Board approval should include a statement as to whether the proposed transaction would yield to the MTA the estimated fair market value and, if the proposed transaction would yield to the MTA less than such estimate of value, either (a) an explanation as to (i) why the ~~RED~~ MTA Real Estate does not believe such estimate of value coincides with fair market value and (ii) why the compensation to the MTA that is being recommended in the Staff Summary represents at least fair market value or (b) information and proposed MTA Board findings of the kind required by PAL Section 2897(7)(b) and (c), which read as follows:

“(b) In the event a below fair market value asset transfer is proposed, the following information must be provided to the authority board and the public:

- (i) a full description of the asset;

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER V – VALUATIONS AND FAIR MARKET VALUE

Page 27

- (ii) an appraisal of the fair market value of the asset and any other information establishing the fair market value, as adjusted for any in-kind benefits received, sought by the board;
- (iii) a description of the purpose of the transfer, and a reasonable statement of the kind and amount of the benefit to the public resulting from the transfer, including but not limited to the kind, number, location, wages or salaries of jobs created or preserved as required by the transfer, the benefits, if any, to the communities in which the asset is situated as are required by the transfer;
- (iv) a statement of the value to be received compared to the fair market value;
- (v) the names of any private parties participating in the transfer, and if different than the statement required by subparagraph (iv) of this paragraph, a statement of the value to the private party; and
- (vi) the names of other private parties who have made an offer for such asset, the value offered, and the purpose for which the asset was sought to be used.”

“(c) Before approving the disposal of any property for less than fair market value, the board of any authority shall consider the information described in paragraph b of this subdivision and make a written determination that there is no reasonable alternative to the proposed below market transfer that would achieve the same purpose of such transfer.”

In circumstances where the consideration to be received by MTA or other MTA Agency under an RFP contemplates the construction and/or operation and maintenance of new or enhanced MTA Facilities or other non-monetary consideration (e.g., in a TOD transaction where the proposer will construct for MTA commuter parking facilities, the cost-savings to the MTA of constructing such parking facility), the value of the non-monetary consideration must be evaluated in order to determine whether the proposed transaction would yield to the MTA the estimated fair market value of the MTA Property being transferred. To the extent that the Transaction Manager in consultation with the First Deputy require outside expertise in estimating the value of such non-monetary consideration, they may seek such services.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

**CHAPTER VI - ANALYSIS OF PROPOSER’S FINANCIAL CAPABILITY**

**Scope** - This chapter outlines the procedures to be utilized to evaluate a proposer’s financial ability to comply with the terms of a contract of sale or lease or other transaction agreement.

**Responsibilities** - The Transaction Manager is responsible for receiving and taking into account the information reported on Proposer Information Forms and for ordering and taking into account the results of independent credit and background reports.

**Objective** - To evaluate the creditworthiness of a prospective tenant or purchaser or ground lessee or other transferee.

**Procedures** - The necessary procedure for conducting the credit and background check begins with the Transaction Manager obtaining a completed Proposer Information Form from each proposer in order to gather reference and credit and background information for such proposer. The Proposer Information Form includes an authorization to order a credit background report and check financial references. The Transaction Manager should provide the requisite information to MTA Real Estate~~the RED~~’s credit reference service and order a credit background report from such service. Typically, this process takes two (2) to three (3) weeks.

In the case of a proposed sale, the primary evidence of a prospective purchaser’s financial capability is such prospective purchaser’s ability and willingness to put at risk a substantial down payment (typically equal to 10% of the purchase price). However, the Transaction Manager should nonetheless seek evidence of each prospective purchaser’s ability to finance the balance of the purchase price, recognizing that such evidence is likely to take the form of expressions of interest and indicative terms from prospective equity owners and lenders, as opposed to definitive commitments.

In the case of a lease (other than a long-term ground lease for TOD transactions):

- a. except in special circumstances with the approval of the First Deputy ~~TOM, TOM~~ (as, for example, where the tenant makes a substantial pre-payment of rent or funds a substantial improvement of substantial value to the MTA), the prospective tenant should be required to demonstrate that it is ready and able to post cash or a letter of credit as a security deposit in the amount of three (3) times the projected base monthly rent for the final year of the lease term; for TOD dispositions, such financial capability shall be modified as applicable in the TOD situation identified in the TOD’s RFP terms;
- b. the prospective tenant should be required to furnish a business plan, including pro forma projections of income and expense, that demonstrates that the tenant will be able to afford to pay the proposed rent from its operating revenues;
- c. unless the tenant is itself a creditworthy entity, payment and performance of the tenant’s obligations under the lease should be personally guaranteed by a creditworthy principal of the tenant;

- d. where individual proposers intend for a newly formed entity in which they are principals to be the tenant under a the lease, in most circumstances (except where the tenant makes a substantial



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

pre-payment of rent or funds a substantial improvement of substantial value to the MTA) the individual proposers/principals of the entity should be expected to provide a full personal guaranty of the tenant's lease obligations during the entire term of the lease and where the tenant or lessee funds a substantial improvement of substantial value to the MTA, the individual proposers/principals of the entity should be expected to provide a guaranty of completion of the tenant's construction obligations as well as a guaranty of rent payments, if any, during construction; for TOD dispositions, such financial capability shall be modified as applicable in the situation identified in the TOD's RFP terms;

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

e. alternatively, under certain circumstances it may be appropriate to limit the scope of the personal guaranty of a creditworthy principal (to a so-called “good guy guaranty”) so that the guarantor’s liability under the same will be released before the end of the term of the lease, but not before completion of the initial improvements and some period of time beyond the voluntary early surrender of possession (typically twelve months to afford MTA an opportunity to re-lease the premises); examples of circumstances where a limited guaranty may be appropriate rather than a full guaranty, would be where a tenant will be making a substantial investment in improving the lease premises either that would have substantial residual value to the MTA or that would result in a substantial loss of investment if the lease were to be terminated for non-payment of rent such that the tenant is otherwise substantially incentivized to avoid forfeiture of its investment;

~~d.~~

e.f. if the tenant is to be required to undertake and pay for substantial capital improvements (including alterations of a permanent nature, but excluding tenant fit out work for tenant’s own use) and such capital improvements is estimated to cost more than two hundred and fifty thousand (\$250,000) in the aggregate, tenant shall be required to post, or cause to be posted, a bond issued by a corporate surety licensed to do business in the State of New York or other form of undertaking acceptable to the Comptroller of the MTA. Each such bond or similar undertaking must comply with the requirements set forth in Section 5 of Article 2 of the New York Lien Law.

It is in light of the foregoing requirements that the financial information provided by proposers should be evaluated by ~~RED~~ MTA Real Estate staff.

For TOD lease transactions which typically involve long-term triple net ground leases where the lessee will fund substantial improvements of substantial value to the MTA, the financial capability of the lessee to construct the improvements and pay for the costs of carrying the property in question until stabilization (i.e., the point in time when the new improvements will likely generate sufficient revenues to pay for the rent obligations under the ground lease, including payments on account of property taxes, and debt service) is achieved should be determined. Most ground leases following completion of construction will be recourse to the ground lessee only and not to its principals or other credit parties.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER VII – BOARD APPROVAL PROCESS

Page 30

**CHAPTER VII – BOARD APPROVAL PROCESS**

**Scope** – This chapter reviews the process for the preparation of Conditional Designation Letters and Finance Committee Staff Summaries and for the obtaining of MTA Board approval of sale and leasing-out or other disposition transactions recommended by ~~the REDMTA Real Estate~~. All proposals to sell or lease-out or disposition of MTA Property must be reviewed by the Finance Committee, and no such sale, ~~or lease~~ or other transfer can become effective until and unless the MTA Board (after review by the Finance Committee) has specifically authorized such sale, ~~or lease~~ or other disposition, except as permitted in Policy 33 (adopted by the MTA Board in November, 2013). Policy 33 allows ~~the REDMTA Real Estate~~ to award a standard retail lease to the proposer who offered the highest guaranteed rent without a Finance Committee Staff Summary or MTA Board Approval provided that (i) at least three proposals were received and (ii) it is later listed in a chart in the Finance Committee book.

**A. Conditional Designation Letters**

When ~~the REDMTA Real Estate~~ has determined that it wishes to accept the proposal of a prospective tenant to lease MTA Property or of a prospective purchaser to purchase MTA Property or of a prospective transferee to acquire MTA Property that is being disposed of other than by sale or lease (whether pursuant to the Lease/Sale RFP Process or pursuant to the Lease/Sale Negotiation Process), the Transaction Manager should prepare a conditional designation letter for execution by the Managing Director, ~~TOM~~ on behalf of the relevant MTA Agency and counter-signature by such prospective tenant or purchaser or other transferee (a “Conditional Designation Letter”; see Figure 16 for a sample form for TOM transactions). Such letter should spell out the terms of the proposed transaction with as much specificity as possible under the circumstances, not in the body of the letter itself but by incorporating by reference the most recent written materials (typically a signed Parcel Information Sheet or Term Sheet and signed Rent Proposal) that have been updated, if required, to embody the agreements that ~~the REDMTA Real Estate~~ believes have been reached to date with respect to such transaction. Each Conditional Designation Letter must stipulate that it does not constitute a legally binding agreement insofar as the MTA is concerned and that it is subject to MTA Board approval.

Typically, in the case of a lease (other than a long-term ground lease), ~~the REDMTA Real Estate~~ requires the selected proposer to deposit with the MTA, at the time they counter-sign and return a Conditional Designation Letter, earnest money in the amount of the security deposit that will ultimately be required under the applicable lease. Except as the Managing Director, ~~TOM~~ may otherwise determine or the RFP otherwise specifies, such earnest money deposit should be in the amount of three times the proposed monthly rent in the last year of the lease term. In the case of TOD lease transactions, the selected proposer will may or may not be required to deposit with MTA an earnest money or good faith deposit (the amount of which will be specified in the RFP or the Conditional Designation Letter) in connection with the Conditional Designation Letter, but if not, then will typically be required to do so when a pre-lease or pre-development and disposition agreement is entered into. In such TOD transactions, if not previously entered into, the selected proposer will be required to enter into an expense reimbursement agreement and deposit with the MTA an expense deposit, to cover MTA’s third party costs, including legal fees of outside counsel, in connection with the further negotiation, drafting and structuring of the transaction and the transaction documents. ; for TOD transactions, the amount of the earnest money deposit shall be specified in the RFP or otherwise as determined by consultation with the Managing Director TOD and MTA Legal.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

with TOM transactions and to Financial Operations, MTAC&D in connection with TOD transactions, who should make a record of such wires and then transmit such wire information for deposit at the Bank designated by MTA for such purpose. The proposer's earnest money deposit may be held in a non-interest bearing non-segregated account until such time as the lease is executed, at which time it will be applied toward the security deposit required pursuant to the lease. If the selected proposer fails to enter into a lease, such proposer's earnest money deposit may be retained by the MTA, in its discretion; provided, however, that the First Deputy ~~TOM~~ and/or the Managing Director, ~~TOM~~ may in any event elect to return any earnest money deposit received from any governmental agency or not-for-profit agency. Alternatively, if negotiations have terminated by reason of an impasse over contract terms that were not addressed in the proposal or Conditional Designation Letter, and if the Transaction Manager and their Deputy Director and MTA Legal's; DGC – T&O or DGC – Development, as applicable, concur that the proposer has been dealing in good faith, Tenant Management or Financial Operations, MTAC&D, as applicable, should be directed to return the proposer's earnest money deposit without interest, if any.

The submission of earnest money may be waived for a given RFP by the Managing Director, ~~TOM~~.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

Once an Authorization Memo approving a proposed disposition has been signed, a lease or contract of sale executed by the prospective tenant or purchaser may serve in place of the Conditional Designation Letter. Each such lease (other than a standard retail lease that is governed by Policy 33) or contract must stipulate that it is not a legally binding agreement insofar as the MTA is concerned and that it is subject to MTA Board approval.

If a proposer or purchaser fails to sign a Conditional Designation Letter or subsequently sign a lease or contract of sale or other operative transaction documents in TOM matters, the Transaction Manager, ~~TOM~~ must write a “dead deal” memorandum explaining the reason why the transaction was not completed. For TOM transactions, ~~t~~he memo must be delivered to the applicable Deputy Director with copies distributed to the First Deputy ~~TOM~~, the Managing Director, ~~TOM~~, the Associate Director, Tenant Management (in the case of TOM matters) and the Yardi database administrator (to ensure the transaction account is properly closed and the applicable rentable Unit inventory is shown as available). For TOD transactions, the Transaction Manager should consult with MTA Legal’s DGC– Development or their designee to determine what steps should be taken to withdraw the Conditional Designation Letter.

For Type II Transactions, a Conditional Designation Letter may be waived by the Managing Director.

## **B. Staff Summaries**

After the prospective purchaser or tenant or other transferee counter-signs the Conditional Designation Letter or in the case of a TOM transaction returns a signed lease or contract of sale in lieu of a Conditional Designation Letter which stipulates that it is subject to board approval, the Transaction Manager should prepare a Staff Summary (unless not required pursuant to MTA Board-approved Policy 33 or other MTA Board-approved policy that may be adopted in the future) for Finance Committee approval. The following is the sequence of steps for preparation of the Staff Summary. This process typically takes approximately five (5) weeks and results in a presentation to and discussion with the Finance Committee. A detailed description of the Staff Summary process is contained in the Staff Summary Procedure available in the “Staff Summaries” folder in the RED’s shared drive.

1. The assigned Executive Secretary distributes a schedule of Finance Committee and MTA Board meeting dates to all ~~RED-MTA Real Estate~~ staff. This schedule includes deadlines for the submission of Staff Summaries.
2. The Transaction Manager submits a project title to ~~his/her~~their Deputy Director for review, and then to the assigned Executive Secretary who is responsible for ~~RED’s-MTA Real Estate’s~~ Finance Committee agenda.
3. The Transaction Manager prepares a first draft of the Staff Summary, using the ~~RED’s-MTA Real Estate~~ standard form (see Figure 17). Details such as the following should be included as appropriate:
  - Finance Committee meeting date
  - MTA Agency involved
  - Purchaser or tenant or other transferee name
  - Location (street address and/or block and lot)

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

- Activity (use, e.g. lease, sale or grant of easement, etc.)
- Action requested (approval, extension of term, etc.)
- Term (years)
- Renewal options (if any)
- Space (size/square feet, configuration, etc.)/MTA Property

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

- Compensation (rent or sales price or other consideration)
- Termination rights (if any)
- Security deposit (if any)
- Guarantor (if any)
- ~~Insurance (if any)~~
- Required improvements (if any)
- Comments

The comments section should review the justification for the selection of the proposed tenant or purchaser or transferee, and should include the number of proposals received (if the purchaser or tenant or transferee was selected via an RFP Process), and the names of any proposers that were disqualified and the reasons why. Unless the RFP or cover letter stated that all proposal bids would be disclosed to the members of the Finance Committee of the MTA Board and to the members of the MTA Board in executive session and thereafter publicly disclosed prior to execution, the comments section of the Staff Summary should disclose the present values of the guaranteed compensation offered by each responsive and responsible proposer, the discount rate used to calculate such present values, and, if the responsible and responsive proposer with the highest such present value was not selected, an explanation as to why a different proposer was selected.

4. The applicable Deputy Director, the First Deputy ~~TOM~~, the Managing Director, ~~TOM~~, and MTA Legal ~~s~~ DGC – T&O or DGC – Development, as applicable, review the draft and make changes as they see fit.
5. MTA executive staff (CAO or CDO as applicable), General Counsel, Chief of Staff and Chief Financial Officer) review and make changes as they see fit.
6. The Managing Director, ~~TOM~~ signs the Staff Summary and MTA executive staff then approves by affixing their initials.
7. The completed Staff Summary is submitted along with the remainder of ~~the RED's~~ MTA Finance Committee agenda package for printing.

### C. Board Approval

The Transaction Manager and their Deputy Director, as well as the First Deputy ~~TOM~~, should be present during the Finance Committee discussion in order to help answer questions as needed. The Finance Committee may instruct the ~~RED-MTA Real Estate~~ staff to make changes in the Staff Summary as reflected in the minutes of the Finance Committee meeting. Any such changes must be made to the Staff Summary prior to submission to the full MTA Board. If the transaction is recommended by the Finance Committee, the Transaction Manager should update ~~RED's~~ MTA Real Estate's Yardi database with the Finance Committee approval date and the transaction is included in the Finance Committee's report to the MTA Board. Once the MTA Board has approved the transaction, the Transaction Manager should enter the MTA Board approval date (or in the case of a standard retail lease governed by Policy 33, the date listed in the MTA Finance Committee Book pursuant to such policy) into Yardi.



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

**D. SEQRA Compliance**

As indicated above, ~~RED-MTA Real Estate~~ staff must consult and coordinate with MTA Legal;<sup>s</sup> DGC – Environmental to ensure that, before the MTA Board takes action to approve any sale or leasing-out transaction, the requirements of SEQRA have been satisfied to the extent such requirements are applicable to such transaction. Depending on the circumstances, the MTA Board may need to make certain SEQRA-related determinations before it takes such action. Prior to submitting an Authorization Memo for any transaction, the Transaction Manager should, in consultation with MTA Legal;<sup>s</sup> DCG - Environmental, determine what, if any, SEQRA requirements must be satisfied and whether and how such requirements need to be addressed in the applicable Staff Summary.

For TOD development transactions, there are often subsequent SEQRA activities and responsibilities performed by the TOD-designated developer, after which there is a second MTA Board approval action that adopts the requisite SEQRA findings, and following such adoption, then authorizes MTA to execute binding transaction documentation.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

**CHAPTER VIII - PREPARATION OF FORMAL AGREEMENTS**

**Scope** - This chapter reviews procedures relating to the preparation of definitive legally-binding agreements for a sale or lease or other disposition of MTA Property.

**Objective** - To develop a fully executable agreement as well as provide documentation of the approval and revision of such agreement.

**Responsibilities** – The Transaction Manager, TOM has primary responsibility for completing and providing the Legal Intake Questionnaire (see Figure 23) and (in the case of a lease) a Preparer Questionnaire Form (“PQF”) (see Figure 24), and all required supporting documentation to MTA Legal’s DGC – T&O. MTA Legal’s DGC – T&O has primary responsibility for preparation (with or without the assistance of outside counsel) of the draft lease or sale agreements. A Legal Intake Questionnaire and PQF are not required for TOD transactions. The Transaction Manager and Deputy Director is also responsible for reviewing the draft agreements and preparing the Document Approval Form (“DAF”). For TOD matters, the Transaction Manager, TOD and MTA Legal’s DGC – Development have primary responsibility and the assigned real estate attorney in MTA Legal (typically, with the assistance of outside counsel) for the preparation of the draft transaction agreements.

**Procedures** - The necessary procedures for preparing the sale or lease or other disposition transaction agreements include completing the required forms and providing them to MTA Legal’s DGC – T&O with all supporting documentation.

**A. Drafting of Formal Agreement**

Prior to or following the acceptance of the terms of the agreement by the MTA Board, the Transaction Manager should provide a completed PQF (in the case of a lease) and Legal Intake Questionnaire, and transmit them, along with other supporting documents as may be needed (including, a copy of the Authorization Memo, RFP, selected proposal, PIF and Conditional Designation Letter, and in the case of a sale, title report and survey, and if requested a copy of the valuation), to MTA Legal’s DGC – T&O. An attorney will then be assigned to each project based on the Legal Intake Questionnaire. The assigned real estate attorney from MTA Legal, ~~Real Estate Transactions and Operations, (“RET&O”)~~ is responsible for preparing and negotiating (or overseeing outside counsel in the preparation and negotiation of) the draft agreement in consultation with the appropriate Transaction Manager and/or Deputy Director. The Transaction Manager and Deputy Director will be responsible for review of the draft agreement and responding promptly to all follow-up questions that the assigned real estate attorney from MTA Legal, ~~RET&O~~ (or assigned outside counsel) may have during the preparation and negotiation or comment phase. For complex TOD transactions, MTA Legal’s DGC – Development and the assigned real estate attorney on their team will work with assigned outside counsel who will be responsible for the preparation and negotiation of the transaction documents.

**B. Internal Review**

The Transaction Manager will be responsible for review of each draft agreement, and preparing a DAF to be attached to the final negotiated form prior to execution. The assigned real estate attorney from MTA Legal, ~~RET&O~~ (or assigned outside counsel), may under appropriate circumstances with the authorization of the Transaction Manager or Deputy Director and the DGC – T&O or DGC – Development, as applicable, transmit the draft agreement to the proposer and its attorney subject to internal

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

review.

**C. Document Approval Form**

The DAF is to be used for documenting review and approvals by the appropriate ~~RED~~-MTA Real Estate staff of final agreements prior to execution (see Figure 18). The DAF, along with supporting documentation, should be routed with the final agreement for signature or initialing by the Transaction Manager, Deputy Director,

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

First Deputy ~~TOM~~, and the Managing Director. The Tenant ID # from Yardi should be included on the DAF, if applicable.

**D. Execution by Purchaser or Tenant or Transferee**

For TOM transactions, once the required internal review has been completed, the Transaction Manager should send the proposed documentation to the prospective purchaser or tenant or other transferee for execution. Should the prospective purchaser or tenant request changes, the Transaction Manager should present such requested changes to their Deputy Director, the First Deputy ~~TOM~~, the Managing Director, ~~TOM~~ and ~~or to~~ the assigned real estate attorney from ~~MTA Legal~~ or the DGC – T&O, RET&O for discussion and revision, as needed. Once the agreement is finalized, the prospective purchaser or tenant or other transferee should be directed to execute at least four original counterparts of the agreement and any personal guaranties and return them to the Transaction Manager.

For TOD transactions, once the required internal review has been completed, the Transaction Manager should inform MTA Legal whether they have any further comments to the draft transaction documents and the assigned real estate attorney or the assigned outside counsel should revise the documents, if required, to address those comments. Should the prospective purchaser or tenant or other transferee request changes through communications directly with the Transaction Manager, the Transaction Manager should present such requested changes to their Deputy Director, the First Deputy, the Managing Director and to the assigned real estate attorney from MTA Legal or the DGC – Development. All changes or revisions to the proposed drafts of transaction documents should be coordinated through and made by the assigned outside counsel or the assigned MTA Legal real estate attorney and not by the Transaction Manager. Given the complexity of TOD transactions, the assigned outside counsel with the MTA Legal assigned attorneys will coordinate the execution of the transaction documents and the closing of the transaction either through escrow with a title company or otherwise. All original transaction documents (other than those required to be filed or recorded, and in such case duplicate originals of the same) should be returned either to the Transaction Manager or the MTA Legal assigned real estate attorney directly or by the assigned outside counsel or title company.

**E. Execution by Authorized or Designated Signatory**

Once the agreed-upon documentation has been executed by the tenant or purchaser or other transferee, the Transaction Manager should use the DAF to send it (after approved by their Deputy Director, to the First Deputy ~~TOM~~ and the assigned real estate attorney from ~~MTA Legal, RET&O~~) to the authorized or designated signatory for execution on behalf of the applicable MTA Agency by the Managing Director, ~~TOM~~ or other authorized designated signatory.

**F. Required Deliveries**

In addition to the executed copies of the agreement by the tenant or purchaser or other transferee, the Transaction Manager should obtain the following from the purchaser or tenant or other transferee:

1. Any required earnest money, down payment and/or security deposit, to the extent, if any, not already deposited with the MTA.
2. ~~Any required personal guaranties, properly executed.~~

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

3. In the case of a lease (other than a long-term ground lease), the first month's base rent and in the case of a long-term ground lease, any upfront payments or prepaid rent required to be paid upon execution.
  
4. In the case of a lease when the tenant is not already in possession (i.e., where the successful proposer is not an existing tenant or licensee incumbent), an insurance certificate evidencing coverage as required by the lease. This item must be delivered to the Transaction Manager prior to possession being delivered. The Transaction Manager should make an initial inspection of the certificate to verify that the amounts specified match those in the lease, and that all the additional insureds as required under the agreement are named on the certificate, that the address of the premises is correct and that the named insured is correct as per the lease. After the transaction file is conveyed to the Associate Director, Tenant Management, Tenant Management will be responsible for forwarding the insurance certificate to MTA Risk Management for further review and acceptance.

**Note:** Insurance for construction from the tenant and its contractor as well as a contractor's indemnity agreement in the form attached to the lease will be due upon approval of plans and

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

prior to commencement of any work by a tenant, which in the case of a new tenant not already in possession of the premises will also be required prior to delivery of possession and insurance from the tenant may be required prior to delivery of possession rather than at lease execution.

5. IRS Form W-9 for tenant and each guarantor, properly completed and executed.

All wires should be noticed ~~to~~ to the Associate Director, Tenant Management for TOM transactions and to the Director, Financial Operations, MTAC&D for TOD transactions immediately upon receipt (see 6 below). Copies of all the items referred to in this chapter should be maintained in the Tenant File.

6. Process for the receipt of lease security and rent for TOM transactions:

The MTA Treasury Department (“Treasury”) has established up a new Real Estate RFP Chase bank account (the “Real Estate RFP” Account) that is solely used for the receipt of Security Deposits as well as First Month’s Rent checks from new tenants (except GCT). This account is setup as a passthrough account, meaning that all funds received in this account get transferred automatically to the MTAHQ Operating “COH GL Account#290421” (ONLY until the lease or license agreement is fully executed). All documents transmitted to prospective and existing tenants contain instructions to wire or otherwise electronically transfer funds to the “Real Estate RFP ~~Account~~ Account”, as a condition of acceptance.

Tenant Management subsequently reaches out to the bidder to obtain evidence, such as an email, of the electronic transfer and then liaises with RED Finance to verify the funds have been deposited into Real Estate RFP Chase bank Account ~~the account by running a current query for the “COH GL Account#290421”.~~

If the transaction is completed and agreement is signed, new tenant wires 1st month rent to Real Estate RFP Chase bank Account ~~new Chase Bank Account (funds get automatically transferred to “COH GL Account#290421”).~~

The Tenant Management team completes the submission of documents to MTA Tenant Management Unit (“TMU”). The following steps are then undertaken:

- (1) TMU uploads all related documents in Yardi and sets up tenant actions (Create abstract, set up charges, insurance, set up tickler dates, coordinate Design & Construction work).
- (2) TMU completes the official handoff to Greystone via email, copying Transaction Managers, RED Finance, & Carver bank, attaching all necessary documents (Agreement, W9, Deposit Slip) & provides two sets of instructions:
  - a. Instructs Greystone Accounting to setup charges in accordance with the lease agreement and Greystone Accounting advises TMU via e-mail when the charges have been set up (Greystone has 21 days from the handoff to complete tenant actions).

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

b. RED Finance is instructed to process an electronic payment through BSC (ACH payment) of the security deposit amount to Carver bank. Carver Bank will receive electronic payments to the “Demand Deposit Account” (DDA).

(3) Greystone will notify TMU via email when account charges have been posted to the ledger.

(4) ~~RED Finance TMU instructs Greystone Accounting to notify~~ MTA treasury to wire transfer 1st Month’s rent funds from ~~the Real Estate RFP Chase bank account Chase bank MTAHQ Operating “COH GL Account#290421”~~ to Chase bank agency’s respective Operating account.

It should be noted that if the selected proposer fails to enter into an agreement, such proposer’s earnest ~~Security Deposit~~ money deposit may be retained by the MTA, in its discretion; provided, however, that the First Deputy ~~TOM~~ and/or the Managing Director, ~~TOM~~ may in any event elect to return any earnest money deposit received from any governmental agency or not-for-profit agency. Alternatively, if negotiations have terminated by reason of an impasse over contract terms that were not addressed in the proposal or CDL, and if the Transaction Manager and their Deputy Director and MTA Legal, ~~’s DGC – T&O~~ or DGC – Development, as applicable, concur that the proposer has been dealing in good faith, Tenant Management should be directed to return the proposer’s earnest money deposit without interest, if any.

#### G. Proposer’s Failure to Execute

**If a proposer has held a proposed agreement for more than two (2) weeks (or such longer period of time with respect to TOD matters as the Transaction Manager and MTA Legal assigned real estate attorney may consider reasonable under the circumstances given the nature of the transaction and the complexity of the transaction documents) without providing comments to the same or executing the same, the Transaction Manager) will send a letter (or request and direct the assigned real estate attorney from MTA Legal, ~~RET&O~~ (or the assigned outside counsel assigned to the transaction) to send a letter to the proposer, via electronic or overnight mail, stating that failure to provide comments, if any, or to execute the agreement within two (2) weeks (or such longer period of time for TOD transactions) following such communication by the Transaction Manager (or the assigned real estate attorney from MTA Legal, ~~RET&O~~), may result in the subject property being offered to another proposer and/or the proposer’s offer and any Conditional Designation Letter being deemed nullified and of no further effect.**

Every effort should be made to contact the proposer to identify and resolve any open issues. If the Transaction Manager judges the proposed tenant's reasons for failure to respond or execute to be valid, an adequate time period should be granted for finalizing and executing the agreement. In no event, however, should the proposed tenant, purchaser or other transferee -be allowed an inordinate amount of time to complete contract negotiations and satisfy any pre-conditions to execution of the contract or lease or other transaction documents ~~execution~~ or be allowed to renege on understandings that were reflected in the proposer’s proposal or Conditional Designation Letter.

If a proposer purports to withdraw such proposer’s proposal or refuses to execute definitive documentation reflecting the terms of the proposal or Conditional Designation Letter, the Transaction Manager, after consulting with their Deputy Director, the First Deputy ~~TOM~~, the Managing Director, ~~TOM~~ and MTA Legal, should instruct the Director, Tenant Management to retain such proposer’s earnest money deposit with interest, if any, and in such event Tenant Management should withdraw the deposit and transfer it to the applicable MTA Agency's operating account, provided, however, that the First Deputy ~~TOM~~ and/or the

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

Managing Director, ~~TOM~~ may in any event elect to return any earnest money deposit received from any governmental agency or not-for-profit agency. Alternatively, if negotiations have terminated by reason of an impasse over contract terms that were not addressed in the proposal or Conditional Designation Letter, and if the Transaction Manager, the Deputy Director and MTA Legal's; DCG – T&O or DGC – Development, as applicable, concur that the proposer has been dealing in good faith, the Director, Tenant Management should be directed to return the proposer's earnest money deposit without interest, if any.

The Transaction Manager should take care to maintain contemporaneous notes of all communications that could have a bearing on the determinations that are described in the preceding paragraph.



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER IX – TENANT INFORMATION TRANSFER

Page 37

**CHAPTER IX - TENANT INFORMATION TRANSFER**

**Scope** - This chapter is designed to assist in preparing lease-related documentation to be forwarded to Information Management and Tenant Management for TOM lease transactions.

**Objective** - To assist in the accurate transfer by RED of pertinent information to Information Management and Tenant Management.

**Responsibilities** - The Transaction Manager prepares the necessary documentation and communicates the information to Tenant Management and Information Management.

**Procedures** - The necessary procedures for conveying the information are as follows:

**A. Documentation**

1. The Transaction Manager must input all documents and approval forms through Yardi's Elevate platform.
2. If the First Deputy TOM approves the selection, the Transaction Manager with the assistance of Information Management (which advises the Transaction Manager of the correct property and unit descriptions), should enter basic proposer information (name, address, property unit) into Yardi to establish a transaction account ("Deal").
3. Once a tenant has been selected, approved and entered into Yardi as a Deal, the tenant will now appear on Yardi's Lease Tracking Report. This report may be printed and reviewed by the RED management staff at any time (Figure 19).
4. The authorized or designated signatory signs all of the copies of the final lease agreement and the fully executed lease agreement and, if applicable, guaranty are returned to the Transaction Manager who distributes the signed copies of the agreement and guaranty as follows:
  - Tenant including any Guarantor, or Tenant's attorney, (2 original)
  - Tenant Management - (2 originals)
  - The assigned attorney from ~~MTA Legal, RE, T&O~~ (and assigned outside counsel, if applicable) (1 fully executed pdf with exhibits)
5. The Transaction Manager assembles or updates the RFP File to include all proposals, rejection letters, copies of interview notes and memos pertaining to the project and forwards to the Information Center. The Transaction Manager assembles or prepares the Tenant File, which includes the original proposal, all correspondence with the tenant, confirmation letter, two original counterparts of the lease agreement and each guaranty, Staff Summary, insurance certificate (if required at that time), IRS Form W-9 for tenant and each guarantor, construction security and the completed DAF, and attaches the Tenant Control Checklist (Figure 20), which is affixed to the respective project file before forwarding to the Director, Tenant Management. Tenant Management is responsible for forwarding this to the Information Center. The completed file for all new agreements or amendments and changes to existing agreements should immediately be handed over to Tenant Management staff. Within 28 business days of when the Transaction Manager plans to mail

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER IX – TENANT INFORMATION TRANSFER

Page 38

a copy of an executed lease agreement to a tenant, or as soon thereafter as may be practical under the circumstances, the Transaction Manager will schedule a hand-off meeting with Tenant Management staff, including the Tenant Management Vendor and/or the appropriate Deputy Director to discuss the terms of the agreement, any planned improvements, and any special considerations. At the meeting, Tenant Management staff will verify:

- All items on the tenant file check list are in the file.
- That key qualitative tenant management elements (insurance, rent and security deposits, executed routing form and lease) are in the correct amounts and received from the correct party.

If qualitative elements are not in order, the Transaction Manager and Tenant Management staff will work together to remedy the matter. If all is in order, Tenant Management staff will enter the “hand-off” date and “hand-off” documents (redacting, where appropriate personal information) into Yardi. After the “hand-off” from the Transaction Manager to Tenant Management, Tenant Management staff will provide the “hand-off” documents to the Tenant Management Vendor.

**NOTE:** It is the responsibility of the Transaction Manager to ensure that no agreement is executed by the authorized or designated signatory unless wires are received in the appropriate amounts from the appropriate entity, guaranties, if applicable, are received executed by the appropriate guarantors and initial insurance certificates are received in the limits and coverages contemplated by the lease, if/when applicable.

6. For the Lease/Sale Negotiation Process, the Authorization Memo plus all correspondence, maps and the agreement, together with any applicable guaranties, serves as the Tenant File and is forwarded to ~~the Associate Director,~~ Tenant Management.

## **B. Insurance Coordination**

As indicated above, it is the responsibility of the Transaction Manager to assure that the initial insurance certificates are received in the limits and coverages contemplated by the lease, if/when applicable. If a tenant’s insurance forms are incomplete at the time the Tenant File is forwarded to Tenant Management staff, a notation as to the status of insurance should be made. The typical reason for uninsured status at the time of execution of the lease, is because the tenant is not being delivered immediate possession. The tenant will not be delivered possession of the premises until active insurance coverage is in place. In most cases where the tenant is required to perform tenant’s initial improvement work at commencement of the term and prior to taking occupancy and opening for business at the premises, tenant will not be delivered possession of the premises until it has completed the plan submission and review process, plans have been approved and tenant has satisfied the other pre-construction conditions set forth in the lease, including delivery of construction contractor contracts, contractor indemnity agreements and certificates of insurance for the contractor’s required insurance coverage.

## **C. Planning and Construction**

Tenant Management with the assistance of the Tenant Management Vendor is responsible for the coordination of the construction process from plan submission and approval through completion. The Transaction Manager will remain available for consultation and provide support to Tenant Management during the term of the tenant’s agreement. Tenant Management or the Tenant Management Vendor shall be responsible for updating Yardi with respect to all tenant design and construction activity.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER X – CONSTRUCTION MANAGEMENT

Page 39

**CHAPTER X - CONSTRUCTION MANAGEMENT**

**Scope** - This chapter provides guidelines for standardized monitoring of the tenant improvement construction process from design through construction completion and the commencement of operation for TOM lease transactions. Responsibility for the tenant design and construction process has been transferred/handed-off to Tenant Management which will work with the Tenant Management Vendor to oversee the process. The Transaction Manager is nonetheless responsible for being familiar with the process and is to remain available to provide support and assistance to Tenant Management as/when needed.

**Objective** - To ensure that tenant improvements are efficiently and appropriately completed in compliance with lease terms and with the applicable MTA Agency’s architectural, engineering and/or code compliance departments.

**Responsibilities** - The applicable MTA Agency is responsible for approving plans and monitoring and approving the construction of new or altered facilities.

**Procedures** - The necessary procedures for coordinating the construction process include the following:

**A. Plan Submission**

Tenants submit construction plans for approval by the MTA Agency through the RED (i.e., Tenant Management).

1. Tenant Management, with the assistance of the Transaction Manager on an as-needed basis, is generally responsible for coordinating the approval of design and plans for proposed improvements. After the lease is fully executed, the tenant has a prescribed number of days to submit plans to Tenant Management or its designated receiver. Tenant Management, with the assistance of the Tenant Management Vendor, will make an initial review of the plans to determine if such plans are sufficiently complete to forward to the MTA Agency for review and will either reject them for revision or forward the plans to the appropriate MTA Agency for review. If changes need to be made after the MTA Agency review, the tenant is notified in writing by the Associate Director, Tenant Management or ~~his or her~~their designee.
2. Once plans are approved by the MTA Agency, which approval includes approval of contractor documentation (i.e., construction agreement, work schedule, insurance certificate evidencing contractor’s insurance and a signed contractor’s indemnity agreement in a form attached to the lease agreement) permission to commence construction may be granted.
3. Tenant construction is administered by the MTA Agencies, each of which have different rules governing the tenant construction process for that agency. As a general rule, the following paragraphs describe how the MTA Agencies administer tenant construction.

**MTA NYCT:** The Tenant Management Vendor arranges a construction kick-off meeting. Attendees typically include the tenant, its contractor, subcontractors, the architect or engineer, Tenant Management staff, the Tenant Management Vendor staff and NYCT Maintenance of Way (“MoW”). MoW is responsible for approving plans, issuing a construction permit and

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER X – CONSTRUCTION MANAGEMENT

Page 40

permits or authorization to proceed with construction, periodic inspections and for granting approvals to open for business. Formal approval, acceptance of the work, and issuance of a code compliance certificate concludes the process for NYCT. The Tenant Management Vendor communicates this information to the tenant and provides tenant with authorization to open for business.

**MTA LIRR:** LIRR’s Capital Program Management (“CPM”) staff reviews and approves plans. Tenant Management arranges a construction kick-off meeting. Attendees typically include: Tenant Management staff, the Tenant Management Vendor staff, the tenant, its contractor, subcontractors, the architect or engineer, the Safety Department and CPM staff. CPM is responsible for issuing construction permits, periodic inspections and for granting approval to open for business. Formal approval, acceptance of the work and issuance of a code compliance certificate concludes the process for LIRR. The Tenant Management Vendor communicates this information to the tenant and provides tenant with authorization to open for business.

**MTA METRO-NORTH:** ~~Capital Programs~~ Maintenance of Way (CPMNR-MoW) is responsible for approving plans, issuing a building permit and for periodic inspections. Tenant Management coordinates the construction kick-off meeting. Attendees typically include ~~CP~~ MNR-MoW (including the Safety Department, Engineers and Code Compliance), Tenant Management staff, the Tenant Management Vendor staff, the tenant, its contractor, subcontractors, and the architect or engineer prior. ~~MNR-MoW CP~~ issues a code compliance certificate upon satisfactory completion of construction. Formal approval, acceptance of the work and issuance of a code compliance certificate concludes the process for MNR-MoWCP. The Tenant Management Vendor communicates this information to the tenant and provides tenant with authorization to open for business.

**B. Construction Monitoring**

Tenant Management communicates with the applicable MTA Agency staff about the status of tenant construction projects. Tenant Management periodically inspects the premises to monitor the construction progress and ensure the project proceeds according to schedule within established NYS construction and safety guidelines. Tenant Management is responsible for documenting any delays and the reasons for such delays. Once construction is completed, the applicable MTA Agency is notified that construction is complete and a final inspection is requested.

**C. Construction Completion**

1. Upon construction completion and approval, Tenant Management arranges the return of the construction security, if applicable.
2. Where a lease indicates that rent commences at the end of a buildout period specified in the lease or, if earlier, when tenant opens for business to the public, rather than at commencement of the term, Tenant Management with the assistance of the Tenant Management Vendor will monitor the status of completion of construction and the duration of the buildout period specified in the lease and is responsible for sending to tenant a rent start notice and commencing billing in accordance with the lease.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER XI – NEW YORK STATE PROCUREMENT LOBBYING LAW

Page 41

**CHAPTER XI – NEW YORK STATE PROCUREMENT LOBBYING LAW**

**Scope** - This chapter establishes Guidelines for MTA Real Estate for the implementation of the requirements relating to lobbying with respect to real estate transactions as provided in the State Finance Law and Legislative Law and as amended by Chapter 1 of the Laws of New York of 2005, as amended (the “Procurement Lobbying Law”). The applicable provisions of the Procurement Lobbying Law took effect on January 1, 2006. The Procurement Lobbying Law is a statute enacted by the New York State Legislature and the MTA is obligated to comply with its requirements.

**Objective** - To enhance the public’s confidence in State procurement processes by increasing disclosure requirements for persons or entities attempting to influence a procurement or real estate transaction.

**Responsibilities** – Proposers must not make “Contact” during the Restricted Period with anyone other than the Designated Point(s) of Contact.

**Procedures** - The Procurement Lobbying Law applies to “the purchase, sale or lease of real property or an acquisition or granting of other interest in real property.” Among other things, it restricts certain contacts during the procurement process and requires the MTA to record all such “Contacts” and include them in the transaction record. Violations of the policy regarding permissible contacts must be reported to the appropriate MTA officer and investigated accordingly.

**A. Definitions:**

As used in this chapter and as provided in the Procurement Lobbying Law, the following terms have the following meanings:

1. **Contact:** any oral, written or electronic communication with a governmental entity under circumstances where a reasonable person would infer that the communication is *intended to influence* an MTA real estate transaction.
2. **Offerer:** an individual or entity, or any employee, agent or consultant or person acting on behalf of such individual or entity, that contacts the MTA about a real estate transaction during the Restricted Period or that bids, proposes or enters into negotiations with respect to an MTA real estate transaction.
3. **Restricted Period:** the period of time commencing with the earliest written notice, advertisement or solicitation of an RFP or, in the case of a Lease/Sale Negotiation Process transaction, when the Transaction Manager first solicits a response from a potential lessee or purchaser intending to result in a lease or contract of sale, which solicitation should be in writing, and ending with the final closing of the transaction.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

**B. Applicability:**

1. The Procurement Lobbying Law applies to *all contracts* with an estimated annual expenditure in excess of \$15,000, including, but not limited to, RFPs and agreements entered into via the Lease/Sale Negotiation Process.
2. During the Restricted Period, bidders/proposers, or those acting on their behalf, may make only Permissible Contacts with the MTA with regard to a real estate transaction. In addition, bidders/proposers may not attempt to influence a real estate transaction in a way that violates or attempts to violate the ethics provisions of the Public Officers Law Section 73(5), relating to the receipt of gifts intended to influence; and Section 74, which addresses the ethical standards of employees of state agencies (including public benefit corporations), members of the New York State Legislature and Legislative employees.

**C. Communications Not Prohibited by the Procurement Lobbying Law (“Permissible Contacts”):**

1. A “Contact” (i.e., a communication *intended to* influence a real estate transaction) that is made with a Designated Point of Contact, whether such contact is one of the types of “Contacts” listed in C.2 below or not, or
2. One of the following communications, (all considered “Contacts”), with the Designated Point(s) of Contact OR another agency representative (i.e., an employee of the RED) who is NOT a Designated Point of Contact:
  - a. Proposals: Submission of written proposals in response to an RFP or other solicitation, pursuant to the submission requirements set forth in the solicitation.
  - b. Written Questions: The submission of written questions by a method set forth in the solicitation, advertisement and/or real estate transaction package, when all such questions and responses are to be disseminated to all Offerors who have expressed an interest in the RFP or other solicitation.
  - c. Pre-Proposal Conference: Participation in a pre-proposal conference, oral presentation or interview provided for in an RFP.
  - d. Complaints: Complaints by an Offerer regarding the failure of a Designated Contact to reply in a timely fashion.
  - e. Negotiations: Communications by Offerors who have been tentatively designated as the prospective tenant or purchaser, provided that such communications are solely for the purpose of negotiating the terms of such designation and/or negotiating the terms of the lease or contract of sale after being notified of such designation.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER XI – NEW YORK STATE PROCUREMENT LOBBYING LAW

Page 43

- f. Review of award: Contacts regarding protests, appeals or other review proceedings before the MTA.
- g. Protests or complaints: Complaints of alleged improper conduct.
- h. Communications: Communications between offerers and governmental entities (i.e., state legislature, public authorities, courts) that solely address the determination of responsibility by the MTA of an Offerer.
- i. Contact: Contact by a member of the New York State Legislature or legislative staff, when acting in their official capacity, regarding a particular real estate transaction.

In addition and in the absence of the Point of Contact, the Managing Director, ~~TOM~~ may authorize another contact within ~~the RED~~ MTA Real Estate to receive communications on behalf of the Point(s) of Contact.

**D. Communications Prohibited by the Lobbying Law (“Impermissible Contacts”): Any CONTACT that is not a PERMISSIBLE CONTACT as defined above is an “Impermissible Contact” and a violation of the Lobbying Law. To clarify, a communication is an “Impermissible Contact” if *all* of the following are true:**

- (i) An Offerer makes an oral, written or electronic communication with a person in an MTA Agency;
- (ii) who is not a designated point of contact for the solicitation;
- (iii) during the solicitation’s RESTRICTED PERIOD;
- (iv) under circumstances that a reasonable person would infer was an attempt to influence that solicitation; and
- (v) in a m a n n e r that does not fall under any of the areas considered a PERMISSIBLE CONTACT.

**E. Recordation of Permissible and Impermissible Contacts:**

- 1. Permissible Contacts: Upon any Permissible Contact during the Restricted Period, the employee being contacted must obtain the name, address, telephone number, place of employment and occupation of the person or entity making the Contact and whether or not such person (if such person is not the Offerer) or entity was retained, employed or designated by or on behalf of the Offerer to contact the MTA regarding the procurement. Such Permissible Contacts must be recorded on the Report of Contact form (see Figure 21), with the appropriate “Permissible Contact” box checked. The person recording the information makes a copy of the form for themselves, and sends an additional copy to the Managing Director, ~~TOM~~ who maintains a central repository of the forms as well as the original to the Transaction Manager for placement in the Project file.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

CHAPTER XI – NEW YORK STATE PROCUREMENT LOBBYING LAW

Page 44

2. Impermissible Contacts: Any employee of the MTA, including employees outside of ~~the~~ REDMTA Real Estate, who becomes aware that anyone has violated the Procurement Lobbying Law by making an Impermissible Contact must obtain the name, address, telephone number, place of employment and occupation of the person or entity making the Impermissible Contact and whether or not such person or entity was retained, employed or designated by or on behalf of the Offerer to contact the MTA regarding the procurement and inform the Managing Director, ~~TOM~~ and the Chief Compliance Officer of immediately, using the Report of Contact form, checking the “Impermissible Contact” box (see Figure 21).
3. Record: The employee obtaining the information and completing the form shall keep a copy for themselves, and deliver a copy to each of the Managing Director, and the Chief Compliance Officer, and deliver the original to the Transaction Manager for placement in the Project file. The Managing Director, ~~TOM~~ will investigate the allegations of Impermissible Contacts. If there is reasonable cause to believe that the allegations are true, the Offerer must be notified of the investigation and given an opportunity to respond to the allegations in accordance with the MTA’s procedure regarding responsibility determinations.
4. Report: The Managing Director, ~~TOM~~ must report knowing and willful violations of the Procurement Lobbying Law to the CAO (or CDO as applicable) and Chief Compliance Officer.

**F. Contract Requirements:**

1. All RFP or Lease/Sale Negotiation offering documents must contain the name of the designated contact(s) (the Point(s) of Contact) for that particular procurement.
2. All RFP or Lease/Sale Negotiation offering documents must contain a summary of the requirements of the Procurement Lobbying Law. This summary is contained within Schedule W (see Figure 22).
3. Schedule W, the Procurement Lobbying Law Disclosure Statement (see Figure 22) must be made a part of, and returned with, the bid/solicitation documents for each real estate transaction covered under the Procurement Lobbying Law. *Failure of a proposer to return a completed Schedule W will result in such proposer being deemed as ineligible for award.* Schedule W consists of the following, which satisfy the submission requirements of the Procurement Lobbying Law:
  - a. Affirmation of the Offeror’s understanding of, and agreement to comply with, the Procurement Lobbying Law.
  - b. Certification that the information the Offeror has provided the MTA with is complete, true and accurate.
  - c. Disclosure of any findings of non-responsibility made within the previous four years that were due to a violation of the Lobbying Law or as a result of intentionally providing false or incomplete information to a government entity (as defined in the Procurement Lobbying Law). Failure to disclosure



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

such prior determinations of non-responsibility will be considered in the determination of responsibility.

- d. The MTA may confirm the accuracy ~~of~~ the information provided in this disclosure by accessing the list of all Offerors who have been determined to be non-responsible or debarred due to violations of this section, maintained by MTA Corporate Compliance.

**G. Responsibility Determination:**

1. A finding that an Offeror/Proposer has knowingly and willfully violated the Procurement Lobbying Law may result in a determination of non-responsibility and the Offeror/Proposer may not be awarded the lease or sale.
2. The lease or sale may be awarded to an Offeror/Proposer found non-responsible as a result of a violation of the requirements of this section, if the MTA determines that the award of the license or sale to the Offeror/Proposer is necessary to protect public property, health or safety, and that the Offeror/Proposer is the only source capable of fulfilling the contract within the required timeframe. Such finding must be documented in the transaction file.
3. Any subsequent determination of non-responsibility due to a violation of the Procurement Lobbying Law within four (4) years of a determination of non-responsibility will result in the Offeror/Proposer being barred from submitting a proposal on or being awarded any real estate contract for four (4) years from the date of the second determination.
4. Compliance with the requirements of the Procurement Lobbying Law and this Procedure will be considered in the overall responsibility determination of the Offeror/Proposer.

**H. Termination**

1. Each lease or sale contract covered by the Procurement Lobbying Law must contain a provision that authorizes the MTA to terminate any such transaction if any of the certifications provided by the Offeror/Proposer pursuant to the Procurement Lobbying Law is found to be “intentionally false or intentionally incomplete”.
2. The MTA must include the basis for any action taken pursuant to such termination provision in the transaction record.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

GLOSSARY

Page 46

**GLOSSARY**

**Affiliate:** For purposes of these Guidelines, with respect to any specified person or entity, any other person or entity that (a) possesses the power, directly or indirectly, to direct or cause the direction of the management and policy of such specified person or entity, whether through ownership of an equity or beneficial interest (regardless of percentage), contract or otherwise or (b) owns, directly or indirectly, 30% or more of the outstanding stock, partnership interests, membership interests, or other equity or beneficial interest in such specified person or entity. For the purpose of determining the thirty percent (30%) threshold, the direct and indirect ownership interests of such other person will be aggregated with those of such other person's immediate family members (including, spouse, parents, siblings, children (including by adoption), stepparents, stepsiblings, stepchildren and any other lineal ancestor and lineal descendant or any trust (or similar estate planning vehicle) established for estate planning purposes, the sole beneficiaries of which are such natural person or any such natural person's immediate family members).

**Authorization Memo:** A memorandum prepared by the Transaction Manager seeking authorization as required by these Guidelines. Authorization Memos recommending award pursuant to an RFP require SEQRA check off and signature of the appropriate (i) the appropriate Deputy Director, (ii) the appropriate First Deputy TOM, and (iii) the appropriate Managing Director. Authorization Memos recommending award pursuant to the Lease/Sale Negotiation Process require SEQRA check off and the signatures of the appropriate (i) the appropriate Deputy Director, (ii) the appropriate First Deputy TOM, (iii) the appropriate Managing Director, (iv) MTA Legal's DGC - Environmental and (v) the CAO for TOM or the CDO for TOD.

**Chief Administrative Officer/CAO:** The senior officer of the MTA who has overall responsibility for all real estate matters (other than development matters) concerning MTA ~~TOM~~ Property and MTA Facilities in connection with Transactions & Operations.

**Chief Development Officer/CDO:** The senior officer of MTA who has overall responsibility for all development related real estate matters concerning MTA ~~TOD~~ Property in connection with Transit-Oriented Development.

**Conditional Designation Letter:** As described in Chapter VII.

**Contact:** As defined in Chapter XI.

**Deputy CDO, Planning:** The senior executive within ~~RED~~ MTA Construction and Development that reports directly to the CDO is designated by the CDO to oversee, among other matters, TOD, including direct oversight of the Managing Director, TOD and telecommunications, including indirect oversight of the Senior Transaction Manager, Telecommunications.

**Deputy Director:** The Deputy Director ~~within TOM or the Deputy Director or Director within TOD~~ (i) who, with respect to TOM, for a particular MTA Agency, has direct oversight of RED project managers and other personnel on transactional activities, including, leasing, disposition and acquisition of real property for that particular MTA Agency, and who reports directly to the First Deputy TOM, ~~TOM~~, or (ii) who, with respect to TOD, has primary responsibility for direct oversight of such matters and who directly reports to the Managing First Deputy Director, TOD.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

**Director, Grand Central Retail Leasing and Management/Director, GCT:** The Director within RED who has primary responsibility for GCT retail leasing and licensing, including tenant management relating to GCT retail leases and licenses.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

GLOSSARY

Page 47

**Director, Transit-Oriented Development/Managing Director, TOD:** The Director within ~~RED-MTA Construction and Development~~ C&D who has primary responsibility for Transit-Oriented Development matters.

**Finance Committee:** The Finance Committee of the MTA Board (or any other committee of the MTA Board that may assume responsibility for oversight of RED actions).

~~**First Deputy TOM:** The First Deputy TOM, TOM as to TOM matters or the First Deputy TOD as to TOD matters, having responsibility as applicable under the circumstances.~~

**First Deputy, TOM:** The Director within the RED who has primary responsibility for TOM transactional matters, including leasing, sales and acquisition activities relating to MTA Facilities and who performs the functions of a first deputy to the Managing Director, TOM, as designated by the Managing Director, TOM. Currently this position is filled by the Director, Transaction Management. If more than one person fills this senior leasing and acquisition role, then references in these Guidelines shall be to such persons, individually or in combination, as the Managing Director, TOM ~~or the Deputy CDO, Planning or the CDO~~ may from time to time direct for the purpose of performing the particular functions assigned to the Director, Transaction Management in these Guidelines.

**First Deputy, TOD/ Director, Real Estate Development:** The Director within TOD who has primary responsibility for direct oversight of transaction managers within TOD and who reports directly to the Managing Director, TOD, performing the functions of a first deputy to the Managing Director, TOD, as designated by the Managing Director, TOD. Currently, this role is filled by the positions of Director, ~~Real Estate Development~~ Transactions, Director, Development & Zoning and Director, Planning Policy & Economic Development -within TOD, ~~which position currently is vacant~~. If more than one person fills this senior transit oriented development role or while this position remains vacant, then references in these Guidelines shall be to such person(s), individually or in combination, as the Managing Director, TOD or the Deputy CDO, Planning or the CDO may from time to time direct for the purpose of performing the particular functions assigned to the Director, Real Estate Development/First Deputy-, TOD in these Guidelines or by the Managing Director, TOD.

**First Deputy:** The First Deputy, TOM as to TOM matters or the First Deputy, TOD as to TOD matters, having responsibility as applicable under the circumstances.

**GCT Leasing Guidelines:** As defined in the Introduction.

**Information Center:** The area of the RED office devoted to maintaining central files, VAL maps, Sanborn maps, tax maps, station diagrams and other documents that are regularly needed and must be permanently retained.

**Information Management or IMU:** The information management unit of the RED.

**Inquiries:** As defined in Chapter I.

**IPIS:** IPIS is a database that contains a list of properties owned by the City of New York. Information concerning tax status, descriptive property history and any *in rem* action is also available. Access to this information is provided to the Finance Committee. Information can also be

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

found in Yardi for each City-owned property.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

GLOSSARY

Page 48

**Iran Divestment Act:** The New York State Office of General Services maintains a list of persons who have been determined to engage in investment activities in Iran (“the List”), as defined in the act. Under Public Authorities Law § Section 2879-c, Iranian Energy Sector Divestment, public benefit authorities may not enter into or award a contract, including a real estate contract, unless it obtains a certification from a proposer that it is not on the list.

**Lease/Sale Negotiation Process File:** This file results from the Proposer File and includes the Authorization Memo, the Proposer Information Form, the Conditional Designation Letter, the Staff Summary, the Document Approval Form, two (2) copies of the definitive agreement(s), the insurance certificate and the W-9 form. This file is assembled by the Transaction Manager and resides in the Information Center.

**Lease/Sale RFP Process:** The leasing-out, ~~or selling~~ sale or other disposition of MTA Property pursuant to an RFP.

**Lease/Sale Negotiation Process:** The leasing-out, sale or ~~selling real~~ other disposition of MTA Property other than pursuant to an RFP.

**Licensing-Out Guidelines:** As defined in the Introduction.

**Managing Director:** The Managing Director, TOM as to TOM matters or the Managing Director, TOD as to TOD matters, having responsibility as applicable under the circumstances.

**Managing Director, TOD:** The Director or Senior Director within ~~the RED~~ MTA Construction and Development C&D who has overall responsibility for the administration and day-to-day operations ~~of the RED core group responsible for~~ Transit-Oriented Development. Currently this position is filled by the Senior Director, Transit-Oriented Development.

**Managing Director, TOM:** The Director or Senior Director within the RED who has overall responsibility for the administration and day-to-day operations of the RED, and who oversees transactional matters, including leasing, sales & acquisitions for MTA Facilities, GCT Retail Leasing and Management, and MTA Facilities’ operations. Currently this position is filled by the ~~Director~~ Chief Officer, Real Estate Transactions and Operations Officer.

**Marketable Property List:** A list of all properties available for marketing by the RED. This list should be updated and reviewed regularly to determine the marketability of properties.

**MTA:** Metropolitan Transportation Authority (for itself and also acting on behalf of the other MTA Agencies with respect to real property owned or controlled by such other MTA Agencies). References in these Guidelines to MTA are intended to include MTA and each MTA Agency, as appropriate.

**MTA Agency:** As defined in the Introduction.

**MTA C&D:** As defined in the Introduction.

**MTA Facilities:** ~~Master Page #294 of 405 - Finance Committee Meeting 3/27/2023~~ Master Page #294 of 405 - Finance Committee Meeting 3/27/2023 or other physical

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

improvements located on or at MTA Property, including the structural elements and building systems comprising and/or servicing such facilities located within MTA Property (but excluding the subway and railroad tracks, signal systems and train facilities directly used in connection with the operation of the subway system or railroad system).

~~March 2022~~ March 2023

GLOSSARY

Page 49

**MTA Legal:** The legal departments or units within the Office of the General Counsel of MTA and within MTA C&D, including without limitation, the Environmental Law Unit, headed by the DGC – Environmental, the Real Estate Transactions & Operations Unit, headed by the DGC – T&O, the Real Estate Development & Planning Unit, headed by the DGC – Development, and the respective attorneys within their respective units.

**MTA Property(ies):** Real property, including improvements, structures and facilities (including parking lots, subway and railroad stations, station buildings and retail and amenity space) located thereon, as well as interests in real property, including easements and leasehold interests, development/air rights, directly or indirectly, owned or, pursuant to an agreement entered into by the MTA or an MTA Agency, ~~or~~ ~~leased~~ ~~or~~ ~~licensed~~ to and/or operated by MTA or an MTA Agency or by another entity in which MTA or an MTA Agency has an indirect interest.

**MTA Real Estate:** The departments or units within MTA and/or MTA C&D which oversee and are directly responsible for real estate activities of MTA and the other MTA Agencies, which currently is RED as to TOM matters, and/or TOD, together as to TOD matters.

**Net Present Value or NPV:** As defined in Chapter III.

**New York City Department of Finance Data:** The Department of Finance maintains all ownership records for the five boroughs. The records include information relating to current ownership, mortgages, zoning, location, age of improvements and assessed real property value. The data is accessed via select personal computers within the RED.

**PAL:** New York Public Authorities Law.

**Parcel Information Sheet:** As described in Chapter II.

**Procurement Lobbying Law:** As defined in Chapter XI.

**Proposer File:** The Proposer File is assembled by the Transaction Manager and contains the original signed proposal, all relevant correspondence with the selected proposer, the Conditional Designation Letter, the Staff Summary, the Document Approval Form, two (2) copies of the definitive agreement(s), one copy of any guaranty, if/when applicable, the insurance certificate and the W-9 form. This file resides in the Information Center.

**Proposer Information Form (PIF):** The Proposer Information Form provides detailed information with respect to proposers and their principals and Affiliates, including addresses, past dealings with state and municipal agencies, business history and experience, references, available lines of credit and assets and

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

liabilities, and includes a business plan with financial projections and a credit check authorization. The PIF is used for both the Lease/Sale RFP Process and the Lease/Sale Negotiation Process.

**Preparer Questionnaire Form (PQF):** As defined in Chapter VIII.

**Recordation of Contact:** As defined in Chapter XI

**RED:** The MTA real estate department.

**Restricted Period:** As defined in Chapter XI.

**RFP or Request for Proposals:** A request for proposals issued in accordance with these Guidelines.

**RFP File:** The RFP file results from the Project File and contains all relevant information regarding the RFP, including all proposals and correspondence with proposers and the Transaction Manager's notes regarding the project. This file resides in the Information Center.



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

GLOSSARY

Page 50

**RFP Mailing List:** The mail log is maintained in Yardi by an assigned executive secretary and is comprised of a list of persons who have expressed an interest in leasing property from the MTA.

**Sanborn and Land Maps:** Sanborn and Land Maps are organized by county and municipality; parcels may be identified by location. Sanborn is available for the five boroughs only. It provides brief building improvement information, subway stations, utility/municipality easements, condominiums and any air rights.

**SEQRA:** As defined in Chapter II.

**Staff Summary:** The document by which the RED summarizes a transaction for the purpose of obtaining MTA Board authorization to enter into such transaction.

**Tenant File:** The Tenant File contains all documentation relating to a given tenant, including correspondence, agreements and plans. The files for current tenants and recently (within the past two years) terminated tenants are maintained in the Information Center. All other terminated files are maintained at MTA's offsite storage facility and are subject to MTA's document retention policy.

**Tenant Management or TMU:** The tenant management unit of the RED which unit includes the Tenant Management Vendor.

**Tenant Management Vendor:** Tenant Management Vendor is the vendor designated by the Managing Director, TOM or the ~~Associate~~ Director, Tenant Management to administer, manage and provide accounting services for the tenanted portfolio of all MTA Agencies' properties, excluding Grand Central Terminal as well as transaction management services as directed by the Managing Director, TOM.

**Term Sheet:** A sheet or sheets listing the terms of the agreement, requirement improvements, and other information about the transaction.

**Transaction Manager:** An RED or TOD staffer who reports to a Deputy Director.

**Transactions & Operations or TOM:** As defined in the Introduction.

**Transit-Oriented Development or TOD:** All real estate-related development matters, whether by an MTA Agency, a government or other public or quasi-public entity and/or a private entity, which affects or involves any existing or to-be acquired MTA Property and/or any existing or proposed transit-related facility or amenity, including acquisitions and dispositions of real property or interests in real property for long-term revenue generation and transportation facilities; major capital projects in conjunction with or enhanced by real estate development; other co-development arrangements with private and public entities including public-private partnerships; and other opportunities for realizing revenue or in-kind improvements from real estate opportunities and strategic planning.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

GLOSSARY

Page 51

**Type I Transaction:** As defined in Chapter V.

**Type II Transaction:** As defined in Chapter V.

**Valuation (VAL) Maps:** The VAL Maps indicate Metro-North and LIRR ownership right of way and indicate property rights along the railroad lines. They also contain limited historical information and identify current tenancies. The Transaction Manager should check the VAL Maps to verify that property is owned controlled by the MTA or an MTA Agency and update the maps as new leases are consummated. These maps are located in the Information Center.

**W-9 Form:** Internal Revenue Service Federal Tax Form W-9.

**Work Sheet:** As described in Chapter II.

**Yardi:** Yardi Systems Inc. is a Santa Barbara, CA based computer-systems and data-processing company that provides property management/ accounting software and maintenance services to the RED. In this document “Yardi” refers to the computer program developed and customized specifically for the MTA.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

**Attachment 1**

**GCT LEASING GUIDELINES**

March,  
~~2022~~2023

(As Originally Adopted November 18, 2009, and as Revised by Modifications approved by the MTA Board on November 13, 2013, March 26, 2014, March 25, 2015, March 23, 2016, March 22, 2017, March 21, 2018, March 27, 2019, March 25, 2020, March 17, 2021, March, 2022)

**GUIDELINES FOR SELECTION OF TENANTS FOR GRAND CENTRAL TERMINAL**

**Application**

These guidelines (“Guidelines”) apply to the selection of tenants for leases of commercial, retail spaces at Grand Central Terminal (“GCT”). They do not apply to the selection of licensees at GCT, which is governed by policies adopted by the Board in November, 2009 (as amended from time to time). (The principal difference between a lease and license for these purposes is that a license is terminable at the discretion of the licensor for any reason upon short notice, not longer than 60 days with no cost to the applicable MTA Agency.) These Guidelines supplement the MTA Real Estate Department Real Property Disposition Guidelines for the Leasing-Out and Sale of Real Property, adopted by the Board on March ~~27~~, 2020 as such Guidelines may be amended from time to time (the “General Guidelines”). In the event of any conflict between these Guidelines and the General Guidelines, these Guidelines will govern for GCT commercial retail leases.

**Purpose and Objective**

The purpose of these Guidelines is to provide ~~the~~ MTA Real Estate ~~Department (the “RED”)~~ with standards and procedures for issuing requests for proposals (“RFPs”) and for choosing tenants to recommend for selection for leases of commercial space at GCT. They are intended to further the MTA’s objective of maximizing the long-term aggregate revenues that the MTA derives from the leasing of the commercial space at GCT (taken as a whole), while making available to commuters and others an appropriate mix of goods and services and maintaining a level of quality commensurate with GCT’s status as an historic landmark and one of New York City’s greatest public spaces (the “Objective”). While the Objective is broader than maximizing guaranteed minimum rent for any particular space, these Guidelines establish a rebuttable presumption that the Objective will be furthered by the proposal that is “responsive” and “responsible” (as determined by the procedure described below) and offers the highest Unadjusted Guaranteed Rent Amount (as such term is defined below). Therefore, any staff recommendation to award a lease to a responsive and responsible proposer other than the responsive and responsible proposer that has offered the highest Unadjusted Guaranteed Rent Amount must be made by a selection committee and supported by a rationale that is articulated in the Staff Summary presented to the Board in connection with such recommendation.

These Guidelines are intended only for the internal guidance of officers and employees of the MTA. Nothing contained in these Guidelines is intended, and the same shall not be construed, to establish expressly or by implication, or confer upon any person or entity (including any prospective proposers or awardees) any right,  
Master Page # 299 of 405 - Finance Committee Meeting 3/27/2023

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

privilege, remedy, claim or benefit under, or by reason of, any requirement or provision of these Guidelines for third parties. Except to the extent prohibited by law, any provision of these Guidelines may be waived by the MTA Board (by ratification or otherwise) or by the Chairman and Chief Executive Officer of the MTA.

### **Requests For Proposals**

All opportunities to lease commercial space at GCT (except spaces that have monetary values below the legal threshold requiring a competitive disposition process) must be offered pursuant to competitive RFPs prepared by the Director, Grand Central Retail Leasing and Management, approved by the Managing Director, TOM, and advertised in accordance with the General Guidelines. More than one space may be offered pursuant to a single RFP.

For each space being offered, an RFP may identify preferred, mandatory, disfavored and/or prohibited uses, as and where appropriate, to encourage and/or ensure an appropriate mix of merchandise and services in various sections of GCT or to otherwise further the Objective. If an RFP identifies a preferred or mandatory use, it shall make clear whether such use is mandatory or merely preferred; if an RFP identifies a disfavored or prohibited use, it shall make clear whether such use is prohibited or merely disfavored.

Without limiting the generality of the foregoing, each RFP must reference (and each prospective tenant must be provided with access to) the generally-applicable design criteria and rules and regulations for commercial spaces at GCT, and state that compliance with such design criteria and rules and regulations is mandatory.

The Director, Grand Central Retail Leasing and Management, with the approval of the Managing Director, TOM, may elect to exclude national chains and/or discount merchandisers from specified areas of GCT, such as the Dining Concourse, the Lexington Passage and/or the Grand Central Market, or GCT as a whole, provided that they reasonably determine that doing so will further the Objective. If required, each Staff Summary presented to the Board when the award of the proposed lease for a space is submitted in due course for Board approval shall set forth any preferred, mandatory, disfavored, or prohibited uses applicable to such space; provided, however, that the aforementioned design criteria and rules and regulations need only be referenced, not set forth in full, in such Staff Summaries.

### **Selection Criteria**

The following are the selection criteria (the “Selection Criteria”) that will be used to evaluate proposals:

Selection Criterion A: Direct Economic Benefit to the MTA (Maximum 70 Points).

Each evaluator shall:

First: Start with the Unadjusted Guaranteed Rent Amount for each proposal, as determined by the Technical Consultants as described below. The “Unadjusted Guaranteed Rent Amount” for any proposal is the present value of the guaranteed minimum rent set forth in such proposal, discounted to the first day of the lease term using a discount rate of 7%.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

Second: Determine the Guaranteed Rent Adjustment Factor for each proposal and multiply it by the Unadjusted Guaranteed Rent Amount for such proposal, to determine the “Adjusted Guaranteed Rent Amount” for such proposal. The “Guaranteed Rent Adjustment Factor” is an adjustment factor intended to reflect any concerns that the evaluator may have with respect to the certainty of payment of the Unadjusted Guaranteed Rent Amount, taking into account (1) the evaluator’s assessment of the viability of the prospective tenant’s business plan, (2) the evaluator’s assessment of the creditworthiness of the prospective tenant (or any proposed guarantor) and (3) any security deposits and/or letters of credit that will be required (as set forth in the applicable RFP). The Guaranteed Rent Adjustment Factor may be as high as 1.00 (which means the evaluator has no uncertainty about the Unadjusted Guaranteed Rent Amount being received by MTA) and as low as 0.50 (which means the evaluator has great uncertainty about the Unadjusted Guaranteed Rent Amount being received by MTA), provided that if a proposal includes commercially unreasonable backloading of rent then the adjustment factor may be as low as zero to protect MTA’s interests.

Third: Take the Unadjusted Percentage Rent Amount for each proposal, as determined by the Technical Consultants. The “Unadjusted Percentage Rent Amount” for any proposal is the present value of the projected percentage rent as set forth in the proposal, discounted to the first day of the lease term using a discount rate of 7%.

Fourth: Determine the Percentage Rent Adjustment Factor for each proposal and multiply it by the Unadjusted Percentage Rent Amount for such proposal to determine the “Adjusted Percentage Rent Amount” for such proposal. The “Percentage Rent Adjustment Factor” is an adjustment factor intended to reflect the evaluator’s assessment of the likelihood of percentage rent being received. The Percentage Rent Adjustment Factor may be as high as 0.50 (which means the evaluator has no uncertainty about the Unadjusted Percentage Rent Amount being received by MTA) and as low as zero (which means the evaluator has great uncertainty about the Unadjusted Percentage Rent Amount being received by MTA).

Fifth: Add the Adjusted Guaranteed Rent Amount for each proposal to the Adjusted Percentage Rent Amount for such proposal to determine the “Adjusted Total Rent Amount” for such proposal.

Sixth: Award the proposal with the highest Adjusted Total Rent Amount (the “Highest Adjusted Total Rent Amount”) seventy (70) points for the Selection Criterion A score.

Seventh: Calculate the Selection Criterion A score for each of the other proposals by multiplying 70 times a fraction, the numerator of which is such proposal’s Adjusted Total Rent Amount and the denominator of which is the Highest Adjusted Total Rent Amount.

Selection Criterion B: Indirect Benefit to the MTA (Maximum 30 Points).

Each evaluator shall determine the likelihood that each prospective tenant will support the elements of the Objective not directly reflected in Selection Criteria A by attracting other desirable prospective tenants to GCT, and/or customers for other current or prospective tenants at GCT. The Selection Criterion B score

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 3

shall range from 30 (which means that the evaluator believes that the prospective tenant will have an extremely significant positive effect on the elements of the Objective not directly reflected in Selection Criterion A) to zero (which means that the evaluator believes that the prospective tenant will have no positive effect on the elements of the Objective that are not directly reflected in Selection Criterion A).

Total Selection Criterion Score.

The total Selection Criteria score (the “Total Selection Criteria Score”) for each proposal shall be the sum of that proposal’s Selection Criterion A score plus that proposal’s Selection Criterion B score.

### Procedures for Evaluation of Proposals

Step 1: Technical Evaluation by Consultants:

All proposals received from prospective tenants ~~shall~~ will be independently evaluated by MTA’s Leasing Agent (currently CBRE) and MTA’s Retail Manager for GCT (currently, Jones Lang LaSalle) or such other outside consultants as may from time to time be retained by the MTA to provide leasing and retail property management services at GCT (individually, the “Technical Consultant” or collectively, the “Technical Consultants”).

Each Technical Consultant shall provide the Director, Grand Central Retail Leasing and Management with an independent technical evaluation (a “Technical Evaluation”) of each such proposal.

If either Technical Consultant considers that a proposal is non-responsive, such Technical Consultant shall promptly raise that issue with the Director, Grand Central Retail Leasing and Management and the Director, Grand Central Retail Leasing and Management shall undertake the responsiveness review in Step 2 for such proposal. If after such responsiveness review (and any corrective steps permitted in Step 2) the Director, Grand Central Retail Leasing and Management (after consultation with the Managing Director, TOM) determines that such proposal is not responsive, such proposal shall be disqualified and no further technical evaluation shall be performed.

Each Technical Evaluation of each proposal shall include:

- (i) responsiveness to the RFP;
- (ii) a calculation of the Unadjusted Guaranteed Rent Amount;
- (iii) a calculation of the Unadjusted Percentage Rent Amount;
- (iv) a description of any known adverse prior experience (such as arrears, delinquent payments, and failure to comply with lease or license terms) pertaining to business relationships of the prospective tenant or any Affiliate of the prospective tenant (as such term is described below), after due inquiry into the GCT leasing records and the records of Tenant Management;

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 4

- (v) any other matters relating to the responsibility of the proposer;
- (vi) an assessment of the viability of the prospective tenant’s business plan (taking into account, as appropriate, the prospective tenant’s concept, capabilities and past experience), the creditworthiness of the prospective tenant (or any proposed guarantor) and any security deposits and/or guaranties that will be required (as set forth in the applicable RFP);
- (vii) an assessment of the likelihood of receiving any proposed percentage rent; and
- (viii) an assessment of the likelihood that the prospective tenant will indirectly further the Objective, by attracting other desirable prospective tenants to GCT, and/or customers for other current or prospective tenants at GCT.

Step 2: Determination of Responsiveness:

The second step after receipt of proposals will be a determination of responsiveness by the Director, Grand Central Retail Leasing and Management using the standard criteria set forth in the General Guidelines (including such prospective tenant’s failure to provide all completed forms, supplemental information and signatures required by the applicable RFP). A proposal received in response to an RFP should be deemed “not responsive” (and thus disqualified and eliminated from further consideration by the Director, Grand Central Retail Leasing and Management) if such proposal (a) contemplates uses that such RFP identified as prohibited uses or (b) fails to provide for uses that such RFP identified as mandatory uses. A prospective tenant may not be disqualified by reason of such prospective tenant having proposed uses that the RFP identified as merely “disfavored” or by reason of having failed to propose uses that the RFP identified as merely “preferred” (although that may properly be taken into account in scoring proposals, as described above under the heading “Selection Criterion B”). If the Director, Grand Central Retail Leasing and Management determines that it is in MTA’s best interests to permit a proposer to modify its proposal after the due date to correct deficiencies that would otherwise cause it to be deemed or otherwise determined to be non-responsive, such proposer shall be afforded such opportunity. If a decision is made to request action by the proposer to conform its submission with the RFP requirements, an email or letter should be sent to the proposer requesting such action. Any such email or letter should state that the non-conformity must be rectified within five working days, except that a longer time may be allowed by the Director, Grand Central Retail Leasing and Management, if the nature of the non-conformity (e.g., missing architectural plans) warrants such longer period.

In making the foregoing determination, the Director, Grand Central Retail Leasing and Management may rely on the Technical Evaluations. If there is any doubt about the appropriate action to take, MTA Legal’s DGC-T&O or their designee should be consulted.

Step 3: Initial Determination of Responsibility:

The third step is an initial determination of responsibility by the Director, Grand Central Retail Leasing and Management. The Director, Grand Central Retail Leasing and Management may determine that a prospective tenant is not responsible for any reason contemplated by the General Guidelines (including unsuitability due to a record of criminality, lack of integrity, violations of the Procurement Lobbying Law (State Finance Law §§ Sections 139-j and 139-k)).

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 5

A proposer may be disqualified as “not responsible” (and thus eliminated from consideration by the Director, Grand Central Retail Leasing and Management) if such proposer, or any Affiliate of such proposer, (a) has been convicted of a felony or any misdemeanor involving moral turpitude; (b) has been disqualified from contracting with the MTA, the City of New York, the State of New York, the Port Authority of New York and New Jersey or the federal government; (c) has violated the Procurement Lobbying Law (as more particularly described in Chapter XI of General Guidelines); (d) owes, with respect to amounts due not more than five years prior to the date of the RFP, in excess of \$10,000 to the MTA or any other MTA Agency; such amount is not (in the view of MTA Legal) the subject of a bona fide dispute; and such amount has remained unpaid for more than 30 days after written demand from the MTA or another MTA Agency; (e) is in default of material non-monetary obligations to the MTA or another MTA Agency under an existing lease and the MTA or MTA Agency has provided written notice under that lease and the default has not been timely cured as provided in the lease; (f) has any outstanding federal, state or local tax warrants or liens; or (g) has received an unacceptable credit report from a reputable credit reporting company. Late payment, as opposed to non-payment, shall not constitute grounds for disqualification of an otherwise responsible proposer (although it may be taken into account in scoring proposals, as described above under the heading “Selection Criterion A”). If after providing written notice and having afforded such prospective tenant an opportunity to be heard the MTA deems a prospective tenant to be not responsible, the MTA need not undertake any further consideration of such prospective tenant’s proposal. A proposer may be deemed “not responsible” (and thus may be disqualified and eliminated from consideration by the Director, Grand Central Retail Leasing and Management) if such prospective tenant, or an Affiliate of such proposer, (a) is the current tenant in the space being offered by the RFP or any other retail space at GCT, and (b) refuses to agree to amend its current lease for such space to include security provisions identical to those in the draft lease issued as part of the RFP.

If, after having been provided written notice of its intent to disqualify a proposer as not responsible, and having afforded such proposer an opportunity to be heard, a proposer is deemed to be not responsible, no further consideration of that proposal need be undertaken. In making the foregoing determination, the Director, Grand Central Retail Leasing and Management may rely on the Technical Evaluations.

Step 4: Evaluation by the Director, Grand Central Retail Leasing and Management:

The Director, Grand Central Retail Leasing and Management shall thereafter complete ~~his/her~~their written evaluation of all responsive proposals received from responsible prospective tenants based on the Selection Criteria, using both the numerical scoring and comment sections of an evaluation and scoring form substantially in the form attached hereto as Appendix A (the “Evaluation Form”). In completing such Evaluation Form, the Director, Grand Central Retail Leasing and Management must exercise ~~his/her~~their own best independent judgment taking into account the Technical Evaluations.

If the proposal with the highest Total Selection Criteria Score is also the proposal with the highest Unadjusted Guaranteed Rent Amount, then, without convening a selection committee, the Managing Director, TOM (with the approval of the Chief Development Officer) may (i) provided at least three proposals were received, award the lease to the proposer who offered the highest Unadjusted Guaranteed Rent Amount without a Finance Committee Staff Summary or MTA Board Approval provided that it is later listed in a chart in the Finance Committee book consistent with Policy 33 adopted by the MTA Board in November, 2013, applicable to the award of leases generally under the General Guidelines or (ii) submit to the MTA Board Finance Committee a Staff Summary recommending award of the lease to such proposer and seeking authorization of the MTA Board for such action. However, if the proposal with



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 6

the highest Total Selection Criteria Score is not the proposal with the highest Unadjusted Guaranteed Rent Amount or if two proposals provide for the same highest Unadjusted Guaranteed Rent Amount, then the Director, Grand Central Retail Leasing and Management must convene a selection committee (the “Selection Committee”) consisting of the Director, Grand Central Retail Leasing and Management, the Managing Director, TOM or ~~his or her~~their designee and a representative of Metro-North Commuter Railroad Company appointed by the Executive Vice President of Metro-North or ~~his or her~~their designee.

Step 5: Evaluation by Selection Committee, If Necessary

If a Selection Committee is required, the members of the Selection Committee will be furnished with the Technical Evaluations. Each Selection Committee member other than the Director, Grand Central Retail Leasing and Management shall complete ~~his or her~~their written evaluation of all responsive proposals received from responsible prospective tenants based on the Selection Criteria, using both the numerical scoring and comment sections of the Evaluation Form. In completing such Evaluation Form, each such Selection Committee member must exercise ~~his or her~~their own best independent judgment taking into account the Technical Evaluation.

A meeting of the Selection Committee will thereafter be convened. At such meeting, the members of the Selection Committee may properly discuss the applicable proposals among themselves and/or with the Consultants. After such discussion is completed, each of the three members of the Selection Committee may prepare supplemental Evaluation Forms taking into account any such consultation and discussion. Each supplemental Evaluation Form shall include a narrative explanation for the basis of any scoring changes from the scoring in that Selection Committee member’s original Evaluation Form. The Total Selection Criteria Score on the three final Evaluation Forms (which will be the original Evaluation Form for each Selection Committee member who does not submit a supplemental Evaluation Form; and will be the supplemental Evaluation Forms for the other Selection Committee members) will be added together and the proposals ranked based on such aggregate scoring.

Step 6: Conditional Designation

If a prospective tenant is selected, either by the Director, Grand Central Retail Leasing and Management as provided in Step 4 or by a Selection Committee as provided in Step 5, as applicable under the circumstances, the Director, Grand Central Retail Leasing and Management or ~~his or her~~their designee shall prepare a conditional designation letter for execution by the Managing Director, TOM or other authorized signatory on behalf of MTA and Metro-North and countersignature by such prospective tenant as contemplated by the General Guidelines.

Step 7: Determination of Whether to Present Recommendation to the Board

The Managing Director, TOM may (at any time after an RFP is issued) determine, in consultation with the MTA Legal ~~s,~~ DGC-T&O or their designee that it is in the best interest of the MTA to reject all proposals because the process did not yield sufficiently advantageous proposals, if the Managing Director, TOM believes that issuing a new RFP would materially further the Objective, or because it has been determined, since the applicable RFP was issued, that the applicable space is better utilized for a non-commercial purpose, in which case the Managing Director, TOM shall so report to the Board’s Finance Committee. ~~Otherwise, the Director, Grand Central Retail Leasing and Management shall make a final~~

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 7

determination of responsibility with respect to the prospective tenant with the highest Total Selection Criteria Score, based on any new information received after the initial determination of responsibility, and if such prospective tenant continues to be responsible the Managing Director, TOM shall (i) provided at least three proposals were received, award the lease to the proposer who offered pursuant to Policy 33 of the General Guidelines adopted by the MTA Board in November, 2013, or (ii) submit to the MTA Board Finance Committee a Staff Summary requesting authorization to enter into a lease with the prospective tenant who did not offer the highest Unadjusted Guaranteed Rent Amount, but had the highest Total Selection Criteria Score as determined by a Selection Committee. If such recommended prospective tenant is not the proposer with the highest Unadjusted Guaranteed Rent Amount, then the Staff Summary must include a reasonably detailed explanation of the factors that the Selection Committee took into account in recommending such proposal.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 1 – Property Subject to RFP

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

EXAMPLE OF A PROPERTY SUBJECT TO RFP LETTER

(DATE)

(NAME)  
(STREET ADDRESS)  
(CITY), (STATE) (ZIP CODE)

Dear (NAME):

Thank you for the interest you expressed in leasing property owned or managed by the Metropolitan Transportation Authority (MTA). Please be advised that it is the policy of the MTA to offer lease opportunities through a request for proposals (RFP) process.

If you would like to be on our RFP notification list, please complete the registration form on MTA Real Estate's website at [http://enterprise.nymta.info/MTA\\_Real\\_Estate\\_RFP/](http://enterprise.nymta.info/MTA_Real_Estate_RFP/).

If you have further questions, you may reach me at (212-878- for \_\_\_\_). Again, thank you your interest in MTA property.

Sincerely,

(STAFF NAME)

Enclosure (RFP Brochure and Figure1)

cc: (Director, Real Estate Transactions and Operations /  
Director, ~~Real Estate~~ Transit-Oriented  
Development)  
(Director, Transaction Management)  
File  
Chron

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 2 – Acknowledgement Letter

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

EXAMPLE OF ACKNOWLEDGEMENT LETTER

(When substantial research and/or agency review must take place, if Real Estate Manager in his/her judgment believes a research or agency review is forthcoming, this acknowledgement can be foregone. Telephone contact is then deemed appropriate.)

(DATE)

(NAME)  
(STREET ADDRESS)  
(CITY), (STATE) (ZIP CODE)

Re: LIRR Property West of Centerport Road, Huntington, New York (PROPERTY  
CODE) (UNIT CODE)

Dear (NAME):

The Real Estate Department of the Metropolitan Transportation Authority (MTA) is in receipt of your request for an agreement to use Long Island Rail Road (LIRR) property at the referenced location, for the receipt, storage and sale of masonry supplies.

Please be advised that this request has been forwarded to the LIRR for review. Upon receipt of its comments, you will be notified accordingly.

Should you have any questions, I can be reached at (212) (878-\_\_\_\_).

Sincerely,

(NAME)  
Real Estate Manager  
Real Estate Department

cc: (Director of Real Estate Operations)  
(Deputy Director, Leasing & Acquisition)  
File  
Chron

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 3 – Property Not Owned/Managed by MTA

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

EXAMPLE OF PROPERTY NOT OWNED BY THE MTA

(DATE)

(NAME)  
(STREET ADDRESS)  
(CITY), (STATE) (ZIP CODE)

Re: LIRR Property –Block 6499, Lot 22, Brooklyn, New York (PROPERTY CODE,  
UNIT CODE)

Dear (NAME):

With reference to your letter dated January 7, 2008, regarding the use of LIRR property, it appears that the LIRR is not the owner of the property you wish to use.

If I can be of further assistance to you, please call me at (212) (878-\_\_).

Sincerely,

(NAME)  
Transaction Manager  
Real Estate Department

Enclosure (RFP Brochure and Figure1)

cc: Director, Real Estate Transactions and Operations  
(Director, Transaction Management)  
Chron



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 4 – Property Unavailable for Lease

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

EXAMPLE OF PROPERTY UNA VAILABLE FOR LEASE LETTER

(DATE)

(NAME)  
(STREET ADDRESS)  
(CITY), (STATE) (ZIP CODE)

Re: LIRR Property –Flatbush Avenue, Brooklyn, New York (Block 11216499, Lot 1)  
(PROPERTY CODE, UNIT CODE)

Dear (NAME):

Thank you for the interest you expressed in leasing property owned or managed by the Metropolitan Transportation Authority (MTA). As a follow-up to our phone conversation, please be advised that the referenced site is currently under rehabilitation and will not be available until winter 2010.

If I can be of further assistance to you, please call me at (212)878-\_\_\_\_\_. Again, thank you for your interest in MTA property.

Sincerely,

(NAME)  
Senior Transaction Manager  
Real Estate Department

Enclosure (RFP Brochure and Figure1)

cc: (Director, Real Estate Transactions and Operations  
(Director, Transaction Management)  
Chron

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 5 – Letter Denying Request

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

EXAMPLE OF LETTER DENYING REQUEST

(DATE)

(NAME)  
(STREET ADDRESS)  
(CITY), (STATE) (ZIP CODE)

Re: Parking Request – West of Endo Boulevard, Garden City, New York  
Property Code \_\_\_\_\_ Unit Code \_\_\_\_\_

Dear (NAME):

Thank you for the interest you expressed in leasing Long Island Rail Road (LIRR) property at the above-referenced location. I regret to inform you that your request has been denied at this time, as this property is being retained for freight operations.

If I can be of further assistance to you, please contact me at (212)878-\_\_\_\_\_.

Sincerely,

(NAME)  
Transaction Manager  
Real Estate Department

cc: (Director, Real Estate Transactions and Operations)  
(Director, Transaction Management)  
Chron

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 6 – Parcel Information Sheet

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**MTA Parcel Information Sheet**

[enter location, e.g., 2 Broadway Newsstand]

[enter the RFP #, e.g., RFP BG0912]

Page 1 of 149

---

**Station Facilities:** [enter location description. If a station, enter complete and correct station name]

---

**Property Code / Unit Code:** [enter Yardi property code/unit number]

---

**[Landlord OR Licensor]:** [ MTA New York City Transit (“NYCT”) or MTA Long Island Rail Road (“LIRR”) or MTA Metro-North Railroad (“Metro-North”) or MTA Bridges & Tunnels or Metropolitan Transportation Authority (“MTA”)]

---

**Premises/Licensed Area:** [describe space, e.g., “Ground floor lobby newsstand (inside security checkpoints) at 2 Broadway.”]

---

**Station Ridership:** [“N/A” or enter:  
Average weekday ridership: [enter number]  
Average Saturday ridership: [enter number or “N/A”]  
Average Sunday ridership: [enter number or “N/A”]

---

**Deemed Rentable Square Footage:** [enter size of retail or other area in square feet, and separately show the size of any storage areas]  
[Add if applicable: “A [plan or drawing] of the space is attached hereto as Exhibit A.”]

---

**Term:** [enter number of years of initial or total term, if no option] years from the rent commencement date of the lease plus any free rent period for buildout between the commencement date and rent commencement date

---

**Extension Option(s):** [enter option(s) and number of years and “at [licensee/lessee] OR landlord’s discretion” or put “N/A”] [years]

---

**Transportation Purposes Termination:** FOR LEASE USE:  
Landlord may terminate the lease upon 90 days’ notice to tenant if landlord requires the premises or any part thereof (a) for any transportation or transit purpose including the realization of revenues; (b) in connection with the construction, demolition, sale, or lease of the premises, the station or any other portion of the real property; (c) to otherwise accommodate the operation of the Railroad System; or (d) in connection with the furtherance of any of its purposes or the exercise of any of its general or special powers under the Public Authorities Law.

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

years or longer and Tenant has made a substantial capital investment in the Premises, use the following if an amortization provision is being provided, otherwise delete: "If the lease is terminated by landlord during the first 10 years of the term, landlord will reimburse tenant for the documented unamortized reasonable costs of its permanent improvements, amortized on a straight line basis over 10 years, provided tenant is not in default at such time and vacates the premises voluntarily on the termination date, after first deducting any amounts owed by tenant to landlord.]

FOR LICENSE USE: Landlord may terminate the license, at will, at any time on [60][30] days prior notice, at no cost to landlord.

FOR SALE USE: N/A

<b>Suggested Annual [Rent or Compensation or Purchase Price]:</b>	[enter annual rent or compensation] and add "for Year 1 of the term, or enter purchase price]
<b>Suggested Average Annual Rate of Increase:</b>	[enter percentage, i.e., "3%" or "5%" or "N/A"]
<b>Utility Fee:</b>	
Electricity fee	["N/A" or "Tenant shall pay a fee of \$[number] per [month or year] for electricity as additional rent. This amount shall increase annually by 3%."]
Trash collection fee	["N/A" or "Tenant shall pay a fee of \$[number] per [month OR year] as a trash collection fee. This amount shall increase annually by 3%."]
<b>[Security Deposit or Down Payment]:</b>	Upon signing of [lease/license], three months' [base rent or base compensation] based on the final year's [base rent or base compensation].
<b>Guaranties:</b>	Unless the tenant itself is a creditworthy entity, a creditworthy principal of tenant acceptable to landlord/licensor will be expected] to provide a guaranty of the performance and payment obligations of [tenant/licensor] under the [lease/license]. If tenant is a newly formed entity, the individual proposers)/principal(s) will be expected to provide full personal guaranties. Under appropriate circumstances, such as when tenant is making a significant capital investment in the premises, landlord in its discretion, may accept a "limited guaranty" (or so-called 'good guy' guaranty) limiting the guarantor(s)' liability to (i) tenant's obligations to complete the initial improvements, (ii) tenants payment and performance obligations while it is in possession of the premises prior to a voluntary surrender of the same in its required condition, and (iii) an additional period of time to guaranty tenant's rent obligation beyond its voluntary surrender for up to 12 months to afford landlord an opportunity to re-let the premises.

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 3

<b>[Required OR Permitted] Use[s]:</b>	[enter required or permitted uses – match what is in form of lease or license, if a form is being used – DO NOT put in an exhaustive list of items, like exist in newsstand agreements]
<b>Prohibited Items and Uses:</b>	Prohibited uses are specified in the form of lease/license
<b>Minimum Hours:</b>	[enter minimum hours for weekdays and add “except for weekends and MTA holidays”, or whatever required operating days and times are.] [Tenant/Licensee] may remain open at other times subject to [landlord’s/licensor’s] approval.
<b>Sales Reporting [optional]:</b>	[Tenant/Licensee] shall provide Landlord with gross sales figures on a monthly or annual basis, if required by landlord.
<b>Condition of Premises:</b>	Premises will be delivered “as is.” [Landlord/Licensor/Grantor] anticipates making no improvements to the premises or the systems serving the premises.
<b>Utilities:</b>	
Electrical	The space is served by a [enter size, e.g., “60 amp single phase” or 100 amp three-phase, etc.] electrical service and [is/is not] sub-metered or separately metered.
Fire Alarm	["N/A" or describe the fire alarm situation and what if anything will need to be done, i.e., “connection to a central station located at [location] via rigid conduit is required”]
Sprinkler	["N/A" or describe sprinkler situation and what if anything will need to be done with it]
Plumbing	["N/A" or describe plumbing situation and what if anything will need to be done with it]
Natural Gas	["N/A" or describe natural gas situation and what if anything will need to be done with it]
Domestic Water	["N/A" or describe water situation and what if anything will need to be done with it]
Sanitary Service	["N/A" or describe the sanitary service (i.e., “3” sanitary line with ½ hp 120v 1ph ejector pump”), and what if anything will need to be done with it]
HVAC	["N/A" or describe HVAC situation and what if anything will need to be done with it]
Telecommunications	["N/A" or describe the telephone and/or other telecommunications (i.e., cable or other data lines) situation and what if anything will need to be done with it; also, if applicable, indicate the designated provider such as “Telephone service is available through



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 4

Verizon”)]

---

**Condition of Existing Equipment and Utilities:**

Tenant is responsible for repair, maintenance, and replacement of all equipment located in or exclusively serving the premises. No warranties or representations are made regarding the condition of existing equipment or utilities, or the suitability of existing equipment and utilities for [licensee’s or tenant’s] proposed use.

---

**Tenant’s Initial Work:**

“[Tenant/Licensee] shall be responsible, at its sole cost and expense, for the completion of all improvements required for [tenant’s or licensee’s] use and as required by [landlord or licensor].”

At a minimum, Tenant’s Initial Work must include the following:

1. [enter required improvement]
2. [enter required improvement].
3. [enter required improvement].
4. [enter required improvement].
5. [enter required improvement].
6. [add additional numbers to list if necessary to describe additional discrete improvement items]

Tenant’s Initial Work must meet the requirements of the New York State Uniform Fire Safety and Building Code. [Landlord/Licensor], in its capacity as the construction permitting and code compliance agency under the NYS Uniform Code and not in its proprietary capacity as Landlord, or its designee shall review all proposed Alterations for compliance with aforementioned code.

---

**Compliance with Codes and Ordinances:**

In addition to compliance with the New York State Fire Safety and Building Code, [tenant/licensee] shall comply with all other applicable codes and ordinances, including health regulations, and obtain all required permits.

---

**Estimated Cost of Initial Improvements:**

Each proposer should take into consideration the requirements for high quality design, materials and workmanship, as well as compliance with all applicable regulations and codes when preparing plans and estimating construction costs.

We strongly encourage each proposer to obtain professional construction estimates before submitting ~~his or her~~ their proposal. If actual construction costs exceed estimated costs, the [tenant/licensee] should not anticipate any relief from [landlord/licensor]. The [tenant/licensee] will be responsible for completing all required improvements regardless of the actual cost of construction.

---

**Insurance:**

The lease/license agreement will specify the insurance requirements for Tenant and its Contractors (including ~~subcontractors of any tier~~) and will generally include, at a

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 5

minimum: commercial general liability insurance workers' compensation insurance, and all-risk property insurance policy.

[Enter if applicable or delete: "Railroad protective liability insurance in the amount of [enter amount] will be required of [tenant's/licensee's] contractor"]

**Tenant's/Licensee's contractors will be expected to sign a contractor's insurance and indemnity agreement and providing insurance certificates evidencing the required insurance coverage prior to commencing any work.**

---

**Assignment & Subletting/Change of Control:**

Any assignment or subletting or transfer of a controlling interest in a tenant entity, or other transfer of an equity interest that results in a change of control, whether directly or indirectly, is not permitted without [landlord's/licensor's] approval, in its sole discretion. However, [landlord/licensor] will not be required in certain circumstances specified in the lease/license, including to a controlled affiliate, to a distributee or legatee of a decedent's estate, or to a trust or immediate family member for financial or tax planning purposes.

---

**Broker:**

Any tenant broker is to be paid by the tenant.

---

**Site Visit:**

[enter time], [enter day of week], [enter date including year]

This Parcel Information Sheet must be signed by an officer of the prospective [tenant/licensee].

Prospective [Tenant/Licensee]: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Thoughts:

Add: Commencement Date, Rent Commencement Date, Initial Plan Submission Date, Initial Work Buildout Period



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 7 – RFP Cover Letter

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

2 Broadway  
New York, NY 10004  
212 878-7000 Tel

Metropolitan Transportation Authority  
State of New York

[enter date]

Re: Request For Proposals [enter RFP number]-[enter RFP name]

Dear Prospective [Tenant or Licensee or Purchaser]:

Thank you for your interest in this offering of [MTA New York City Transit or MTA Long Island Rail Road or MTA Metro-North or MTA Bridges and Tunnels property for (lease or license or sale)] at (enter description of property).

Attached is the entire Request for Proposals ("RFP") package, also available on the internet at

[http://enterprise.nycta.info/MTA\\_Real\\_Estate\\_RFP/](http://enterprise.nycta.info/MTA_Real_Estate_RFP/)

**DEADLINE:** Proposals must be received by 5:00p.m. on [enter day of week, day of month, month name, and year]. Proposals submitted after such deadline will, at the MTA's sole discretion, only be considered if the MTA determines that such consideration is in the public interest. Each proposal must include the items listed in the "Submission Requirements" section below. Proposals not including all requested items may be rejected.

In addition to this letter, the RFP package includes the following components:

1. *Parcel Information Sheet[s]*. This section provides information about [each of] the location[s] offered and the date and time that the location[s] may be viewed.
2. *Request for Proposals-Rules and Regulations*. This section contains regulations, information and instructions that relate to the submission of proposals. Please take the time to read this section carefully and refer to it as you fill out the Proposer Information Form.
3. *[Rent or Compensation or Purchase Price] Proposal F01m*. This form is to be used to specify the [rent or compensation or purchase price] that the prospective [tenant or licensee or purchaser] proposes to pay to the MTA for the applicable space.
4. *The Proposer Information Form*. Please take the time to read the instructions carefully and ensure that all questions are answered completely. Also, note that the last page must be notarized. Edit PIF by crossing out irrelevant sections not applicable to the parcel that would only confuse bidders]
5. *U.S. Internal Revenue Service F01m W-9, Request for Taxpayer Identification Number and Certification*.
6. *New York State Finance Law Sections 139-j and 139-k ("Lobbying Law") Disclosure Statement*.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

Request for Proposal  
Cover Letter Page 2 of 3

7. *Iran Divestment Act Certification.*

8. *[Delete the following ~~FVA~~ Standard Format for Architectural Drawing Submissions. These guidelines are for the tenant and tenant's architect and contractor to use in preparing design plans following (lease or license) execution.*

9. *[Delete the following if NIA] Form of [Lease or License or Contract of Sale].*

SUBMISSION REQUIREMENTS: Please provide the following information with your submission (all forms are available for download from the MTA's website listed above):

- Fully completed and signed *Parcel Information Sheet*
- Fully completed and signed *[Rent or Compensation or Purchase Price] Proposal Form.*
- Fully completed and signed *Proposer Information Form.* Notarize the last page of where indicated.
- Fully completed and signed *U.S. Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification.*
- Fully completed and signed *NYS Finance Law Sections 139-j and 139-k Certification.*
- Fully completed and signed *Iran Divestment Act Certification.*
- *Proposal Deposit* in the amount (of three months' of Year 5 [Rent or compensation, (i.e., three times the amount proposed for Year 5) OR [enter] % of the proposed purchase price]. Proposals submitted with multiple checks drawn on different accounts may be rejected. You should enclose money orders or checks drawn on a single account.
- [Include the following only if applicable] Please list material objections, if any, to the *Form of [Lease or License or Contract]* in a cover letter or on a separate sheet of paper. If you do not list any objections, MTA will proceed on the basis that you have no objections to the *Form of [Lease or License or Contract]* and will reserve the right to award the (lease or license or contract) to another bidder, should you later raise such objections.

One hard copy of submission should be delivered in sealed envelopes by the date listed above to:

Ms. Dalilah Smith-Santos  
Executive Secretary  
Metropolitan Transportation Authority  
2 Broadway, 4th Floor  
New York, NY 10004  
RFP Number: [enter RFP number]  
Parcel Number(s): [enter number(s) or delete line if none]  
Location: [enter location or delete line if none]

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 3

Request for Proposal  
Cover Letter Page 3 of 3

All bid proposals shall be publicly disclosed in the agenda for the meeting of the Finance Committee of the MTA Board at which the transaction will be considered for approval.

The MTA reserves the right, at any time, to modify or waive requirements of this RFP.

Please be aware that there are rules regarding permissible contact (oral, written, and electronic communications) with the MTA during a public procurement process. Effective January 1, 2006, New York State Lobbying Law requires that all contact with the MTA relating to this RFP must be made through the following persons/designated Points of Contact. Contact with anyone else at the MTA regarding this RFP may result in ineligibility to participate in the RFP.

The designated Points of Contact are:

Dalilah Smith-Santos  
Tel. (212) 878-1043

[Email: dsantos@mtahq.org](mailto:dsantos@mtahq.org)

(for general inquiries regarding the administrative aspects of the RFP only)

[enter project manager information]

(for questions regarding the specific content of the RFP or RFP procedures and rules)

Sincerely,

[enter project manager name]  
MTA Real Estate Department

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 8 – Proposer Information Form



METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1



**Applicant Information Statement**

**Business Profile**

**Information and Instructions**

The following information is provided to the MTA Real Estate Department for its preliminary review before further consideration of an intent to lease or license a specified location. The acceptance of this information statement shall not constitute an offer of the Metropolitan Transportation Authority or any affiliate or subsidiary thereof. **Proposers must provide three (3) copies of a separate completed form with each proposal package. When mailing, use a separate envelope for each proposal submitted.** Please attach additional sheets as necessary. **Please print or type.**

**Property Desired**

Parcel Number (if applicable) \_\_\_\_\_ Proposed Use \_\_\_\_\_  
 Property Address \_\_\_\_\_

**Applicant Information**

Name of Applicant \_\_\_\_\_ Social Security No. - -  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (Day) \_\_\_\_\_ Telephone (Evening) \_\_\_\_\_

**Business Information**

Name of Business \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (Day) \_\_\_\_\_ Telephone (Evening) \_\_\_\_\_  
 Type of business:  Corporation  Joint Venture  Partnership Year Formed \_\_\_\_\_  
 Employer ID No. \_\_\_\_\_ State of Incorporation \_\_\_\_\_

List all officers, partners, shareholders, or joint venturers.

- 1 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (Day) \_\_\_\_\_ % Shares \_\_\_\_\_
- 2 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (Day) \_\_\_\_\_ % Shares \_\_\_\_\_
- 3 Name \_\_\_\_\_ Title \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (Day) \_\_\_\_\_ % Shares \_\_\_\_\_

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2



**Applicant Information Statement**

**Business Profile (cont'd.)**

<b>Business Information (cont'd.)</b>	Has the applicant or any of its principals done business under any other name within the past three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Is the applicant owned or controlled by any other organization or business entity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Does the applicant own or control any other organization or business entity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes was checked for any of the above, provide name, employer ID, and business address of each organization, corporation, or business:

1	Name of Business	_____	
	Employer ID No.	Owner/Manager Name	_____
	Street	_____	
	City	State	Zip
	_____	_____	_____
2	Name of Business	_____	
	Employer ID No.	Owner/Manager Name	_____
	Street	_____	
	City	State	Zip
	_____	_____	_____
3	Name of Business	_____	
	Employer ID No.	Owner/Manager Name	_____
	Street	_____	
	City	State	Zip
	_____	_____	_____

List gross receipts of each business for the past three years. Attach copies of Federal Income Tax returns (1040, 1099, etc.).

1	Name of Business	Gross Receipts \$	Year
	_____	_____	_____
		Gross Receipts \$	Year
		_____	_____
		Gross Receipts \$	Year
		_____	_____
2	Name of Business	Gross Receipts \$	Year
	_____	_____	_____
		Gross Receipts \$	Year
		_____	_____
		Gross Receipts \$	Year
		_____	_____
3	Name of Business	Gross Receipts \$	Year
	_____	_____	_____
		Gross Receipts \$	Year
		_____	_____
		Gross Receipts \$	Year
		_____	_____

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 3



**Applicant Information Statement**

**Business Profile (cont'd.)**

**State or  
Municipal  
Leases or  
Contracts**

List all leases or contracts entered into or currently in force between the applicant or other persons listed herein and the Metropolitan Transportation Authority ("MTA") or any other state agency or municipality within the past three (3) years. Use additional sheets if necessary.

(NYCT = MTA New York City Transit      LIRR = MTA Long Island Rail Road      MNR = MTA Metro-North Railroad)

1  NYCT     LIRR     MNR     Other (Specify) \_\_\_\_\_

Term \_\_\_\_\_ Annual Rent \_\_\_\_\_ Expires \_\_\_\_\_

Location \_\_\_\_\_

2  NYCT     LIRR     MNR     Other (Specify) \_\_\_\_\_

Term \_\_\_\_\_ Annual Rent \_\_\_\_\_ Expires \_\_\_\_\_

Location \_\_\_\_\_

3  NYCT     LIRR     MNR     Other (Specify) \_\_\_\_\_

Term \_\_\_\_\_ Annual Rent \_\_\_\_\_ Expires \_\_\_\_\_

Location \_\_\_\_\_

4  NYCT     LIRR     MNR     Other (Specify) \_\_\_\_\_

Term \_\_\_\_\_ Annual Rent \_\_\_\_\_ Expires \_\_\_\_\_

Location \_\_\_\_\_

List all real property in the State of New York owned, leased, or managed within the last three (3) years by the applicant or any other person listed herein, for personal or business purposes (including cooperatives or condominiums).

1 Owner of Record \_\_\_\_\_  Owned  Leased  Managed

Location \_\_\_\_\_ Year Acquired \_\_\_\_\_

2 Owner of Record \_\_\_\_\_  Owned  Leased  Managed

Location \_\_\_\_\_ Year Acquired \_\_\_\_\_

3 Owner of Record \_\_\_\_\_  Owned  Leased  Managed

Location \_\_\_\_\_ Year Acquired \_\_\_\_\_

4 Owner of Record \_\_\_\_\_  Owned  Leased  Managed

Location \_\_\_\_\_ Year Acquired \_\_\_\_\_

Has any of the property listed above been in arrears in the last three (3) years in respect to:

Real Estate Taxes     Yes  No                      Water/Sewer Assessments     Yes  No

Rents                       Yes  No                      Loans                       Yes  No

If yes, please explain: \_\_\_\_\_

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 4



**Applicant Information Statement**

**Business Profile (cont'd.)**

<b>Business History and Experience</b>	List all relevant business experience		
	1	Name of Company	From To
		Type of Business	Your Title
		Street	
		City	State Zip
	2	Name of Company	From To
		Type of Business	Your Title
		Street	
		City	State Zip
	3	Name of Company	From To
		Type of Business	Your Title
		Street	
		City	State Zip

<b>Business References</b>			
	1	Name of Company	From To
		Street	
		City	State Zip
		Contact	Title Telephone
	2	Name of Company	From To
		Street	
		City	State Zip
		Contact	Title Telephone
	3	Name of Company	From To
		Street	
		City	State Zip
		Contact	Title Telephone

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 5



**Applicant Information Statement**

**Business Profile (cont'd.)**

Vendor Reference	
	1 Name of Company _____
	From _____ To _____
	Street _____
	City _____ State _____ Zip _____
	Contact _____
	Contact's Title _____ Telephone _____
	Product Line _____
	Credit Line High: _____ Low: _____ Balance: _____
	2 Name of Company _____
	From _____ To _____
	Street _____
	City _____ State _____ Zip _____
	Contact _____
	Contact's Title _____ Telephone _____
	Product Line _____
	Credit Line High: _____ Low: _____ Balance: _____
	3 Name of Company _____
	From _____ To _____
	Street _____
	City _____ State _____ Zip _____
	Contact _____
	Contact's Title _____ Telephone _____
	Product Line _____
	Credit Line High: _____ Low: _____ Balance: _____

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 6



**Applicant Information Statement**

**Financial Profile**

<b>Bank References</b>	<b>Savings Bank</b>		
	Name of Bank	Branch	
	Street		
	City	State	Zip
	Name of Bank Officer	Telephone	
	Name on Account	Account No.	
	<b>Commercial Bank</b>		
	Name of Bank	Branch	
	Street		
	City	State	Zip
	Name of Bank Officer	Telephone	
	Name on Account	Account No.	

<b>Available Lines of Credit</b>	Provide information on lines of credit available to undertake required improvements and fulfill annual rental obligations.		
	1 Name of Source		
	Street		
	City	State	Zip
	Available Dollar Amount \$	Interest Rate	Letter Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
	2 Name of Source		
	Street		
	City	State	Zip
	Available Dollar Amount \$	Interest Rate	Letter Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
	3 Name of Source		
	Street		
	City	State	Zip
	Available Dollar Amount \$	Interest Rate	Letter Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 7



**Applicant Information Statement**

**Financial Profile (cont'd.)**

<b>Applicant Information</b>	1	Name of Bank	_____		
		Account No.	_____	Branch	_____
		Street	_____		
		City	_____	State	_____
				Zip	_____
	2	Name of Bank	_____		
		Account No.	_____	Branch	_____
		Street	_____		
		City	_____	State	_____
				Zip	_____
	3	Name of Bank	_____		
		Account No.	_____	Branch	_____
	Street	_____			
	City	_____	State	_____	
			Zip	_____	

I hereby authorize the banking, financial, and business concerns referenced in this application/statement to release to the Metropolitan Transportation Authority and/or their credit reporting agency any information requested with respect to the above-mentioned accounts and references.

By (Name) \_\_\_\_\_

Corporate Seal (If Corporation)

\_\_\_\_\_

Title \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Acknowledgement  
Before  
Notary Public**

Subscribed and Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public's Signature \_\_\_\_\_

Notary Seal

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 8



**Applicant Information Statement**

**Financial Profile (cont'd.)**

Assets	Funds		
	1 – Cash	\$	
	2 – Checking	\$	
	3 – Savings	\$	
	4 – Other	\$	
	5 – Subtotal–Funds	\$	add lines 1 to 4
	<b>Receivables</b>		
	6 – Trade or Business	\$	
	7 – Other	\$	
	8 – Subtotal–Receivables	\$	add lines 6 and 7
	<b>Securities</b>		
	9 – Stocks	\$	
	10 – Bonds	\$	
	11 – Other (Pensions, Annuities)	\$	
	12 – Subtotal–Securities	\$	add lines 9 to 11
	<b>Fixed Assets</b>		
	13 – Equipment	\$	
	14 – Other	\$	
	15 – Subtotal–Fixed Assets	\$	add lines 13 and 14
	<b>Other Assets</b>		
	16 – Trade, Auto	\$	
	17 – Life Insurance	\$	
	18 – Subtotal–Other Assets	\$	add line 16 and 17
	19 – Inventory	\$	
	20 – Miscellaneous	\$	
	21 – Land and Buildings	\$	
	22 – <b>GRAND TOTAL ASSETS</b>	\$	add lines 5,8,12,15, 18-21
<b>Liabilities</b>	23 – Payables	\$	
	24 – Notes Payable	\$	
	25 – Mortgages	\$	
	26 – Deferred	\$	
	27 – Miscellaneous	\$	
	28 – <b>GRAND TOTAL LIABILITIES</b>	\$	add lines 23-27
	29 – <b>CAPITAL/NET WORTH</b>	\$	line 22 minus line 28

If the applicant is in the process of being organized and does not yet have assets or liabilities, check here and complete the financial statement on the basis of the applicant's personal assets and liabilities. Clearly indicate all sources of capitalization.



METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 9



**Applicant Information Statement**

**One-Year Business Plan**

<b>Income: One-year Projection</b>		1 – <u>Estimated Sales/Revenue</u>	\$	
		2 – <u>Cost of Goods Sold</u>	\$	
		3 – <b>GROSS PROFIT</b>	\$	subtract line 2 from line 1
<hr/>				
<b>Expenses: One-year Projection</b>		4 – <u>Wages, Salaries</u>	\$	
		5 – <u>Rent</u>	\$	
		6 – <u>Telephone</u>	\$	
		7 – <u>Gas</u>	\$	
		8 – <u>Electricity</u>	\$	
		9 – <u>Interest on Loan</u>	\$	
		10 – <u>Advertising</u>	\$	
		11 – <u>Postage</u>	\$	
		12 – <u>Travel</u>	\$	
		13 – <u>Vehicle Expense</u>	\$	
		14 – <u>Payroll Taxes</u>	\$	
		15 – <u>Other Taxes</u>	\$	
		16 – <u>Supplies</u>	\$	
		17 – <u>Legal Fees</u>	\$	
		18 – <u>Accounting Fees</u>	\$	
		19 – <u>Insurance</u>	\$	
		20 – <u>Repairs</u>	\$	
		21 – <u>Equipment Rental</u>	\$	
		22 – <u>Depreciation</u>	\$	
		23 – <u>Other</u>	\$	
		24 – <b>TOTAL EXPENSES</b>	\$	add lines 4 through 23
		25 – <b>ESTIMATED PROFIT (LOSS)</b>	\$	subtract line 24 from line 3

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 10



**Applicant Information Statement**

**One-Year Business Plan (cont'd.)**

---

**Proposed Sales/Revenue Plan** Describe the plan to achieve the volume of sales/revenue indicated in item 1 on page 8.

---

**Proposed Staffing** Indicate proposed staffing during business hours. Provide an entry for each change in the number of personnel during these hours.

<u>Day(s)</u>	<u>Hour(s)</u>	<u>No. Personnel</u>	Manager at Location: <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Day(s)</u>	<u>Hour(s)</u>	<u>No. Personnel</u>	Manager at Location: <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Day(s)</u>	<u>Hour(s)</u>	<u>No. Personnel</u>	Manager at Location: <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Day(s)</u>	<u>Hour(s)</u>	<u>No. Personnel</u>	Manager at Location: <input type="checkbox"/> Yes <input type="checkbox"/> No

---

**Items to be Sold**

---

**Startup Costs**

<u>Legal Costs</u>	<u>\$</u>	
<u>Architectural Fees</u>	<u>\$</u>	
<u>Licensing Fees</u>	<u>\$</u>	
<u>Incorporation Fees</u>	<u>\$</u>	
<u>Rent During Construction</u>	<u>\$</u>	
<u>Construction Costs</u>	<u>\$</u>	(attach two estimates)
<u>Fixtures</u>	<u>\$</u>	
<u>Inventory</u>	<u>\$</u>	
<u>Consulting Fees</u>	<u>\$</u>	
<u>Franchise Fees</u>	<u>\$</u>	
<u>Miscellaneous</u>	<u>\$</u>	
<b>TOTAL STARTUP COSTS</b>	<b><u>\$</u></b>	

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 11



**Applicant Information Statement**

**Background**

**Declaration**

Has the applicant (or anyone listed herein) ever been barred from bidding on contracts, or declared not responsible by any city, town, village, county, state, or federal public entity?  Yes  No

Are any outstanding liens pending against the applicant and/or any of its principals, partners, directors, owners, board members, or officers?  Yes  No

Are any judgments outstanding against the applicant and/or any of its principals, partners, directors, owners, board members, or officers?  Yes  No

Is any suit or other legal action pending against the applicant and/or any of its principals, partners, directors, owners, board members, or officers?  Yes  No

Has the applicant or anyone listed herein ever been adjudged bankrupt, voluntarily or involuntarily, under any provision of the Bankruptcy Law, executed an assignment for the benefit of creditors, or abandoned a business without satisfying its outstanding debts?  Yes  No

Has the applicant or anyone listed herein ever been convicted of a felony?  Yes  No

If yes to any of the above, please provide all details below.

I declare under the penalties of perjury provided for by Article 210 of the New York Penal Law, that I have read fully and understand all of the terms and conditions of this statement and all of the foregoing questions in the Applicant Information Statement. The answers and statements herein including, without limitation, the Applicant Information Statement and the Credit Authorization, are to the best of my knowledge and belief true, correct and complete. I agree that in the event that circumstances reflected by the answers herein change, I will promptly notify the Real Estate Department of the Metropolitan Transportation Authority in writing by certified mail. I also understand that a misstatement, omission, or failure to update information may be cause for the Metropolitan Transportation Authority not to award to the applicant or its current principals the proposed license, and may have the effect of precluding persons or entities from doing business with the Metropolitan Transportation Authority or its affiliate organizations in the future.

Preparer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public's Signature \_\_\_\_\_

Notary Seal

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 12



**Applicant Information Statement**

**General Affidavit**

---

State of New York, County of \_\_\_\_\_ } ss:  
being duly sworn, deposes and says  
I am the \_\_\_\_\_ of \_\_\_\_\_  
the sole proprietorship, joint venture, corporation, partnership (circle one) whose name is subscribed to and  
which executed the foregoing  
I reside at \_\_\_\_\_

---

Representations, Warranties, and Covenants

- A. The undersigned has received and read the entire Request for Proposal, has acquainted itself/himself/herself with all matters therein referred to in connection with this proposal, will accept the premises "as-is" and will secure any necessary permits and licenses pertaining to the operation of, or the making of any improvements to, the site. The MTA makes no representation or warranties as to the information supplied herein or the type of use or development permitted at each location.
- B. The undersigned deposits with this proposal an amount equal to three (3) months rent as proposed, in the form of a check payable to the MTA, to be retained by MTA as liquidated damages in the event the undersigned is offered and fails to enter into a lease or license on the terms contained in this proposal.
- C. The undersigned shall invest approximately \_\_\_\_\_ dollars (\$ \_\_\_\_\_) for improvements to the subject premises. (Include photographs or drawings of existing operations, and preliminary plans prepared and stamped by a New York State-licensed architect or engineer for the proposed location, which may be used as a basis for improvements to the premises.)
- D. The undersigned acknowledges that improvements and other work (1) may not be carried out without the prior approval of the MTA, (2) will become the property of the MTA, and (3) must conform to appropriate health, safety, fire, and building codes, as required.
- E. The undersigned is not in arrears in the payment of amounts due to the MTA or any of its affiliated agencies or the State of New York or the City of New York or any instrumentality thereof.
- F. The undersigned declares under the penalties of perjury provided for by Article 210 of the New York Penal Law that the undersigned has read fully and understands all of the terms and conditions of this Request for Proposals, and all of the foregoing questions in the Applicant Information Statement and Proposed Compensation Form. The answers and statements herein including, without limitation, the Applicant Information Statement and the Credit Authorization, are to the best of the undersigned's knowledge and belief true, correct, and complete. The undersigned agrees that in the event that circumstances reflected by the answers herein change, the undersigned will promptly notify the Real Estate Department of the Metropolitan Transportation Authority in writing by certified mail. The undersigned also understands that a misstatement, omission, or failure to update information may be cause for the Metropolitan Transportation Authority not to award to the applicant or its current principals the proposed lease or license, and may have the effect of precluding persons or entities from doing business with the Metropolitan Transportation Authority or its affiliates or subsidiaries in the future.
- G. The undersigned is of lawful age.
- H. The undersigned represents and warrants that no person, firm, or corporation other than herein above named has any interest in this proposed lease or license agreement.
- I. The undersigned represents and warrants that no elected representative or other officer or employee or person whose salary is payable in whole or in part from the Federal Government or State or City of New York, and no member officer or employee of the Metropolitan Transportation Authority or any affiliate or subsidiary thereof is directly or indirectly interested in this proposal or in the proposed lease or license agreement to which it relates or will have an interest in any of the profits thereof.
- J. To the best of the undersigned's knowledge the following statements are true and complete. If any of the following statements are not true and complete, refer to and complete Section K.
  - (i) The compensation and other terms of this proposal have been arrived at independently without any agreement, collusion, consultation, or communications intended to restrict competition.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 13



**Applicant Information Statement**

**General Affidavit (cont'd.)**

- (ii) Unless otherwise required by law, the compensation and other terms quoted in this proposal have not been knowingly disclosed by the undersigned or any other individual and, before the proposal is opened, shall not knowingly be directly or indirectly disclosed by the applicant or any other individual or by or on behalf of the proposer to any other proposer or to any competitor; and
- (iii) No attempt has been made or will be made by the undersigned or by any other individual or by or on behalf of the applicant to induce any other person, partnership, corporation, or other entity to submit or not to submit a proposal, for the purpose of restricting competition.

**Check off and complete Section K only if the statements contained in Section J are not true and complete.**

- K. The statements set forth in paragraphs J. (i), (ii), (iii) are not true and complete. The undersigned has attached a detailed explanation as to (1) why each such paragraph is not true and complete, and (2) why the undersigned's explanation does not reflect an effort to restrain competition.

By \_\_\_\_\_ Corporate Seal  
Title \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Note: For all partnerships and joint ventures, a General Affidavit for each of the partners or joint venturers must be completed, executed, notarized, and submitted with the application unless one partner or joint venturer is authorized to bind the others, in which case a single General Affidavit may be signed by one individual authorized to bind the partnership or joint venture.

**Acknowledgement  
Before  
Notary Public**

On \_\_\_\_\_, 20\_\_\_\_ before me personally came and appeared \_\_\_\_\_  
\_\_\_\_\_ who identified himself/herself as such person and swore the following under oath:

1. He/she resides at \_\_\_\_\_  
Check off applicable provision and complete.
  - A. (For an applicant that is a PARTNERSHIP or JOINT VENTURE in which one partner or joint venturer is authorized to bind the partnership or joint venture, or a CORPORATION).  
He/she is the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, the above entity, which is a \_\_\_\_\_;  
that he/she signed this affidavit on behalf of himself or herself and said entity; and that he/she is duly authorized on behalf of said entity to sign this affidavit and to bind said entity.
  - B. (For an applicant that is a PARTNERSHIP or JOINT VENTURE in which more than one partner's or joint venturer's signature is authorized to bind the partnership or joint venture).  
He/she is the \_\_\_\_\_ of \_\_\_\_\_  
a \_\_\_\_\_ of the partners/joint venturers in the above partnership/joint venture;  
that he/she signed this affidavit on behalf of him or herself, said partner/joint venturer and partnership/venture; and that he/she is authorized to do so.
  - C. (For an applicant that is a SOLE PROPRIETORSHIP).  
He/she is the sole proprietor of the above unincorporated business and he/she signed this affidavit on behalf of himself/herself.
2. The statements set forth in the above General Affidavit are true and complete to the best of his or her knowledge.

Notary Public's Signature \_\_\_\_\_

Notary Seal

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 9 – Pre-RFP Authorization Memo

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**Metropolitan Transportation Authority  
 Real Estate Department  
 Authorization Memorandum-General**

Date: (Month [DD]. [YYYY])  
 To: (Deputy Director]. Director, Transaction Management, Director, Real Estate Transactions and Operations  
 From: [Project Manager Name]  
 Re: [RFP reference number, agency, description i. e., retail, vending, etc.)

AGENCY:

LESSEE:

LOCATION:

ACTIVITY:

SEQR/NEPA:	✓	✓	Actions Required
Type 1		EIS	_____
Type 2		NEPA	_____
Unlisted		N/A	_____

LOBBYING LAW: \_\_\_\_\_  
 Have there been Contacts? \_\_\_\_\_  
 Were Contacts permissible? \_\_\_\_\_

COMMENTS:

Paragraph 1: Introduction

- a) Summarize in a couple of sentences why property is being disposed of, licensed, or acquired.
- b) Summarize recommendation as to method of disposition/acquisition and price.

Paragraph 2: Discuss property

- a) Location – Municipality, closest MTA operation, any other noteworthy items.
- b) Nature of MTA or agency ownership.
- c) Physical attributes (improved, vacant, structures, fencing, etc.)
- d) Tenant use
- e) Possible uses
- f) Restrictions placed by MTA agency (i.e., use; disposition method (license only, etc.); time limitations; termination tights.)

Paragraph 3: Nature of interest being disposed of or acquired

- a) Describe interest: Fee/permanent easement/temporary easement/net lease/lease/license/permit/other)

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

- b) Describe circumstances that may impact value; describe any unusual or unique circumstances.
- c) Describe WHY that interest is being offered or purchased (i.e., if a lease, was a sale considered? If a license, could it be leased? Did the agency restrict the interest, and why?)

Paragraph 4: Method of disposition or acquisition

- a) RFP (obviously N/A for acquisitions)
- b) If not RFP, why not?
  - i. Pursuant to policy
  - ii. Pursuant to special circumstances noted in Licensing Procedures when competition is not feasible (Board approval still required)
  - iii. Other reasons

Paragraph 5: Discussion of Proposals

- a) How many proposals received? Refer to spreadsheet if applicable.
- b) Discussion of top proposers:
  - i. Creditworthiness
  - ii. Financial wherewithal to start-up and make improvements.
  - iii. Experience applicable to proposed operation; note if prior or current experience with MTA and if so, licensee/tenant history.
  - iv. Discussion of proposals in comparison to appraised value or market value.
  - v. If proposals are below appraised or estimated fair market value, discuss the reasons therefor.

Paragraph 6: Negotiations

- a) What items were negotiated (note: if sole bidder, MUST negotiate; if many responses to RFP, usually take high bid, unless extenuating circumstances).
- b) Result of negotiations

Paragraph 7: Recommendation

- a) Recommend course of action, citing reasons.

Comments: \_\_\_\_\_

Recommended: \_\_\_\_\_ Date \_\_\_\_\_

[NAME], Deputy Director

Comments: \_\_\_\_\_

Recommended: \_\_\_\_\_ Date \_\_\_\_\_

Christopher Nesterzuk, Transaction Management



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

David Florio, Director, Real Estate Transactions and Operations

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 10 – Incumbent Letter

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

2 Broadway  
New York, NY 10004  
212 878-7000 Tel

## Metropolitan Transportation Authority

State of New York

**CERTIFIED MAIL # [enter number]-RETURN RECEIPT REQUESTED  
and First Class Mail**

[DATE]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

Re: {LOCATION DESCRIPTION, eg: Newsstand at 96" street Subway station, Manhattan}  
Tenant ID: [YARDI TENANT NUMBER]  
Property ID [YARDIPROPERTY NUMBER]

Dear [MR. IMS NAME]:

As you know, your [lease/license/permit] for the *above* location [has expired/will expire soon]. It is the Metropolitan Transportation Authority's (MTA's) policy to offer lease and license opportunities through a Request for Proposals ("RFP") process. This is to inform you that the MTA will shortly be issuing an RFP to [LEASE/LICENCE] the *above* location, and you are invited to submit a proposal. The RFP due date is [MM/DD/YYYY]. To view and download a copy of the RFP, go to the MTA website at:

<http://enterprise.nymta.info/MTA Real Estate RFP/>

Please note that all contacts with the MTA relating to this RFP must be made through the designated Points of Contact. Contact with anyone else at the MTA relating to this RFP may be a violation of the law and may result in the disqualification of the proposer. The Points of Contact for this RFP will be myself, [PROJECT MANAGER'S'S NAME], at 212-878-[XXXX] (for questions regarding the specific content of the RFP or RFP procedures and rules), and Odette Berg at 212-878-1043 (for general inquiries regarding the administrative aspects of the RFP only).

If you have any questions regarding the RFP, please call one of the Points of Contact listed *above*.

Sincerely,

[PROJECT MANAGER'S NAME]  
MTA Real Estate Department

*The agencies of the MTA*

MTA New York City Transit  
MTA Long Isl and RailRoad

MTA Long Island Bus  
MTA Metro-North Railroad

MTA Bridges and Tunnels  
MTA Capital Construction

MTA Bus Company

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 11 – Sample Advertisement

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**MTA REAL ESTATE**

**Request for Proposals** — Lease of the Tarrytown Station Building on Metro-North's Hudson Line. Proposals must be received by 3:00 p.m. on Friday, June 16<sup>th</sup>, 2017.

*For information on this Request for Proposals, please go to*  
[http://enterprise.nymta.info/MTA\\_Real\\_Estate\\_RFP/RFPLeasing.aspx](http://enterprise.nymta.info/MTA_Real_Estate_RFP/RFPLeasing.aspx)

**Metropolitan Transportation Authority**

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 12 – Proposal Checklist

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**Metropolitan Transportation Authority**

**Proposal Checklist**

If an item is missing, please indicate if the proposal will be rejected or if the missing item or items will be sent. Please indicate in the space provided why the project manager has determined that the proposal should not be rejected on the basis of an incomplete proposal.

Project Manager: \_\_\_\_\_

Verifier: \_\_\_\_\_

Parcel No: \_\_\_\_\_

Location: \_\_\_\_\_

Proposer's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

	Included	Signed	Notarized	Held	
RFP Received					
Applicant Information Statement	<input type="checkbox"/>				<b>Follow Up</b> Letter Sent <input type="checkbox"/> Response Due _____ Reason: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Business Profile	<input type="checkbox"/>				
Financial Profile	<input type="checkbox"/>				
Credit Authorization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
One-year Business Plan	<input type="checkbox"/>				
Background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NYS Fin. Law 109j, 109-k (Lobby Law) Disclosure Stmt.	<input type="checkbox"/>	<input type="checkbox"/>			
Proposed Compensation Form	<input type="checkbox"/>				
W-9	<input type="checkbox"/>	<input type="checkbox"/>			
Preliminary Plans	<input type="checkbox"/>				
Deposit	<input type="checkbox"/>				
No Deposit	<input type="checkbox"/>				
Check No. # _____					
Amount \$ _____					

Project Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verifier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MTA RED 08-21-04

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 13 – RFP Evaluation Form



METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Property & Unit Number	Parcel Name	Proposer Name	Improve.	Annual Compensation					NPV w/ improv. 6.00%	NPV w/o improv. 6.00%	Enter discount rate for NPV: <input type="text" value="6.00%"/>		
				Year 1	Year 2	Year 3	Year 4	Year 5			Assets	Liabilities	Net Worth

Suggested Annual Compensation for Year 1 per RFP - \_\_\_\_\_

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 14 – RFP Award Authorization Memo

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**Metropolitan Transportation Authority  
 Real Estate Department  
 Authorization Memorandum-General**

Date: (Month [DD]. [YYYY])  
 To: (Deputy Director]. Director, Transaction Management, Director, Real Estate Transactions and Operations  
 From: [Project Manager Name]  
 Re: [RFP reference number, agency, description i. e., retail, vending, etc.)

AGENCY:

LESSEE:

LOCATION:

ACTIVITY:

SEQR/NEPA:	✓	✓	Actions Required
Type 1		EIS	_____
Type 2		NEPA	_____
Unlisted		N/A	_____

LOBBYING LAW: \_\_\_\_\_  
 Have there been Contacts? \_\_\_\_\_  
 Were Contacts permissible? \_\_\_\_\_

COMMENTS:

Paragraph 1: Introduction

- a) Summarize in a couple of sentences why property is being disposed of, licensed, or acquired.
- b) Summarize recommendation as to method of disposition/acquisition and price.

Paragraph 2: Discuss property

- a) Location – Municipality, closest MTA operation, any other noteworthy items. b) Nature of MTA or agency ownership.
- c) Physical attributes (improved, vacant, structures, fencing, etc.)
- d) Proposed use
- e) Possible uses
- f) Restrictions placed by MTA agency (i.e., use; disposition method (license only, etc.); time limitations; termination tights.)

Paragraph 3: Nature of interest being disposed of or acquired

- a) Describe interest: Fee/permanent easement/temporary easement/net lease/lease/license/permit/other)

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

- b) Describe circumstances that may impact value; describe any unusual or unique circumstances.
- c) Describe WHY that interest is being offered or purchased (i.e., if a lease, was a sale considered? If a license, could it be leased? Did the agency restrict the interest, and why?)

Paragraph 4: Method of disposition or acquisition

- a) RFP (obviously N/A for acquisitions)
- b) If not RFP, why not?
  - i. Pursuant to policy
  - ii. Pursuant to special circumstances noted in Licensing Procedures when competition is not feasible (Board approval still required)
  - iii. Other reasons

Paragraph 5: Discussion of Proposals

- a) How many proposals received? Refer to spreadsheet if applicable.
- b) Discussion of top proposers:
  - i. Creditworthiness
  - ii. Financial wherewithal to start up and make improvements.
  - iii. Experience applicable to proposed operation; note if prior or current experience with MTA and if so, licensee/tenant history.
  - iv. Discussion of proposals in comparison to appraised value or market value.
  - v. If proposals are below appraised or estimated fair market value, discuss the reasons therefor.

Paragraph 6: Negotiations

- a) What items were negotiated (note: if sole bidder, MUST negotiate; if many responses to RFP, usually take high bid, unless extenuating circumstances).
- b) Result of negotiations

Paragraph 7: Recommendation

- a) Recommend course of action, citing reasons.

Comments: \_\_\_\_\_

Recommended: \_\_\_\_\_ Date \_\_\_\_\_

[NAME], Deputy Director

Comments: \_\_\_\_\_

Recommended: \_\_\_\_\_ Date \_\_\_\_\_

Christopher Nesterzuk, Transaction Management

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

David Florio, Director, Real Estate Transactions and Operations

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 15 – Lease/Sale Negotiation Authorization Memo



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

Paragraph 3: Nature of interest. (is it being disposed of or acquired)

- a) Describe interest: Fee/permanent easement/temporary easement/net lease/lease/license/permit/other)
- b) Describe circumstances that may impact value; describe any unusual or unique circumstances
- c) Describe WHY that interest is being offered or purchased (i.e., if a lease, was a sale considered? If a license, could it be leased? Did the agency restrict the interest, and why?)

Paragraph 4: Why no RFP

- a) Describe why the Lease/Sale negotiation process is being used:
  - i. Pursuant to policy
  - ii. Pursuant to special circumstances noted in Licensing Procedures when competition is not feasible (Board approval still required)
  - iii. Other reasons

Paragraph 5: Discussion of Proposals

- a) Discussion of proposed lessee/grantee:
  - i. Credibility
  - ii. Financial wherewithal to start up and make improvements.
  - iii. Experience applicable to proposed operation; note if prior or current experience with MTA and if so, licensee/tenant history.
  - iv. Discussion of proposal in comparison to appraised value or market value. v. If proposal is below appraised or estimated fair market value, discuss the reason(s) therefor.

Paragraph 6: Negotiations

- a) What items were negotiated?
- b) Result of negotiations

Paragraph 7: Recommendation

- a) Recommend course of action, citing reasons.

Comments: \_\_\_\_\_

Recommended: \_\_\_\_\_ Date \_\_\_\_\_

[NAME], Deputy Director

Comments: \_\_\_\_\_

Recommended: \_\_\_\_\_ Date \_\_\_\_\_

Christopher Nesterchuk, Director, Transaction Management



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Comments: \_\_\_\_\_

Recommended: \_\_\_\_\_ Date \_\_\_\_\_  
David Florio, Director, Real Estate Transactions and Operations

[delete two signature lines below if transaction is pursuant to Board-approved policy] Comments:  
\_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
enter name], Deputy General Counsel

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
John N. Lieber, Chief Development Officer

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 16 – Conditional Designation Letter

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

2 Broadway  
New York, NY 10004  
212 878-7000 Tel



**Metropolitan Transportation Authority**

State of New York

**VIA CERTIFIED MAIL**

March 5, 2019

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: Request for Proposals

Dear Mr./Mrs. \_\_\_\_\_:

We have recently completed our analysis of the proposals received in response to the above referenced Request for Proposals. I am pleased to inform you that your company has been conditionally designated as the successful proposer, subject to MTA Board approval and your acceptance of the terms herein.

In the meantime, we will proceed to prepare a draft lease based on your *Rent Proposal* as well as the *Term Sheet* (copies of which are attached to this letter) and your agreement to provide a guarantee for the obligations under the lease of the corporate entity which will be party to the lease with the MTA.

Kindly acknowledge receipt of this letter and indicate your consent to the terms contained in the attachments by signing the *Term Sheet* where indicated. Also, please sign and return a copy of this letter, along with your security deposit in the amount of \$ \_\_\_\_\_ to my attention at the above MTA address as soon as possible. Please retain a signed copy for your records.

We are very glad that you have chosen to locate your business within the MTA system. Please contact \_\_\_\_\_ at (212) 878- \_\_\_\_ if you have any questions.

Sincerely,

ACKNOWLEDGED AND AGREED TO

THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2019:

David Florio  
Director, Real Estate Transactions  
& Operations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments:  
Term Sheet  
Rent Proposal

cc: N. Mastropietro  
C. Nesterzuk

*The agencies of the MTA*

MTA New York City Transit  
MTA Long Island Rail Road

MTA Metro-North Railroad  
MTA Bridges and Tunnels

MTA Capital Construction  
MTA Bus Company

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 17 – Staff Summary

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

## Staff Summary



Page 1 of 2

Subject <b>LEASE AGREEMENT WITH MANHATTAN COLLEGE</b>
Department <b>REAL ESTATE</b>
Department Head Name <b>JOHN N. LIEBER</b>
Department Head Signature
Project Manager Name <b>ARTURO ESPINOZA</b>

Date <b>OCTOBER 22, 2018</b>
Vendor Name
Contract Number
Contract Manager Name
Table of Contents Ref. #

Board Action					
Order	To	Date	Approval	Info	Other
1	Finance Committee	10/22/18	X		
2	Board	10/24/18	X		

Internal Approvals			
Order	Approval	Order	Approval
1	Legal		
2	Chief Development Officer		
3	Chief Financial Officer		
4	Chief of Staff		

AGENCY: MTA New York City Transit ("NYCT")  
 LESSEE: Manhattan College  
 LOCATION: 4000 Irwin Avenue, Bronx, New York (portion of Bronx County Block 5776 lot 401)  
 ACTIVITY: Operation of an athletic field, accessory facilities and parking lots  
 ACTION REQUESTED: Authorization to enter into a lease  
 TERM: 10 years, terminable by NYCT on 24 months' notice for corporate purposes. In the event of NYCT termination, NYCT would be required to reimburse the Lessee's unamortized construction costs.  
 SPACE: Approximately 207,975 square feet

Year	Annual Rent	Monthly Rent	% Increase	PSF Rent
1	\$165,000.00	\$13,750.00	3%	\$0.79
2	\$169,950.00	\$14,162.50	3%	\$0.82
3	\$175,048.50	\$14,587.38	3%	\$0.84
4	\$180,300.00	\$15,025.00	3%	\$0.87
5	\$185,709.00	\$15,475.75	3%	\$0.89
6	\$191,280.20	\$15,940.02	3%	\$0.92
7	\$197,018.60	\$16,418.22	3%	\$0.95
8	\$202,929.20	\$16,910.77	3%	\$0.98
9	\$209,017.10	\$17,418.09	3%	\$1.01
10	\$215,287.60	\$17,940.63	3%	\$1.04

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

## Staff Summary

### FINANCE COMMITTEE MEETING LEASE WITH MANHATTAN COLLEGE (Cont'd.)



Page 2 of 2

#### COMMENTS:

The athletic field used by Manhattan College has been a center for Irish football, hurling, and other Irish sporting events in New York City for decades. The property on which the athletic field, accessory facilities (including a locker room, training room, storage room and storage shed) and parking lots sit (collectively, the "Property") is administered by MTA Real Estate for the City of New York account pursuant to the 1953 master lease between NYCT and the City of New York. The Property is currently licensed to Manhattan College on a short-term basis. Earlier this year, Gaelic Athletic Association ("Gaelic"), a long-time tenant of the premises adjacent to the athletic field and a long-time user of the athletic field and the accessory facilities along with Manhattan College, entered into a new lease with NYCT for said adjacent premises (pursuant to which Gaelic is performing substantial rehabilitation of the existing building on the adjacent premises), and it is anticipated that Manhattan College and Gaelic will continue sharing the athletic field for sporting events.

The Property was offered via a Request for Proposals ("RFP") for a 10-year lease term requiring the replacement of the adjacent sidewalk along West 240<sup>th</sup> Street and extensive repairs to its facilities (collectively, the "Required Improvements"). In response to the RFP, Manhattan College was the sole proposer. The present value of the rent proposed is \$1,306,887 (calculated at a 7% discount rate). Such rent is in line with the appraised value of the Property, as estimated by MTA Real Estate's independent appraiser.

Manhattan College is committed to undertaking the Required Improvements and it possesses the financial resources and wherewithal to do so.

Based on the foregoing, MTA Real Estate requests authorization for NYCT to enter into a lease agreement with Manhattan College on the above-described terms and conditions.

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 18 – Document Approval Form

Who is legal initials DAF?

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**Document Approval Form**



Transaction Type:

Lessee / Licensee / Permittee / Grantee		Yard Account #	
Use & Location		Yard Property # / Unit #	
Project Manager	Attachments	Yes	N/A
	Proposer Info. Form	<input type="checkbox"/>	<input type="checkbox"/>
	ATN / Selection Memo	<input type="checkbox"/>	<input type="checkbox"/>
Deputy Director	Credit Report	<input type="checkbox"/>	<input type="checkbox"/>
	Good Standing Opinion	<input type="checkbox"/>	<input type="checkbox"/>
	NPV Analysis	<input type="checkbox"/>	<input type="checkbox"/>
		SEGRA / NEPA	
		Action to be Taken	
		Type 1	<input type="checkbox"/> _____
		Type 2	<input type="checkbox"/> _____
		Unlisted	<input type="checkbox"/> _____
		NEPA	<input type="checkbox"/> _____

**DOCUMENT REVIEW**

<b>I. Transaction Manager</b>			<b>II. Deputy Director</b>			<b>III. Christopher Nesterczuk, Director, Transaction Management</b>		
Submitted	Revised	Approved	Submitted	Revised	Approved	Submitted	Revised	Approved
Comments			Comments			Comments		
<b>IV. Legal Review</b>			<b>V. Final Review (if required)</b>			<b>VI. External Execution</b>		
Submitted	Revised	Approved	Deputy Director		Approved	Sent		Via:
Comments			Leasing & Acquisitions Supervisor		Approved	Returned		<input type="checkbox"/> Overnight
								<input type="checkbox"/> Certified
								<input type="checkbox"/> Hand

**DOCUMENT EXECUTION**

Deputy Director	Date	Date Returned to RED
Christopher Nesterczuk, Director, Transaction Management	Date	Finance Committee Approval Date:
Legal Department	Date	
Executed by Agency Officer	Date	MTA Board Approval Date:
David Florio, Director, Real Estate Transactions and Operations	Date	
Authorized S		





METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 19 – Yardi Lease Tracking Report

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

Agency=NYCT Property=tel16300, tax25900, tbw30300, tby00500, tl40900, t Report Date=10/16/2000										
Agency Code	Prop Name Tenant Code Tenant Name RE Manager	Unit Code Status Sqft	Tenant Use Location	Date Method	REC	Brd Appr	Ln Exec	Hand Off	OforD	Rent Com
NYCT tbw30300	42 ST-TIMES SQ 10000098	02 Current 0	Pay Phone				05/01/1999			03/01/2000
tl40900	42 ST-TIMES SQ 10000093	01 Current 0					05/01/1998			02/01/2000
tel16300	42 ST 10000107	01 Current 0					06/27/1989			03/01/2000
	42 ST 10000108	02 Current 0	Barber				11/01/1995			03/01/2000
	42 ST 10000109	03 Current 0	Hib/Beauty				11/01/1995			03/01/2000
	42 ST 10000110	04 Current 0	Fiorit				03/15/1997			02/28/2000
	42 ST 10000111	05 Current 0	Other Retail				06/02/1994			03/01/2000
	42 ST 10000112	06 Current 0	Newsstand				03/04/1994			03/01/2000
	42 ST 10000113	07 Current 0	Other Retail				11/01/1995			03/01/2000
	42 ST 10000114	08 Current 0					03/04/1994			03/01/2000
	42 ST 10000115	09 Current 0					03/01/1996			03/01/2000
	42 ST 10000116	10 Current 0	Newsstand				03/04/1994			03/01/2000
	42 ST 10000117	11 Current 0					06/02/1994			03/01/2000
	42 ST 10000118	12 Current 0	Newsstand				03/01/1996			03/01/2000

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 20 – Tenant Control Log

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

<b>TENANT CONTROL LOG</b>		
TENANT NAME: _____		ACCOUNT NO.: _____
AGENCY: <input type="checkbox"/> LIRR <input type="checkbox"/> LIB <input type="checkbox"/> MTA <input type="checkbox"/> B&T <input type="checkbox"/> MTA HQ <input type="checkbox"/> NYCT <input type="checkbox"/> SIRTOA <input type="checkbox"/> SBK		
PROPERTY: _____		UNIT: _____
LOCATION: _____		
REQUIRED:	INITIALS	COMMENT
1. 2 executed original counterparts of Agreement	_____	_____
2. Staff Summary or Information Item	_____	_____
3. RFP Site Data Sheet or RTN	_____	_____
4. Routing Form for Execution	_____	_____
5. Document Preparation History Form	_____	_____
6. Determination of Responsibility [*]	_____	_____
<b>IF APPLICABLE:</b>		
• IRS Form W-9	_____	_____
• Security Deposit	_____	_____
• Record of Contact(s)	_____	_____
• Certificate of Insurance	_____	_____
• D/B/A Certificate	_____	_____
• 1 <sup>st</sup> Month Rent	_____	_____
• Master/Sub Report	_____	_____
• Applicant Information Statement [**]	_____	_____
• Credit Report	_____	_____
• Proof of Incorporation	_____	_____
• Copy of Advertisement	_____	_____
• RFP Proposal Analysis	_____	_____
• Agreement Transmittal Letter	_____	_____
• Other: _____	_____	_____
L&A PROJECT MANAGER NAME: _____		
NEW TENANT ACCEPTED FOR MANAGEMENT:		
By: _____		Date: _____
[*] Only required if value of agreement is over \$15,000 in any year during term. [**] Verify completeness of Lobbying Law Disclosure Statement pages.		
6/2018		

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

March 2022 March 2023


Page | 0

Figure 21 – Record of Contact Form

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1


**Metropolitan Transportation Authority**  
**REAL ESTATE DEPARTMENT**

**RECORD OF CONTACT**  
**UNDER THE NEW YORK PROCUREMENT LOBBYING LAW**  
**(STATE FINANCE LAW §139-j and §139-k)**

If you receive a Contact in connection with a real estate transaction you must complete this form and submit it to the Director of Real Estate. If you believe that the Contact was an Impermissible Contact or you are not sure whether it was an Impermissible Contact, then you must also submit a copy to MTA Corporate Compliance – see below.

**Check one:** This Contact is:    Permissible    Impermissible    I'm not sure\*

**To:** MTA Director of Real Estate, 2 Broadway, 4<sup>th</sup> Floor, Email: [MTARE@mtahq.org](mailto:MTARE@mtahq.org)

\*If this is an Impermissible Contact or you are not sure whether it is an Impermissible Contact, you must also send a copy to the Chief Compliance Officer, MTA Corporate Compliance, 2 Broadway, 16<sup>th</sup> Floor, Email: [compliance@mtahq.org](mailto:compliance@mtahq.org), together with an Impermissible Contact Referral Form.

**From:** \_\_\_\_\_  
(Your Name, Title and Department)

**Date:** \_\_\_\_\_

\*\*\*\*\*

I was contacted by the individual named below regarding the real estate transaction identified below. It reasonably appears that this was a Contact as defined in State Finance Law §139-k(1)(c) because I infer that the communication was intended to influence the real estate transaction. In accordance with State Finance Law §139-k(4), the following information was obtained:

**Real Estate Transaction No. (if known):** \_\_\_\_\_

**Description of the Real Estate Transaction:** \_\_\_\_\_

**Contact's Name:** \_\_\_\_\_

**Contact's Address:** \_\_\_\_\_

**Contact's Telephone Number:** \_\_\_\_\_

**Contact's Employer:** \_\_\_\_\_

**Contact's Occupation/Title:** \_\_\_\_\_

Is the above named person or organization the other party to this real estate transaction?    Yes    No

If No, was the above named person or organization retained, employed or designated by or on behalf of the other party to this real estate transaction to appear before or contact MTA about this real estate transaction?    Yes    No

Date of Contact	Means*	Other MTA or Agency staff present
1.		
2.		
3.		
4.		
5.		

\*Write one: Correspondence, telephone, email, in person, other

POLICIES/Form&Ltr/LobbyLaw/RecordOfContact(3/1).doc
Rev. 9/19/16

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023


Page | 0

Figure 22 – Procurement Lobbying Law Disclosure Statement

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

 Metropolitan Transportation Authority

**New York State Finance Law Sections 139-j and 139-k ("Lobbying Law") -- Disclosure Statement**

<b>General Information</b>	<p>All procurements (which are defined to include essentially all real estate transactions) by the MTA in excess of \$15,000 annually, are subject to New York State's State Finance Law Sections 139-j and 139-k effective January 1, 2006 ("Lobbying Law").</p> <p>Pursuant to the Lobbying Law, all "contacts" (defined as oral, written or electronic communications with the MTA intended to influence a procurement) during a procurement must be made with one or more designated Point(s) of Contact only. Exceptions to this rule include written questions during the bid/proposal process, communications with regard to protests, contract negotiations and RFP conference participation. Nothing in the Lobbying Law inhibits any rights to make an appeal, protest or complaint under existing administrative or judicial procedures.</p> <p>Violations of the policy regarding permissible contacts must be reported to the appropriate MTA officer and investigated accordingly. The first violation may result in a determination of non-responsibility and ineligibility for award to the violator and its subsidiaries, affiliates and related entities. The penalty for a second violation within four (4) years is ineligibility for bidding/proposing on a procurement and/or ineligibility from being awarded any contract for a period of four (4) years. The MTA will notify the New York State Office of General Services ("OGS") of any determinations of non-responsibility or occurrences due to violations of the Lobbying Law. Violations found to be "knowing and willful" must be reported to the MTA Executive Director and OGS.</p> <p>Moreover, the statutes require the MTA to obtain certain affirmations and certifications from bidders and proposers. This Disclosure Statement contains the forms with which to comply, together with additional information and instructions.</p>
<b>Instructions</b>	<p>New York State Finance Law §139-k(2) obligates the MTA to obtain specific information regarding prior non-responsibility determinations. This information must be collected in addition to the information that is separately obtained pursuant to New York State Finance Law §163(5). In accordance with New York State Finance Law §139-k, an offerer must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by any governmental entity due to: (a) a violation of New York State Finance Law §139-j or (b) the intentional provision of false or incomplete information to a governmental entity.</p> <p>As part of its responsibility determination, New York State Finance Law §139-k(3) mandates consideration of whether an offerer fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no procurement contract shall be awarded to any offerer that fails to timely disclose accurate or complete information under this section, unless the factual elements of the limited waiver provision can be satisfied on the written record.</p>

---

**Disclosure of Prior Non-responsibility Determinations**

Name of Bidder/Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name and Title of Person Submitting this Form: \_\_\_\_\_

Has any governmental entity<sup>1</sup> made a finding of non-responsibility regarding the Bidder/Proposer in the previous four years?  Yes  No

If yes, Was the basis for the finding of the Bidder's/Proposer's non-responsibility due to a violation of State Finance Law §139-j?  Yes  No

<sup>1</sup> A "governmental entity" is: (1) any department, board, bureau, commission, division, office, council, committee or officer of New York State, whether permanent or temporary; (2) each house of the New York State Legislature; (3) the unified court system; (4) any public authority, public benefit corporation or commission created by or existing pursuant to the public authorities law; (5) any public authority or public benefit corporation, at least one of whose members is appointed by the governor or who serves as a member by virtue of holding a civil office of the state; (6) a municipal agency, as that term is defined in paragraph (b) of subdivision (a) of section one-c of the Legislative Law; or (7) a subsidiary or affiliate of such a public authority. (SFL §139-j, paragraph 1.a.)


MTA Fin. Law 139-j/139-k rev. 10-06a-Page 1



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

 Metropolitan Transportation Authority

---

**New York State Finance Law Sections 139-j and 139-k ("Lobbying Law") — Disclosure Statement**

---

Was the basis for the finding of Bidder's/Proposer's non-responsibility due to the intentional provision of false or incomplete information to a governmental entity?  Yes  No

If yes, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Year of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Add additional pages as necessary)

Has any governmental entity terminated a procurement contract with the Bidder/Proposer due to the intentional provision of false or incomplete information?  Yes  No

---

**Bidder's/Proposer's Affirmation and Certification**

By signing below, the Bidder/Proposer:

- a) Affirms that the Bidder/Proposer understands and agrees to comply with the policy regarding permissible contacts in accordance with New York State Finance Law Sections 139-j and 139-k.
- b) Certifies that all information provided to the MTA with respect to New York State Finance Law §139-j; and §139-k is complete, true and accurate.

By \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Person Certifying)

Print Name and Title: \_\_\_\_\_ Title: \_\_\_\_\_

Bidder/Proposer or Contractor/Consultant (Full Legal Name): \_\_\_\_\_

Address of Bidder/Proposer or Contractor/Consultant: \_\_\_\_\_

\_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

**MTA's Right to Terminate**

The MTA reserves the right to terminate a Contract (including any lease, license, entry permit, or sale documents) in the event it is found that the certification filed by the Bidder/Proposer, in accordance with New York State Finance Law §139-k, was intentionally false or intentionally incomplete. Upon such finding, the MTA may exercise its termination right by providing written notification to the Bidder/Proposer in accordance with the written notification terms of the Contract.

MTA Fin. Law 139-j, 139-k (rev. 10-06a)—Page 2

## Figure 23 – Legal Intake Questionnaire

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**MTA RE LEGAL INTAKE QUESTIONNAIRE FOR LEASES AND LICENSES**

Please complete the following when requesting assignments:

1. Type of assistance sought:
  - a. Assistance with preliminary matters, such as structuring a transaction, preparing an RFP, preliminary advice or attendance at meetings: \_\_\_\_\_
  - b. Assistance with drafting of complicated/non-standard business terms before documentation is ready for review: \_\_\_\_\_
  - c. Assistance with documentation preparation – Yes \_\_\_ No \_\_\_ N/A \_\_\_  
If Yes, the Lease Preparer's Questionnaire Form will need to be fully completed and provided to MTA RE Legal Transactions and Operations, together with the package of other required documents noted in Item #6 below, before the Lease will be prepared or assigned to counsel. \_\_\_\_\_
  - d. Other: \_\_\_\_\_
2. What is the timing and when is it anticipated that the attorney will have documents to review?  
\_\_\_\_\_
3. 2a: PRIORITY: \_\_\_\_\_
4. Is there an MTA RE Legal Transactions and Operations attorney that is already familiar with this matter, the property or with similar transactions and if so who? \_\_\_\_\_
5. Has MTA RED authorized use of outside counsel? Yes \_\_\_ No \_\_\_  
If Yes, please provide the following information for outside counsel to clear conflicts:  
Name and address of Tenant: \_\_\_\_\_  
Names and addresses of principals/individuals that will own Tenant or that are the Proposers: \_\_\_\_\_  
Names and addresses of each Guarantor: \_\_\_\_\_
6. Briefly describe the material terms – parties, compensation, duration/term, etc. or attach a term sheet:
  - a. MTA Agency(ies) involved: \_\_\_\_\_
  - b. Counterparties: \_\_\_\_\_
  - c. Counterparty's Counsel if known: \_\_\_\_\_
  - d. Economic Terms:
    - i. Annual Rent/License Fees: \_\_\_\_\_
    - ii. Term: \_\_\_\_\_
    - iii. Significant Tenant Improvements/Investment: Yes \_\_\_ No \_\_\_ N/A \_\_\_
    - iv. Is space currently vacant? Yes \_\_\_ No \_\_\_ N/A \_\_\_
  - e. Other: \_\_\_\_\_
7. Documents to be attached for reviewing attorney include all of the following, if applicable:
  - a. Intake form/questionnaire completed \_\_\_
  - b. Lease Preparer's Questionnaire Form completed \_\_\_
  - c. DAF – Document Approval Form \_\_\_
  - d. RFP, with successful proposer responses \_\_\_
  - e. Proposer Information Form if applicable \_\_\_
  - f. Staff Summary \_\_\_
  - g. Authorization memo \_\_\_
  - h. CDL with Term Sheet \_\_\_
  - i. Documents for review \_\_\_
  - j. Property address with Block and Lot numbers, Tax Parcel \_\_\_\_\_
  - k. Any surveys and/or title reports, if applicable [N/A \_\_\_] [\_\_\_]
1. FOR SALE, LEASE-OUT OR LICENSE please complete following:
  - a. Have you contacted Isabel Guerra to determine if federal funding is involved, in which case there may be a private use issue? \_\_\_\_\_

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

- b. Was it competitively bid? \_\_\_\_\_
- c. Will the counterparty be investing in substantial capital improvements to prepare the premises for its use? Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Describe landlord/licensor termination rights:
- Standard Corporate purposes standard provision (i.e., landlord right to terminate lease if it needs the space for corporate/transportation purposes but agrees to pay unamortized tenant improvement depreciated on a straight-line basis over over 10 years) \_\_\_\_ [Note: This should only be the case where tenant is expected to invest substantial capital/permanent improvements to prepare the space]
  - Standard License termination/revocation clause (i.e., licensor right to terminate or revoke for any reason/no reason on not more than 60 days' notice without any payment of reimbursement .
  - Other negotiated termination right? No \_\_\_ Yes \_\_\_ If so, describe (e.g., right to terminate after [ ] years with or without reimbursement and for any specific reason or not)
- e. LEASE vs. LICENSE

Is this a LEASE disposition of interest in real property) pursuant to the MTA Policies and Procedures for Leasing-Out/Sales of Real Property (“**MTA Leasing-Out/Sales P&P**”)? Yes \_\_\_ No \_\_\_

If Yes, treated as a disposition under the PAL 2897 and as part of PAL 2897 analysis

- Do you have an appraisal/valuation? \_\_\_\_\_
- Was this competitively bid process (RFP)? Yes \_\_\_ No \_\_\_ If not, what was basis under PAL 2897 for negotiated bid? \_\_\_\_\_
- Will an explanatory statement be required (e.g., for all exchanges of real property interests or for certain negotiated bids) which will result in a 90 day conditional waiting period between contract signing and closing (include status if applicable)? \_\_\_\_\_

Is this a LICENSE (i.e., not a disposition of an interest in real property/and not intended to be a lease) which is terminable by an MTA party at will (with or without a reason) on not more than 60 days' notice at no cost and without reimbursement for unamortized tenant improvements and thus governed by the MTA Policies and Procedures for Licensing of Real Property (“**MTA Licensing P&P**”)? Yes \_\_\_ No \_\_\_

If Yes, to comply with MTA Licensing P&P, please respond to the following:

- If applicable, the Policy # specified in the MTA Licensing P&P pursuant to which this license is being made without need for MTA Board Approval \_\_\_\_\_
- If this is pursuant to an RFP, or if not the “circumstance” specified in the MTA Licensing P&P which permits the license without an RFP but with Board Approval which is applicable to this particular proposed license \_\_\_\_\_
- Is an authorization memo or information item required under the Licensing P&P (if so provide copy)? \_\_\_\_\_

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 3

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 0

Figure 24 – Preparer Questionnaire Form

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**Date:** \_\_\_\_\_, 2020

**MTA RED Employee Completing this Form:** \_\_\_\_\_

**Landlord Agency: Please check as applicable:**

<input type="checkbox"/> Metro North w MTA (Harlem-Hudson Lines)	<input type="checkbox"/> LIRR
<input type="checkbox"/> Metro North only	<input type="checkbox"/> NYCT

**MTARED RETAIL LEASE/LICENSE PREPARER QUESTIONNAIRE FORM**

MTA RED is required to complete this questionnaire and to submit the completed form when requesting the preparation of a **RETAIL LEASE/LICENSE** for MTA/Metro-North/LIRR/NYCT by MTA Legal or outside counsel. Please be sure to proofread and provide accurate information. For any requested information that is inapplicable, please indicate "N/A".

**INDICATE IF THIS IS A LEASE OR A LICENSE**

LEASE

LICENSE If a License, licensor has right to revoke, at will, with no cost, upon \_\_\_\_ [Insert number of days prior notice not to exceed 60] days prior written notice.)

1. Station Property: (Cover Page)

a. Location (enter the name of the Station Property (if applicable), street address, block and lot number or other location designation): \_\_\_\_\_

b. Property Unit Code: \_\_\_\_\_

2. General: Is Tenant/Licensee an existing Tenant/Licensee already in occupancy of Premises?

YES  NO

3. Fundamental Lease Provisions: (Section 1.1)

<b>Tenant/Licensee:</b>	Name: _____ Trade/DBA Name: _____ Type of Entity: _____ State of Organization: _____
<b>Tenant's/Licensee's Address:</b>	Address: _____ Attention: _____ Email Address: _____ Phone Number: _____
<b>Guarantor(s) Name:</b>	ALT. 1: [ _____, a [natural person]. ALT.2: If there is no Guarantor, indicate N/A <input type="checkbox"/> .

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

<b>Guarantor(s) Address:</b>	_____ _____ _____ Attention: _____ Email Address: _____ Phone Number: _____
<b>Premises/Licensed Area:</b> [Note same information also required for completing Subsection 2.5.1]	a. Does the Premises/Licensed Area consist of: (x) Entire Station Building: YES <input type="checkbox"/> NO <input type="checkbox"/> (y) Portion of a Station Building or other Station Facility: YES <input type="checkbox"/> NO <input type="checkbox"/> b. If the Premises consists of an entire Station Building, indicate whether the following areas are included in the leased premises or licensed areas: Basement: YES <input type="checkbox"/> NO <input type="checkbox"/> Sidewalks: YES <input type="checkbox"/> NO <input type="checkbox"/> Plaza Areas: YES <input type="checkbox"/> NO <input type="checkbox"/> c. Describe the Premises/Licensed Area: _____ _____
<b>Deemed Rentable Square Footage:</b>	State the approximate deemed square feet of the Premises/Licensed Area: _____sf
<b>LEASE ONLY:</b> <b>Licensed Area:</b> [This is for space that will be licensed to a Tenant that is outside of the leased premises]	<b>Is Tenant assigned space outside the Premises for Tenant's exclusive use or priority use (e.g. parking space(s), dumpster, etc.)</b>  <b>Parking</b> YES <input type="checkbox"/> NO <input type="checkbox"/> <b>Dumpster</b> YES <input type="checkbox"/> NO <input type="checkbox"/> <b>Other</b> YES <input type="checkbox"/> NO <input type="checkbox"/>  <b>Describe the Licensed Area:</b> _____ _____ _____
<b>Expiration Date:</b>	Specify the number of years (after the Rent Commencement Date/Fixed License Fee Payment Date) of the Term of the Lease or duration of the License Period: _____



METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 3

<b>Term:</b>	_____ years from the Rent Commencement Date/Fixed License Fee Commencement Date plus the period, if any, from the Commencement Date to the Rent Commencement/Fixed License Fee Commencement Date.																																	
<b>LICENSE ONLY</b> <b>Revocation Notice Period:</b>	_____ ( ) DAYS' [NOTE: MAY NOT EXCEED 60 DAYS; typically either 30 or 60 per RFP].																																	
<b>Initial Term Base Rent/Initial License Period Fixed License Fees:</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Period</th> <th style="width: 35%;">Base Rent/Fixed License Fee (Annual Rate)</th> <th style="width: 35%;">Base Rent/Fixed License Fee (Monthly Rate)</th> </tr> </thead> <tbody> <tr><td>Lease/License Year 1</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 2</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 3</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 4</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 5</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 6</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 7</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 8</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 9</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> <tr><td>Lease/License Year 10</td><td style="text-align: right;">\$ .00</td><td style="text-align: right;">\$ .00</td></tr> </tbody> </table>	Period	Base Rent/Fixed License Fee (Annual Rate)	Base Rent/Fixed License Fee (Monthly Rate)	Lease/License Year 1	\$ .00	\$ .00	Lease/License Year 2	\$ .00	\$ .00	Lease/License Year 3	\$ .00	\$ .00	Lease/License Year 4	\$ .00	\$ .00	Lease/License Year 5	\$ .00	\$ .00	Lease/License Year 6	\$ .00	\$ .00	Lease/License Year 7	\$ .00	\$ .00	Lease/License Year 8	\$ .00	\$ .00	Lease/License Year 9	\$ .00	\$ .00	Lease/License Year 10	\$ .00	\$ .00
	Period	Base Rent/Fixed License Fee (Annual Rate)	Base Rent/Fixed License Fee (Monthly Rate)																															
	Lease/License Year 1	\$ .00	\$ .00																															
	Lease/License Year 2	\$ .00	\$ .00																															
	Lease/License Year 3	\$ .00	\$ .00																															
	Lease/License Year 4	\$ .00	\$ .00																															
	Lease/License Year 5	\$ .00	\$ .00																															
	Lease/License Year 6	\$ .00	\$ .00																															
	Lease/License Year 7	\$ .00	\$ .00																															
	Lease/License Year 8	\$ .00	\$ .00																															
	Lease/License Year 9	\$ .00	\$ .00																															
Lease/License Year 10	\$ .00	\$ .00																																
<b>Delete any inapplicable Lease Years.</b>																																		
<b>Extension Option(s):</b>	a. Does Tenant/Licensee have any Extension Option(s) to extend the Term of the Lease/License? YES <input type="checkbox"/> NO <input type="checkbox"/>																																	
	b. If YES, specify the number of Extension Options and the length of each option: _____ _____																																	
<b>Extension Period:</b>	<b>If there is any Extension Option(s), specify the number of years for each Extension Period:</b> _____ years.																																	

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 4

<b>Extension Period Base Rent:</b>	<p><b>Add if applicable, otherwise indicate "N/A"</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">Base Rent/Fixed License Fee (Annual Rate))</th> <th style="width: 35%; text-align: center;">Base Rent/Fixed License Fee (Monthly Rate)</th> </tr> </thead> <tbody> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Lease/License Year ___</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table> <p><b>Delete any inapplicable Lease/License Years.</b></p>		Base Rent/Fixed License Fee (Annual Rate))	Base Rent/Fixed License Fee (Monthly Rate)	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$	Lease/License Year ___	\$	\$
	Base Rent/Fixed License Fee (Annual Rate))	Base Rent/Fixed License Fee (Monthly Rate)																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
Lease/License Year ___	\$	\$																																
<b>Permitted Use:</b>	Specify the Permitted Use of the Premises/Licensed Area ( <b>NOTE: THIS SHOULD COME FROM THE RFP OR TENANT'S/LICENSEE'S PROPOSAL</b> ): _____ _____ _____																																	
<b>Trade Name:</b>	_____ [ <b>NOTE: Indicate N/A if Tenant is not using, or is not required to use, a Trade Name</b> ]																																	
<b>Minimum Operating Hours:</b>	<p><b>ALT. 1:</b> Specify the Minimum Operating Hours for the operation of Tenant's/Licensee's business during the following days (or if "N/A" so indicate in ALT. 2):</p> <p>c. From ___ a.m. to ___ a.m. and ___ p.m. to ___ p.m. on weekdays</p> <p>d. From ___ a.m. to ___ a.m. and ___ p.m. to ___ p.m. on weekends and holidays</p> <p><b>ALT. 2:</b> N/A <input type="checkbox"/></p>																																	
<b>Security Amount:</b>	<p>a. Specify the amount of the Security Deposit: \$ _____ (<b>NOTE: This should be 3 times the Base Rent for the final Lease/License Year, excluding Extension Options</b>)</p> <p>b. Specify whether the Security Deposit will be cash or a Letter of Credit or if Tenant's/Licensee's choice: Cash: <input type="checkbox"/> Letter of Credit: <input type="checkbox"/>                  Tenant's/Licensee's Choice: <input type="checkbox"/></p>																																	

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 5

<p><b>Tenant's/Licensee's Initial Work:</b></p>	<p>Is Tenant/Licensee required to perform Tenant's/Licensee's Initial Work?                  YES <input type="checkbox"/> NO <input type="checkbox"/>.</p> <p>If, YES, complete following and next three rows on this Questionnaire; if NO, skip next three rows on this Questionnaire:</p> <p>If Tenant/Licensee is required to perform Tenant's/Licensee's Initial Work to the Premises/Licensed Area or any other portion of the Station Property, describe Tenant's/Licensee's Initial Work or attach an Exhibit with the description: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Initial Plan Submission Date:</b></p>	<p>If Tenant/Licensee is required to perform Tenant's/Licensee's Initial Work, specify the number days from the date on which the Lease/License has been fully executed and delivered by which Tenant/Licensee must submit its Initial Plans for such work: _____ days.</p>
<p><b>Tenant's/Licensee's Initial Work Buildout Period:</b></p>	<p>If Tenant/Licensee is required to perform Tenant's/Licensee's Initial Work, specify the number of days Tenant/Licensee has to complete the same after Landlord/Licenser has issued to Tenant/Licensee an Authorization to Proceed: ____ days</p>
<p><b>Tenant's/Licensee's Initial Work Completion Deadline:</b></p>	<p><b>ALT: 1:</b> If Tenant/Licensee is required to perform Tenant's/Licensee's Initial Work, specify the number of days Tenant/Licensee has to complete the same after Landlord/Licenser has issued to Tenant an Authorization to Proceed: ____ days [NOTE: <b>Should be same as Tenant's/Licensee's Initial Buildout Period from row above.</b>]</p> <p><b>ALT: 2:</b> If Tenant/Licensee is an existing Tenant/Licensee of the same Premises and is NOT required to perform any Tenant's/Licensee's Initial Work, indicate: N/A <input type="checkbox"/></p>
<p><b>Delay Fee:</b></p>	<p><b>ALT: 1:</b> Insert per diem Base Rent/License Fee Amount: \$_____ (i.e., Annual Base Rent ÷ 365 rounded to nearest dollar)</p> <p><b>ALT: 2:</b> If Tenant/Licensee is NOT required to perform any Tenant's/Licensee's Initial Work, indicate N/A: <input type="checkbox"/></p>
<p><b>Trash Collection Fee:</b></p>	<p>Is Tenant/Licensee required to pay a Trash Collection Fee to Landlord/Licenser?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>If YES, specify the amount of the Trash Collection Fee:</p> <p>Annual: \$_____</p>

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 6

	Monthly: \$ _____
<p><b>Landlord/Licensor Utility Services:</b>                  [Note information also required for completing Subsection 7.2.1, Section 7.4 and Section 7.3. See items 6, 7 and 8 below.]</p>	<p>Does Landlord/Licensee provide any utility services to the Premises/Licensed Area without charge? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES, specify which of the following utility services Landlord/Licensee will provide without charge:</p> <ul style="list-style-type: none"> <li>• Heat: YES <input type="checkbox"/> NO <input type="checkbox"/></li> <li>• Electric: YES: <input type="checkbox"/> NO <input type="checkbox"/></li> <li>• Water: Yes: <input type="checkbox"/> NO <input type="checkbox"/></li> <li>• Other (specify): _____</li> </ul>
<p><b>Utility Fee:</b>                  Note information also required for completing Subsection 7.2.1, Section 7.4 and Section 7.3. See items 6, 7 and 8 below.]</p>	<p>If Landlord/Licensee is providing any utility service to the Premises/Licensed Area (e.g., heat, electric), for which Tenant/Licensee pays a fee, specify such service and the applicable Utility Fee (indicate "N/A" if not applicable):</p> <p>Utility Service: [Heat]                  Annual: \$[_____]                  Monthly: \$[_____]</p> <p>Utility Service: [Electric]                  Annual: \$[_____]                  Monthly: \$[_____]</p>
<p><b>Brokers:</b></p>	<p>a. If a real estate broker has been involved in the transaction, provide the name of the real estate broker and the brokerage firm: _____</p> <p>b. If a real estate broker has been involved in the transaction, specify if Landlord/Licensor is paying the broker (indicate "N/A" if not applicable): _____</p>
<p><b>LEASE ONLY</b>  <b>Aggregate Tenant Broker Commission Credit:</b></p>	<p>If a real estate broker has been involved in the Lease transaction, specify if Tenant is paying the broker and receiving a rent credit and the amount of such rent credit (indicate "N/A" if not applicable): _____</p> <p>Confirm that MTA RED has received a copy of the brokerage agreement, and written acknowledgment signed by the broker that MTA/Landlord is not liable for any broker commission.</p>

Additional Questions continued on next page:

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 7

4. Landlord's/Licensor's Work: (Section 3.3)

A. If any work is required to be performed by Landlord/Licensor (or by Tenant/Licensee on Landlord's/Licensor's behalf) to prepare the Premises/License Area or the Station Property for Tenant's/Licensor's occupancy, specify such work and complete the rest of this Paragraph 4: \_\_\_\_\_  
\_\_\_\_\_

B. Who is performing the Landlord's/Licensor's Work:  
Landlord/Licensor  Tenant/Licensee  N/A

C. If Tenant/Licensee is performing or initially paying for Landlord's/Licensor's Work, is Tenant/Licensee entitled to any Construction Allowance or Rent/Fixed Licensee Fee Credit for any of the cost of same?  
YES  NO  N/A

D. If Tenant is entitled to a Construction Allowance or Rent/Fixed License Fee Credit, insert the amount and any cap; \_\_\_\_\_.

5. Opening and Closing of the Station Facilities. (Section 4.5)

a. Specify if Tenant/Licensee is required to unlock and open the Station Facilities:  
YES  NO  N/A

b. If Tenant/Licensee is required to unlock and open the Station Facilities, specify Tenant's/Licensee's obligations: \_\_\_\_\_  
\_\_\_\_\_

6. Heat/Heating System: (Section 7.2.1)

a. Specify if Landlord/Licensor provides heat to the Premises/License Area without charge:  
YES  NO  N/A

b. Specify if Landlord/Licensor provides heat to the Premises/License Area and charges a Utility Fee for heat:  
YES  (Utility Fee Annual \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_) NO  N/A

c. If the Premises consists of an entire Station Building, specify if Tenant is responsible for buying heating fuel from applicable utility provider:  
YES  NO  N/A

d. If the Premises consists of an entire Station Building, specify if Tenant is responsible for maintaining and replacing the heating system:  
YES  NO  N/A

7. Electricity: (Section 7.4)

a. Specify if the Premises/License Area is directly metered, and Tenant/Licensee pays the utility company directly for electricity:  
YES  NO  N/A

b. Specify if the Premises/License Area is sub-metered, and Tenant/Licensee pays Landlord/Licensor for electricity:  
YES  NO  N/A

c. Specify if Landlord/Licensor provides electricity to the Premises/License Area without charge:

METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 8

YES  NO  N/A

d. Specify if Landlord/Licensors provides electricity to the Premises/License Area, and charges Tenant/Licensee a Utility Fee for its electricity consumption:

YES  (Utility Fee Annual \$\_\_\_\_\_ Monthly \$\_\_\_\_\_) NO  N/A

8. Water: (Section 7.3)

a. Specify if Landlord/Licensors provides water to the Premises/License Area without charge:

YES  NO  N/A

b. Specify if Landlord/Licensors provides water to the Premises/License Area, and charges Tenant a Utility Fee for its water consumption:

YES  (Utility Fee Annual \$\_\_\_\_\_ Monthly \$\_\_\_\_\_) NO  N/A

c. Specify if the Premises/License Area is separately submetered for water and if Tenant/Licensee pays Landlord for its water consumption:

YES  NO  N/A

9. Services to be provided by Tenant/Licensee: (Subsection 7.12.1)

Does Tenant/Licensee provide any property-related maintenance type services to the Premises/License Area or the Station Facilities, such as vermin control, ground sweeping, and snow removal, to be provided by Tenant/Licensee:

YES  NO  N/A  (If YES, Exhibit N to be reviewed and modified as necessary.)

If YES, specify such services:

Vermin control: YES  NO  N/A

Ground sweeping: YES  NO  N/A

Snow Removal: YES  NO  N/A

Other (specify): \_\_\_\_\_

10. Structural and Roof Repairs; Sidewalks and Plazas: (Section 10.2)

a. If the Premises consists of an entire Station Building, is Tenant responsible for structural repairs to the Station Building including repairs to the roof of the Station Building?

YES  NO  N/A

b. If the Premises consists of an entire Station Building, is Tenant responsible for repairing any sidewalks or plaza areas in front of the Station Building?

YES  NO  N/A

11. Historic Property: (Section 11.6)

Are the Premises/License Area or the Station Building listed in a state or national registry of historic property or eligible for inclusion in such registries?

YES  NO  N/A

Figure 25 – RED Organizational Chart





METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 2

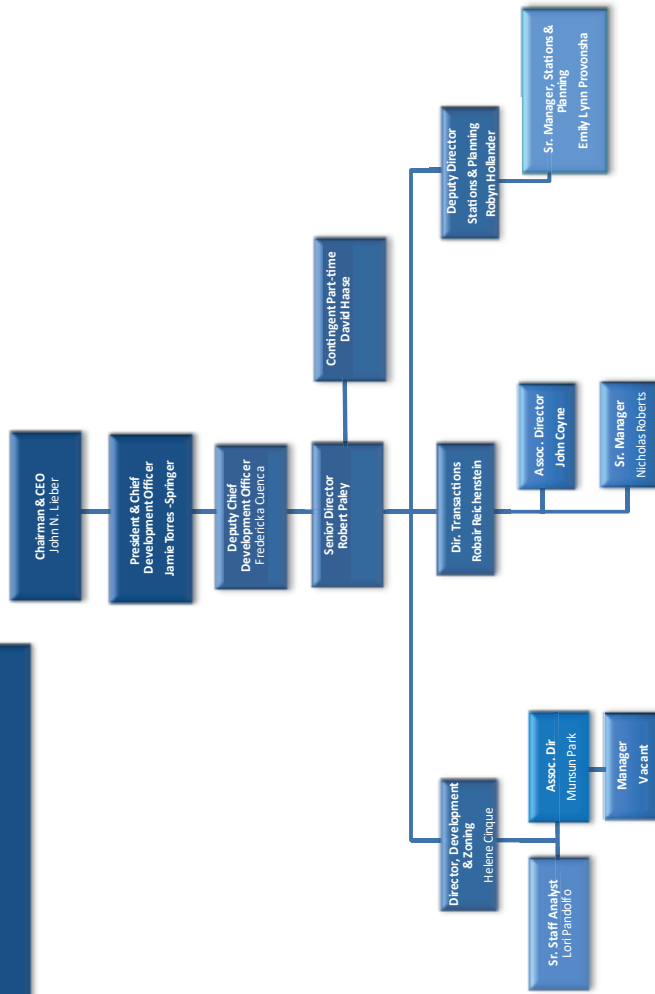
Figure 26 – TOD Organizational Chart

METROPOLITAN TRANSPORTATION AUTHORITY  
 REAL ESTATE DEPARTMENT  
 REAL PROPERTY DISPOSITION GUIDELINES

~~March 2022~~ March 2023

Page | 1

**Planning | Transit Oriented Development**  
 MTA Construction & Development



METROPOLITAN TRANSPORTATION AUTHORITY  
REAL ESTATE DEPARTMENT  
REAL PROPERTY DISPOSITION GUIDELINES

Page | 2

~~March 2022~~ March 2023



**METROPOLITAN TRANSPORTATION AUTHORITY  
ALL-AGENCY GUIDELINES FOR THE  
DISPOSAL OF PERSONAL PROPERTY**

*Adopted by the Board on March ~~30~~<sup>29</sup>, 202~~2~~<sup>3</sup>*

These guidelines, which have been adopted by the Board of the Metropolitan Transportation Authority (“MTA”), address the disposal of personal property, including obsolete, unneeded, and outdated personal property, by the MTA and its subsidiary and affiliated agencies in accordance with Public Authorities Law (“PAL”) §§ 2895–2897 and other applicable provisions of law. These guidelines shall **not** apply to the disposition of real property which is governed by the MTA Real Estate Department Policies and Procedures for the Leasing-out and Sale of Real Property.

The purpose of these guidelines is to:

1. Ensure that disposal of MTA personal property is undertaken in compliance with governing laws;
2. Define the means for identifying obsolete, unneeded, or otherwise outdated personal property, including but not limited to furniture, equipment, computer equipment, and automobiles;
3. Provide cost-savings to the MTA by outlining a procedure for the transfer of surplus personal property;
4. Recover value from surplus personal property through its sale, either for reuse or for scrap; and
5. Minimize disposal and storage costs by providing means for the donation of surplus personal property with negligible resale value.

These guidelines apply to the MTA and current and future affiliated and subsidiary agencies of the MTA (each, an “MTA Agency”). The MTA subsidiary and affiliated agencies consist of:

- Triborough Bridge and Tunnel Authority
- New York City Transit Authority
- Manhattan and Bronx Surface Transit Operating Authority
- The Long Island Rail Road Company
- Metro-North Commuter Railroad Company
- Staten Island Rapid Transit Operating Authority
- MTA Bus Company
- MTA Construction and Development Company
- Grand Central Madison Concourse Operating Company

For purposes of these guidelines, the terms below are defined as follows:

**Contracting Officer(s)**: The Contracting Officer is the officer or employee of each MTA Agency who is designated by resolution to be responsible for the supervision and direction of the disposition of such MTA Agency’s Surplus Property.

**Dispose or disposal:** Transfer of title or any other beneficial interest in Surplus Property in accordance with the methods of disposition described herein. The act of disposition may include the acts of transferring, trading-in, selling, donating or destroying goods that are of no further use to the MTA.

**Fair Market Value:** The price at which the item of Surplus Property would change hands in a competitive and open market under conditions requisite to a fair sale between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both acting prudently and having reasonable knowledge of the relevant facts.

**Furniture:** Office furnishings and fixtures including but not limited to desks, tables, chairs, lamps, modular wall units, and partitions.

**Metropolitan Transportation Authority or “MTA” or “MTA Agency”:** For purposes of this Policy, the terms “MTA” and “MTA Agency” include the Metropolitan Transportation Authority and/or its current and future subsidiaries and affiliates.

**MTAHQ:** MTA Headquarters.

**Not-For-Profit Organization:** An organization incorporated for educational, charitable, or cultural purposes and recognized as tax-exempt under article 501(c) (3) of the Internal Revenue Code.

**Personal Property:** Tangible property, other than real property. Personal Property is physical and movable, subject to ownership, with exchangeable value. Examples of tangible personal property include, but are not limited to, furniture, supplies, automobiles or other vehicles, computer equipment, and commercial “off-the-shelf” software that is transferable pursuant to the software’s licensing agreement.

**Qualifying Surplus Property:** Surplus Property with a value in excess of \$5,000, and any inchoate or other interest in such Surplus Property, to the extent that such interest may be conveyed to another person, other than an MTA Agency, for any purpose, excluding an interest securing a loan or other financial obligation of another party.

**Surplus Property:** Personal Property (i) that does not have a useful purpose for a particular department of the MTA or has been deemed to be no longer useful to the MTA; or (ii) the disposition of which has been determined by the Agency’s Contracting Officer to be in the best interest of the MTA or the MTA Agency.

**Surplus Property Officers:** Regular employees to whom an MTA Agency or Agency department or division head has delegated responsibility for the identification and release of Surplus Property within that agency and/or department or division.

## **Section 1: General Provisions**

### **1.1 Compliance with Laws and Guidelines.**

- a. Disposals of Qualifying Surplus Property (i.e. Surplus Property with a Fair Market Value in excess of \$5,000) shall comply with applicable provisions of PAL §§ 2895 - 2897, the MTA’s enabling legislation, any other applicable law for the disposal of Personal Property, and the provisions of these guidelines.
- b. Disposals of Surplus Property having a Fair Market Value equal to or less than \$5,000 and disposals of Surplus Property, regardless of Fair Market Value, to an

MTA Agency are not subject to the disposition requirements set forth in PAL §§ 2895 – 2897. Disposition of such Surplus Property should be undertaken in compliance with the provisions of these Guidelines, other than Section 2 (addressing the requirements of PAL §§ 2895 – 2897).

1.2 Responsibility for Compliance. The Contracting Officer(s), MTA Procurement Departments, and MTA Corporate Compliance are responsible for ensuring MTA’s compliance with and enforcement of these Guidelines.

1.3 Surplus Property. Surplus Property shall be disposed of as promptly as possible in a manner that returns as much value as possible to the MTA. Value may be returned through internal transfer of items, thereby reducing expenditures; through sale of items to outside buyers, thereby producing revenue; or through donation or other disposal without direct income, thereby avoiding the costs associated with carrying excess inventories or disposal costs of items of negligible value.

1.4 Responsibilities of Surplus Property Officers. Surplus Property Officers shall be responsible for periodically identifying Surplus Property as defined above.

User departments will periodically review their inventory of Personal Property such as furniture, office equipment, computer equipment, and security equipment and determine whether such Personal Property is Surplus Property that should be disposed of.

1.5 Computer Equipment/Telecommunications Equipment. The Information Technology Departments for each MTA Agency will be responsible for the review of the continued usefulness of computer equipment and telecommunications communications equipment in their agency and may, in conjunction with the department or division to which such equipment is assigned, identify such equipment as Surplus Property.

1.6 Automobiles. Each MTA Agency shall review the continued usefulness of that MTA Agency’s automobiles, and may, when appropriate, identify automobiles as Surplus Property and shall dispose of such vehicles in compliance with these guidelines, the All Agency Vehicle Usage Policy Directive, and their agency’s vehicle usage procedures.

1.7 Estimation of Value.

a. If the method of disposal of Surplus Property is not planned to be by publicly advertised bid (see Section 5.1), the user department responsible for such Surplus Property shall estimate the Fair Market Value of such Surplus Property. In estimating the Fair Market Value of such Surplus Property, reference shall be made to identifiable active markets for such property and information concerning additional factors may also be considered, which may include but are not necessarily limited to:

- Original purchase cost;
- Depreciation;
- Residual Value;
- Estimated Replacement Value; and/or
- Current condition of the item.

b. If the estimated Fair Market Value of such Surplus Property is in excess of \$15,000, it must be disposed of by publicly advertised bid unless it is otherwise eligible for

disposition through negotiation or advertised public auction (PAL § 2897(6)(c); see Section 2.1(b)).

- c. If because of its unique nature or the unique circumstances of the proposed transaction, Qualifying Surplus Property is not readily valued by reference to an active market for similar property, an independent appraisal must be performed prior to disposing of such Qualifying Surplus Property (except in circumstances in which the Surplus Property is being designated for transfer to another MTA Agency user).

## **Section 2: Compliance with Public Authorities Law §§ 2895 - 2897**

2.1 Permitted Methods of Surplus Property Disposal: Publicly Advertised Bid or Negotiation. Under the Public Authorities Law, Surplus Property valued in excess of \$5,000 and being disposed of to other than an MTA Agency (“Qualifying Surplus Property”) either must be disposed of

- a. in accordance with publicly advertised bid procedures (as set forth in Section 5.1 below), or
- b. through negotiation or by advertised public auction, subject to obtaining such competition as is feasible. Disposal by negotiation or by advertised public auction may be used only when at least one of the following conditions is satisfied:
  - (i) the Qualifying Surplus Property involved has qualities separate from the utilitarian purpose of such property, such as artistic quality, antiquity, historical significance, rarity, or other quality of similar effect, that would tend to increase its value, or the Qualifying Surplus Property is to be sold in such quantity that, if it were disposed of by publicly advertising for bids, would adversely affect the state or local market for such property, and the estimated Fair Market Value of such property and other satisfactory terms of disposal can be obtained by negotiation;
  - (ii) the Fair Market Value of the Qualifying Surplus Property does not exceed \$15,000 (for negotiation) or \$500,000 (for advertised public auction);
  - (iii) bid prices after advertising therefore are not reasonable, either as to all or some part of the Qualifying Surplus Property, or have not been independently arrived at in open competition;
  - (iv) the disposal will be to the state or any political subdivision, and the estimated Fair Market Value of the Qualifying Surplus Property and other satisfactory terms of disposal are obtained by negotiation;
  - (v) under those circumstances described in Section 2.3 below; or
  - (vi) such action is otherwise authorized by law.



- 2.2 Advance Explanatory Statement Requirement for Certain Qualifying Surplus Property Disposals. PAL § 2897(6)(d) requires that MTA Agencies prepare and disseminate to certain public officials ninety days in advance of a Qualifying Surplus Property disposal, an explanatory statement for (i) disposals by negotiation of any Qualifying Surplus Property with an estimated Fair Market Value in excess of \$15,000; or (ii) a disposal of Qualifying Surplus Property by exchange, where the exchange involves disposal of real property together with related Surplus Property (regardless of value). The explanatory statement shall be sent by the MTA Agency preparing it to the comptroller, the director of the budget, the commissioner of general services, the legislature and the independent authorities budget office at least 90 days before making the disposal.

The explanatory statement shall include:

- a. description of the parties involved in the property transaction;
- b. justification for disposing of property by negotiation;
- c. identification of property, including its location;
- d. estimated fair market value of the property;
- e. proposed sale price of the property;
- f. size of the property; and
- g. expected date of sale of property.

A copy of the statement shall be preserved in the MTA Agency's files.

- 2.3 Less than Fair Market Value Disposals. The MTA may dispose of Qualifying Surplus Property for less than Fair Market Value, pursuant to PAL § 2897(7), if:
- a. The transferee is a governmental or other public entity and the transfer terms require that ownership of the asset will remain with the governmental entity, or
  - b. The transfer is within the purpose, mission or governing statute of the MTA.

Where a proposed transfer of Qualifying Surplus Property is for less than Fair Market Value but does not satisfy either of the above two criteria, the proposed transfer may not proceed without the MTA Agency first providing written notice to the Governor, the Speaker of the Assembly and the Temporary President of the Senate. Such proposed transfer shall be subject to denial by the Governor, the Senate or the Assembly. The Governor, Senate or Assembly has 60 days from receipt of the notice to act if the notice is received between January and June; if the notice is received between July and December, the Senate or Assembly has 60 days from the following January in which to act on the notice.

- 2.4 Board Information and Approval Requirements: Proposed Less than Fair Market Value Disposal. If a below Fair Market Value Qualifying Surplus Property transfer is proposed, the following information must be provided to the MTA Board and to the public, in accordance with PAL § 2897(7)(b):

- a. a full description of the Qualifying Surplus Property;
- b. an appraisal of the Fair Market Value of the Qualifying Property and any information establishing the Fair Market Value;
- c. a description of the purpose of the transfer and a statement of the kind and amount of the benefit to the public resulting from the transfer;
- d. a statement of the value received compared to the Fair Market Value;
- e. the names of any private parties participating in the transfer; and
- f. the names of other private parties who made an offer for the asset, the amount offered, and the purpose for which the asset was sought.

Before proceeding with such a proposed disposal, the MTA Board shall consider the information required to be provided and make a written determination that there is no reasonable alternative to the proposed below market transfer that would achieve the same purpose of the transfer.

### **Section 3: Compliance with Federal Transit Administration Circular 5010.1E – Federally Funded Property**

In addition to complying with PAL §§ 2895 - 2897, the MTA must also comply with Federal Transit Administration (“FTA”) Circular 5010.1E which governs the disposal of Federally-funded Property with an acquisition value in excess of \$5,000. That Circular requires grantee agencies such as the MTA to obtain FTA approval prior to disposing of such property if the disposition occurs before the end of the asset’s useful life, as determined under the Circular. In addition, upon disposition, the MTA must reimburse the FTA its share of any remaining Federal interest in the asset, as calculated pursuant to Circular 5010.1E.

### **Section 4: Reassignment or Transfer of Surplus Property to Other MTA Agencies**

Prior to disposing of Surplus Property, the MTA Agencies should attempt to reassign it to other departments/divisions within that MTA Agency and/or transfer the Surplus Property to another MTA Agency.

- 4.1 **Reassignment.** The Surplus Property Officer for each MTA Agency will notify its departments/ divisions of the availability of Surplus Property and will facilitate the transfer of same among departments/divisions if such transfer will result in a cost savings to the MTA. Such notification shall take place at least once per year, by publication of an inventory of Surplus Property, and may be supplemented by informal notification of departments on an ad hoc basis. In the event that more than one department or division expresses interest in the reassignment of Surplus Property, the MTA Agency’s Surplus Property Officer and Contracting Officer shall determine the recipient, based on their judgment of which reassignment would be most beneficial to the MTA. Whenever possible, reassignment of Surplus Property shall be accomplished directly, minimizing the number of times an item must be moved.

- 4.2 Transfer to a Constituent Agency. Each Surplus Property Officer will circulate to the MTA Agencies on a periodic or ad hoc basis as appropriate, notice of the availability of Surplus Property. The inspection and, upon acceptance, physical transfer of such property shall be the responsibility of the MTA Agency accepting it.

In the event that more than one MTA Agency expresses interest in the same Surplus Property, the Surplus Property Officer and Contracting Officer shall determine the recipient, based on his judgment of which reassignment would be most beneficial to the MTA. Whenever possible, reassignment of Surplus Property shall be accomplished directly, minimizing the number of times an item must be moved.

## **Section 5: Disposal of Surplus Property with Estimated Fair Market Value in Excess of \$5,000**

- 5.1 Sale by Publicly Advertised Bid. Qualifying Surplus Property (i.e. valued in excess of \$5,000) should periodically be offered by MTA for sale by the competitive process of publicly advertised bid, which is the preferred method of disposal.

The following requirements of PAL § 2897(6)(b) must be observed:

- a. The advertisement for bids shall be made at such time prior to the disposal through such methods and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the Qualifying Surplus Property;
  - b. All bids shall be publicly disclosed at the time and place stated in the advertisement; and
  - c. The award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the MTA, price and other factors considered; provided, that all bids may be rejected when it is in the public interest to do so.
- 5.2 Disposal of Property by Negotiation or Advertised Public Auction. Surplus Property may be disposed of by negotiation or advertised public auction when (i) the Fair Market Value of such Surplus Property does not exceed \$15,000 (for negotiation) or \$500,000 (for advertised public auction) or (ii) where any of the other criteria listed in Section 2.1(b) above for such disposal is satisfied.

## **Section 6: Disposal of Surplus Property With a Fair Market Value of \$5,000 or Less**

- 6.1 Sale. The preference is to sell property having an estimated or appraised Fair Market Value of \$5,000 or less, in an effort to recover value from Surplus Property for MTA.
- 6.2 Contribution. Items with an estimated or appraised value of \$5,000 or less may be offered to a not-for-profit organization if, in the judgment of the MTA Agency's Surplus Property Officer and Contracting Officer, such property may have value if returned to use in such an organization, such a disposal by contribution will minimize disposal and storage costs to MTA, and the Surplus Property either has negligible resale value or the costs of MTA conducting a sale of such Surplus Property relative to the resale value that could likely be obtained are such that proceeding by contribution is deemed warranted. In such

circumstances, physical transfer of the property will be the responsibility of the receiving organization. Such an offering shall be conducted at the convenience of the MTA, and at minimal expense to the MTA.

### **Section 7: Disposal as Waste**

Surplus Property that the Surplus Property Officer determines has no net monetary value (taking into account costs of storage) and has been unable to dispose of through reassignment, transfer, sale, or donation as outlined above should be disposed of as waste in the most cost-effective means consistent with all relevant laws and regulations.

### **Section 8: Inventory Management/Internal Controls**

Each MTA Agency shall maintain adequate inventory controls and accountability systems for all individual items of Personal Property.

### **Section 9: Regulatory Disclosure**

- 9.1 MTA Agency Reporting. Each MTA Agency's Contracting Officer shall annually provide a report to MTAHQ of all Surplus Property under its custody and control as well as a list and full description of all Surplus Property disposed of during the previous calendar year with the price received and the name of the purchaser.
- 9.2 Format and Timing. The report shall be provided in a format and at such time as requested by the MTA Corporate Compliance to facilitate required reporting of sale information.
- 9.3 Annual Report. MTAHQ shall annually publish, in accordance with PAL § 2896(3), a report with a full description of all Qualifying Surplus Property disposed of during the previous calendar year by all of the MTA agencies with the price received and the name of the purchaser. MTAHQ shall send copies of such report to the comptroller, the director of the budget, the commissioner of general services, the legislature, and the independent authorities budget office.

### **Section 10: Procedures**

Each MTA Agency shall create written procedures as needed for the implementation of these guidelines. Such written procedures, once executed, shall be filed with MTA Corporate Compliance.

**ATTACHMENT C  
PERSONAL PROPERTY DISPOSITION  
CONTRACTING OFFICERS**

<b>Agency</b>	<b>Contact</b>	<b>Phone</b>	<b>E-mail</b>
MTA All-Agency	Kuvershen Ayer	646-285-7602	<a href="mailto:kayer@mtahq.org">kayer@mtahq.org</a>
Bridges and Tunnels	Lynn Gore	646-252-7063	<a href="mailto:LGore@mtabt.org">LGore@mtabt.org</a>
Construction and Development	Stephen M. Plochochi	646-252-6050	<a href="mailto:stephen.plochochi@nyct.com">stephen.plochochi@nyct.com</a>
Long Island Railroad	Richard Mack	718-725-2621	<a href="mailto:ramack@lirr.org">ramack@lirr.org</a>
Metro-North Railroad	Anthony Gardner	212-340-2293	<a href="mailto:gardner@mnr.org">gardner@mnr.org</a>
MTA Bus	Julia Ferraro	718-888-6221	<a href="mailto:Julia.Ferraro@nyct.com">Julia.Ferraro@nyct.com</a>
New York City Transit	Louis Montanti	646-252-6060	<a href="mailto:Louis.montanti@nyct.com">Louis.montanti@nyct.com</a>
Grand Central Madison Concourse Operating Company	Stephen M. Plochochi	646-252-6050	<a href="mailto:stephen.plochochi@nyct.com">stephen.plochochi@nyct.com</a>