

# NYC PARKS TERMS DEMYSTIFIED

- **NYC Parks:** *New York City Department of Parks & Recreation.* HHT has operated as a public-private partnership with NYC Parks since 1989.
- **DDC:** *NYC Department of Design and Construction.* DDC is the City of New York's primary capital construction project manager. HHT liaises with DDC in order to complete capital projects on its 23 historic houses.
- **M&O:** *Maintenance and Operations.* The HHT Capital Team is responsible for coordinating all routine and emergency house maintenance. HHT coordinates on average 285 maintenance requests annually.
- **CNR:** *Capital Needs Request.* Report developed by HHT in partnership with its 23 historic houses to advocate to elected officials to fund capital projects.
- **Capital Appropriations:** Funds allocated for capital projects by the Mayor, City Council, and Borough Presidents in the City's Adopted Budget. HHT's 23 historic house sites have been allocated over \$100M in capital dollars since 1989.
- **Sole Source Agreement:** Contract with NYC Parks that allows HHT to perform Capital Design & Construction Projects necessary to preserve, rehabilitate, restore, and reconstruct the 23 historic house sites within its collection.
- **License Agreement:** The agreement between Parks and each of its nonprofit partners that outlines the requirements and obligations of both parties, such as security, landscaping, maintenance, and museum operations.
- **OTPS:** *Other Than Personnel Services.* OTPS funds are provided by the City of New York from taxpayers' money and can be used for services such as pest control, fire and security alarm system monitoring, maintenance repair items, and HHT maintenance projects.
- **MMR:** *Mayor's Management Report.* Mandated by the City Charter, the MMR serves as a public account of the performance of City agencies. HHT collects house attendance information on a monthly basis and compiles it at the end of each fiscal year for this public report.