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March 6, 2012

Name
Address
City, State Zip

Re: Letter to Lower Manhattan Development Corporation regarding Chinatown Working Group

Dear [Name],

On behalf of the Chinatown Working Group (CWG), we thank you and your staff for supporting the Chinatown Working Group's planning process over the past three years. ~~We are writing to you concerning our next steps. On March 5, 2012, CWG voted in favor to approve a Request for Proposal (RFP) for a planning consultant who will conduct a study of Chinatown and its surrounding areas. The study will assist CWG in forming its recommended zoning changes, historic district designations and affordable housing policies that will lead to the creation of a 197a Plan for community improvements, as defined by Chapter 8 of the New York City Charter. It will be conducted with a \$150,000 grant from the Lower Manhattan Development Corporation (LMDC), and will be administered through our prospective fiscal conduit, University Settlement, whose stellar reputation is well known throughout community. We are excited to work together with University Settlement in order to move forward onto the next phase of our overall goal. For 125 years, University Settlement has been one of the leading organizations providing services in our community. In addition, they are currently a recipient of LMDC funds, and have an established record of both project and fiscal accountability with LMDC~~

CWG is currently in the process of creating a memorandum of agreement between LMDC and University Settlement. This memorandum will require review and approval by LMDC's board. LMDC has informed us that it may take at least three months for it to be approved. Until then, we would not be able to move forward. We ask your assistance to write a letter to LMDC urging them to hasten the approval of the memorandum so we may immediately begin searching for a planning consultant and continue our work in a timely fashion. Enclosed please find a template support letter that you may use or adapt for writing a letter

If you have any questions, please do not hesitate to contact us. We look forward to continuing to work together as we form a 197a Plan for Chinatown and its surrounding areas.

Sincerely,

~~Antony Wong~~
Co-Chair
Chinatown Working Group
~~Phone: 212-869-0182~~
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Mae Lee
Co-Chair
Chinatown Working Group
Phone: 212-274-1891 Chinatown Working Group
E-mail: mae@chinatownworkinggroup.org

March 26, 2012

Lower Manhattan Development Corporation
One Liberty Plaza, 20th Floor
New York, NY 10006
Attn: [Name]

Re: Chinatown Working Group

Dear [Name],

I am writing in support of the Chinatown Working Group (CWG) and strongly urge the Lower Manhattan Development Corporation (LMDC) to immediately approve, pending review, the agreement between LMDC and CWG's prospective fiscal conduit, University Settlement, so that the CWG may begin their process of searching for a planning consultant to conduct a study of Chinatown and its surrounding areas to form recommended zoning changes, historic district designations and affordable housing policies that will lead to the creation of a 197a Plan for community improvements, as defined by Chapter 8 of the New York City Charter. ~~197a Plan.~~ A delay in approval from LMDC will disrupt CWG's ability to create its 197a Plan, which has been long in the making.

Since Fall 2008, CWG has held numerous monthly public meetings with Chinatown stakeholders including representatives of community groups, Manhattan Community Boards #1, 2 & 3 and interested parties, to address issues on affordability and zoning; culture and historical preservation; education and schools; parks, open space and recreation; immigration and social services, traffic and transportation; and economic development. My office supports CWG's endeavor to create a community-based plan to address the issues affecting Chinatown and its surrounding areas and possible actionable solutions.

If you have any questions, please feel free to contact my office.

Sincerely,