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CTA ARCHITECTS P.C.  
**2022 SUSTAINABILITY REPORT**

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*January 1, 2022 - December 31, 2022*





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## CTA At A Glance

CTA Architects P.C. (CTA) is composed of talented, hands-on architects well versed in traditional urban building types and new technologies. Our mid-sized architectural firm is located in New York City and has been providing architectural services in the metropolitan area for over thirty years. CTA's work is rooted in the belief that the careful, appropriate restoration of existing buildings is among the most sustainable activities of any Architecture practice. Our client commitment and design philosophy have earned recognition nationwide. The firm has garnered respect from a myriad of clients in both the private and public sectors and specializes in new design, historic preservation, adaptive reuse, building restoration, and rehabilitation.

CTA strives to conserve our world's natural resources and to implement innovative and environmentally-friendly design strategies. We measure and track our carbon emission footprint and have implemented a Sustainability Action Plan, thus creating measurable action items to improve our impact along the triple bottom line: people, planet, and profit. These actions include, but are not limited to, participating in a community solar program, reducing waste sent to landfills through a composting program, incentivizing low-carbon transportation modes, and implementing an Environmentally Preferable

Purchasing Policy. Further, CTA brings expertise in Passive House and Green Building design to each project, ensuring that design solutions are environmentally-conscious, cost-efficient, and energy-saving.

CTA is committed to sustainable and local economic development. Our projects are almost exclusively located within NYC, which makes commuting to project sites by car almost obsolete. When recruiting for a newly created or vacant position, CTA gives preference to hiring members of the local community before hiring persons from outside the area. We provide built-environment solutions for underserved populations, including but not limited to low-income housing projects and projects within Difficult Development Areas (DDAs). Examples of this include our significant experience providing exterior restorations, interior renovations, and full-site moderate rehabilitations at affordable housing sites, totaling well over 100 low-income residential buildings throughout the New York metro area. We also work to complete the sensitive restoration of public spaces and cultural institutions to ensure their continued public enjoyment over time. We strive to continue our socially and environmentally responsible business practices, as well as to continue expanding and refining them as needed.





## Message From The Partners



CTA Architects has always been, and will continue to be, a steward of the environment.

In 2022, CTA took steps to formalize our processes as they relate to sustainability. These processes included hiring our first dedicated Sustainability Coordinator, committing to the AIA 2030 Challenge, joining Pledge 1%, subscribing to a community solar program, upgrading office-wide lighting to LED lighting, implementing a composting system, donating office furniture to non-profit organizations, measuring our baseline year of carbon emissions, revising our specification sections to meet environmentally-friendly standards, starting an office-wide sustainability newsletter, and developing internal resources for employees regarding sustainable best practices.

*We will strive to continue improving our processes and commitments in practice and in design.*

While we are proud of our progress in the past year, we know we need to do more. This document outlines our intentions to continue decarbonizing our operations while focusing on the health and well-being of our staff. We will strive to continue improving our processes and commitments in practice and in design.

**Craig Tooman, Dan Allen, and Christa Waring**  
Partners





## A Note From Our Sustainability Coordinator



As time goes on and our society is faced with different scenarios and issues, we are forced to rethink the way we operate and to adapt accordingly. The Covid-19 pandemic highlighted the importance of our social and public spaces and how interaction and collaboration are a large part of who we are as human beings. The supply chain disruptions experienced since the pandemic have reminded us of the value of local production and an increased sense of stewardship and ownership. Russia's invasion of Ukraine and recent worldwide increases in gasoline prices have emphasized the struggles associated with dependence on other nations for necessities like fuel, and have stressed the need for decentralized energy systems, with renewable energy options as main contributors.

*Each challenge and scenario we face allows for the emergence of innovative solutions, growth and new outlooks, perspectives and values to be exchanged.*

The warming of Earth's temperature is an issue that society has been faced with for many years. With this challenge, many innovative solutions have been developed and deployed on varying scales, from the household level to nationwide efforts. Your building manager may ask you to install LED lighting and ENERGYSTAR appliances, your company may ask you to print less and switch off powered devices when you leave the office, your family may choose to start composting, your city may implement a free-ridership program for public transportation, your school may run on rooftop solar energy, or your local politician may approve changes to convert your downtown high-traffic street to pedestrian-only access.

All of these are smaller victories that reduce society's strain on the world's natural resources and help to lessen the impact of global warming. But how much can one person, one office, one family, one school, one company, or one town do? Where do we stand in meeting the demand of this overarching challenge as a whole society?

There are many gaps in meeting the need for change, which leads to a lack of collective action in policy, demand, and consumer preference in the United States and across the world. While all of the ways to address these gaps may not yet exist, we can learn from lived experiences, looking for the common denominators of sustainable progression and aiming to achieve them.

### **Trusted Partnerships:**

Partnerships can take on a variety of forms, with different players often involved: public companies, private companies, government agencies, non-profit organizations, grassroots organizations, and community groups. Forging partnerships with trust at the bottom line is what will make them successful. How can groups work together if there is not trust that all parties can work together to jointly benefit? Trusted partnerships bridge the gap from the problem at stake to the designed solution, allowing maximum collaboration and and the greatest outcome.

### **Utilizing the Integrative Process:**

Utilizing a multidisciplinary, integrative process allows for the "what if" question to be asked. When there are a number of players asking questions and proposing solutions, curiosity shines through in the process, leading to solutions that are well-rounded rather than one-sided.

### **Building in Ownership and Fostering Stewardship:**

Perhaps the simplest way to address gaps in sustainable best practices is to add in the human dimension. Taking into consideration what the community needs, the resources it already has, and where it wants to progress is the key to success. We must listen to what is going on at "eye level" and recognize local actors as owners and catalysts for change. Further, local actors must act as stewards of their own spaces in order to take pride in ownership. Without stewardship and pride, we cannot expect the effort to have continued success.

### **Incentives:**

Incentives, both financial and non-financial, are important in bridging the gap between solution availability and incorporation into business models. Rewarding incentives to projects or solutions that work to address climate change is imperative to growing the supply and demand for these solutions.

### **Forging a Will:**

Sustainable solutions require ambition that is strong enough to uphold sustainable practices when they are not being mandated or are not yet mainstream.

In our work at CTA Architects P.C., we are continuously building our capacity to bridge these gaps utilizing the aforementioned steps and the guiding principles of the UN Sustainable Development Goals. We are revising our specifications to meet sustainable standards, minimizing energy use and maximizing efficiency in our projects, forging partnerships with educational institutions, and working alongside our clients to provide options that keep quality, environmental footprint, and budget in mind. Aside from our design work, the many ongoing initiatives within our company detailed in this report, both in-person and virtual, showcase the breadth of our commitment to sustainability across our six action areas. It is our hope that in decades to come, we will be able to take our lessons learned and successfully apply them to the challenges that lie ahead.

**Christian Rasnake**  
Sustainability Coordinator

## UN Sustainable Development Goals For CTA + Our Efforts To Meet Them

“ We strive to continue our socially and environmentally responsible business practices, as well as to continue expanding and refining them as needed.

### GOALS

### OUR EFFORTS AND CONTRIBUTIONS



#### GOOD HEALTH AND WELL-BEING

Ensure healthy lives and promote well-being for all at all ages.

**Target 3.9**

We design our projects to stimulate health and well-being, and minimize exposure to harmful chemicals and pollutants associated with the built environment through the greening of our specifications.



#### QUALITY EDUCATION

Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

**Target 4.a, Target 4.4**

CTA works closely with the NYC School Construction Authority to provide upgrades for and additions to educational facilities across New York City. These schools are designed and constructed with sustainability, accessibility, and safety at the forefront of design decisions.

We have internship programs that help youth otherwise unexposed to the field gain exposure to Architecture. Often these temporary positions turn into full time positions at CTA.



#### AFFORDABLE AND CLEAN ENERGY

Ensure access to affordable, reliable, sustainable and modern energy for all.

**Target 7.2 and 7.3**

A number of our projects are hosts to renewable energy generation systems such as PV solar panels. We are also actively doing due diligence investigation into alternative renewable energy sources such as geothermal heating and cooling for projects. We are continuously working to improve the energy efficiency of our building designs and our operations.



#### DECENT WORK + ECONOMIC GROWTH

Promote sustained, inclusive, and sustainable economic growth, full and productive employment and decent work for all.

**Target 8.5**

CTA is committed to the hiring, retention, and promotion of racially and ethnically diverse employees. Our retention and promotion strategies focus on providing a culture and work environment where all employees can succeed in their careers and be represented at all levels of the organization, including senior leadership. We encourage and celebrate the contributions of those who bring diverse experiences, views, and needs into the design process. Whenever possible, we include M/WBE subconsultants on our team of professionals.

## UN Sustainable Development Goals For CTA + Our Efforts To Meet Them

### GOALS

### OUR EFFORTS AND CONTRIBUTIONS



#### INDUSTRY, INNOVATION, AND INFRASTRUCTURE

Build resilient infrastructure, promote inclusive and sustainable industrialization, and foster innovation.

**Target 9.1, Target 9.4**

Our projects are focused on durability and resiliency, and our designs value the quality and extended lifespan of buildings. We are continuously improving resource-efficiency and sustainability throughout our designs, and retrofit buildings, as well as reuse the existing infrastructure in the City to make it more resilient.



#### SUSTAINABLE CITIES AND COMMUNITIES

Make cities and human settlements inclusive, safe, resilient, and sustainable.

**Target 11.1, Target 11.3, Target 11.b**

We base our work on the needs of our local New York City community. We utilize inclusive design processes and promote a holistic approach to address the needs of our low-income projects. We strive to mitigate risks associated with our work and increase the number of our projects utilizing resource efficiency and adaptation tactics.



#### RESPONSIBLE CONSUMPTION + PRODUCTION

Ensure sustainable consumption and production patterns.

**Target 12.2 Target 12.5**

Our goal is to support circular design through building material reuse and recycling. Many of our projects include historic preservation, adaptive reuse of spaces, and in-place rehabilitations. Further, we work to specify sustainable natural resources for our projects and limit exposure to harmful chemicals associated with the built environment.



#### CLIMATE ACTION

Take urgent action to combat climate change and its impacts.

**Target 13.3**

CTA's aim is to be a leader in climate action within our company operations and to reduce our own environmental footprint wherever feasible, by reducing the environmental impacts associated with our designs.



#### LIFE ON LAND

Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

**Target 15.2 Target 15.5**

We purchase FSC Certified paper products for our office, ensuring sustainable management of forests. We also specify FSC Certified wood products in our specifications. CTA's projects are located in areas that have been previously developed, thus reducing the degradation of natural habitats associated with the built environment and development.



#### PARTNERSHIPS FOR THE GOALS

Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development.

**Target 17.17**

CTA partners with a number of institutions, both private and public, to bridge the gap between customer values and the designed solution, allowing for minimal disruptions and maximum collaboration.



## 6 Impact Models



Well-being



Community  
Impact



Energy  
+ Carbon



Resources



Mobility  
+ Flexibility



Social Equity





## Well-being



### OUR APPROACH

CTA's well-being programs are designed to help foster a productive, positive and healthy workplace environment. These programs are offered to CTA staff and company-wide participation is widely encouraged.

### CTA'S Core Values

#### Physical Well-being

There are many different avenues in which CTA staff can participate in our well-being programs. CTA offers yoga, cycling, sailing, and more! During times of uncertainty, we have continued to promote our well-being program events through online meeting forums where applicable.

- Virtual and in-person yoga classes.
- Gym membership reimbursements.
- Bicycling competitions.
- Sailing regattas.

#### Mental Well-being

CTA strives to promote mental well-being across its practice through hosting activities and events for staff to partake in. Some voluntary activities include:

- Annual Holiday parties.
- Long-weekend picnics.
- Drink Fridays.
- Movie and game nights.
- Potluck lunches.
- Art Wall.

#### Health and Safety

In response to the ongoing pandemic, CTA Architects has created a COVID Safety Committee, which meets bi-weekly to discuss office-wide COVID-related protocols, current government recommendations, and best practices for health and safety. To ensure our work environment's safety for all our staff, we have made changes to allow people to return to the office while remaining socially distanced.

- Increased number of hand sanitation stations.
- Vaccination requirements in accordance with New York City law.
- Intra-office COVID exposure notification.
- Supplied face masks to be worn in accordance with CDC recommendations.
- Work from home capabilities 1 day a week for all staff.
- Work from home capabilities for those exposed and in quarantine.
- Access to single-use compostable cutlery and tableware.
- Access to additional PPE including gloves and face shields.



## 2023 GOALS

CTA aims to continue providing opportunities for staff to strengthen its well-being in all aspects. We will strive to

- A. Increase participation in yoga classes, including adding a monthly dedicated meditation class.
- B. Give staff opportunity to utilize flex hours toward midday physical activities.
- C. Provide opportunities for physical group outings.



## Community Impact



### OUR APPROACH

CTA is committed to positively impacting where we live and work. We serve our local communities by respectfully engaging with them and adopting solutions developed in partnership, leading to a more equitable built environment.

CTA aims to serve its local community, and as such is committed to serving at least 75% local and independent clients or customers on a revenue basis.

A predominant goal of last year focused on increasing our reach to organizations that promote education and equality in the architecture industry. We got involved with programs that support and encourage minority ethnic individuals to pursue barriers to the ACE industry, which will be further explained below.

### Education

#### ACE Mentorship Program

CTA is proud to announce its participation in the ACE Mentor Program, a free, after-school program designed to attract high school students to pursue careers in the Architecture, Construction, and Engineering industries, including skilled trades. ACE is made up of affiliates serving local communities. Each affiliate has a board of directors, program

leaders, and a number of student teams. Average teams are composed of 15-25 students and are led by their volunteer mentors who are professionals from the build industry. For this 22-23 program year, CTA has three participants in the ACE Mentorship Program. We are looking forward to increasing this number and the possibility of hosting our own team next year.

#### SCA Summer Internship Program

CTA hosted two SCA Summer Interns from July to August 2022. Through this program, we were able to introduce two talented NYC public high school students to a wide variety of careers, including but not limited to architecture, engineering, construction management, business, information technology, and public administration along with career mentoring.

#### Williamsburg High School for Architecture and Design Mentorship

CTA sought out and partnered with the Williamsburg High School for Architecture and Design to implement a mentorship program. The program consists of a scenario-based design competition where students collaborate with CTA staff members in order to “build” the best design to meet the demands of the “client.”

### Giving

#### New York Architects' Regatta

CTA participated in the 2022 New York Architects Regatta for the first time in its history. The Regatta, which took place in September, supported charitable enterprises that focus on providing waterfront access and educational experiences. Since 2001, The New York

Architects Regatta has brought together members of the architecture and design communities to compete and fundraise for nonprofit organizations providing waterfront access and education to all New Yorkers. Over the past few years, the Regatta has helped to realize amazing accomplishments such as successfully lobbying congress and the NYS Legislature to enact laws that protect our drinking water supply, modifying a fleet of sailboats so that people with spinal cord injuries, many of them combat veterans, can sail, bringing classes of elementary and middle school students out for a day of sailing mixed with science lessons on the Long Island Sound, providing leadership training, social services, college application support, STEM classes, and scholarships to students all over the NYC area, and finally supporting the US Olympic Sailing team, and especially, the US sailing team representative to the Paralympic Games.

### Spring of Hope School

A group of CTA employees started a school that teaches English and computer skills to underserved Cham children in a small town in Cambodia. Most of the school's operating funds come from an annual fundraiser that auctions off art in New York City. This year, the art show raised \$16,000. These funds raised directly support access to interactive curricula, English language books, computers, software and printers, as well as classes for our computer teacher. They also support direct internet services for our pen pal program and teaching tools for direct contact with native English speakers via Zoom. Lastly, they support transportation and living stipends for international student teachers,

teacher salaries, as well as scholarships for graduating high school students to attend university.

### Pledge 1%

In 2022, CTA joined Pledge 1%, a global movement creating new normal where companies of all sizes integrate giving back into their culture and values. Pledge 1% empowers companies to donate 1% of product, 1% of equity, 1% of profit or 1% of employee time to causes of their choice. CTA is excited to join Pledge 1%'s network of founders, entrepreneurs, and companies around the globe that have committed to giving back.

### Annual Contributions

Each year, CTA supports a number of organizations through financial donations. This past year, CTA donated to the following organizations to help advance their missions:

Friends of Terra Cotta, SARA, Fireclay, Streb, Preservation League of NYS, Salvadori Center, Friends of Growing Up Green, US Green Build, Association for Preservation, Center for Safety & Change, Breaking Ground, Friends of the Upper East Side Historic Districts, SAAAI, St. Nick's Alliance, Project FIND, NYC Architect's Regatta, New Heights, Design Trust, Community Mobilization Organization IN KIND, First Reformed Church, Nyack Homeless Project, Rockland Pride Center, Hour Children, King Manor, RIP Medical Debt, and HRC.

## 2023 GOALS

CTA will continue to treat community impact and investment as an area material to our mission.

- A. Create an internal philanthropy committee that will host monthly volunteer outings in partnership with different organizations.
- B. Continue to host annual clothing drives, supporting organizations that clothe local homeless populations.





**OUR APPROACH**

In 2022, we hired a full-time Sustainability Coordinator to embed sustainability in our daily practices, and develop a sustainability plan for our operations and design. This year we launched our Sustainability Action Plan, which outlines our firm’s commitment and approach to sustainable design, and an actionable strategy for developing best practices, evaluating progress, and communicating our values to clients. The document encompasses both operational and design goals set by our staff and partners. It guides our carbon-related decision-making, from how we procure office supplies spanning cleaning products to paper, to our waste reduction program, all the way to our investment in energy systems such as community solar programs and LED lighting retrofits. Further, it addresses how we plan on greening our design practices by specifying renewable and non-toxic materials, pursuing green certification for all applicable projects, and prioritizing building occupant health.

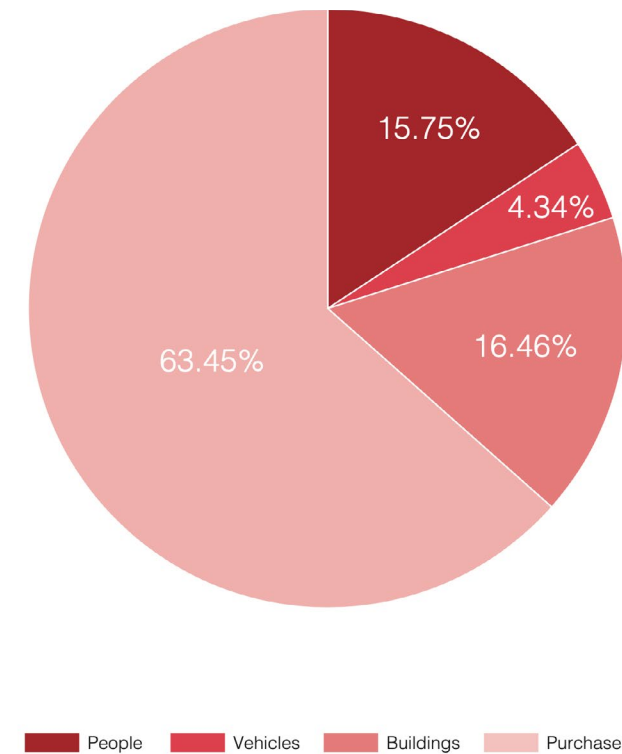
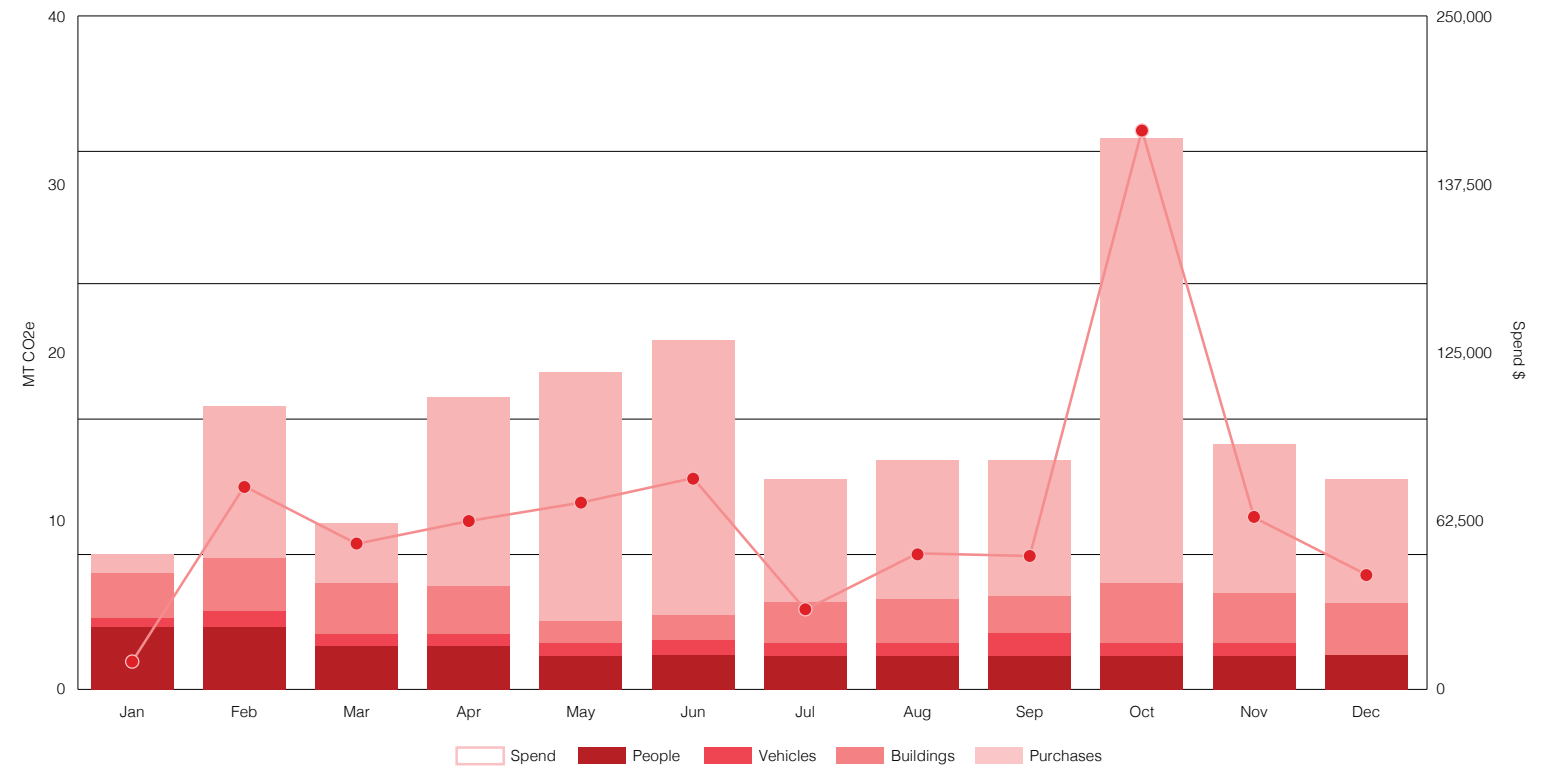
**2022: Baseline Year**

Alongside trusted carbon accounting consultants, we decided that, given the pandemic’s alteration of business-as-usual practices, 2022 was the best option for obtaining a baseline year of near-regular carbon emissions at CTA. We measured our Scope 1, Scope 2, and Scope 3 emissions on a monthly basis, taking into account emissions caused by our office space, staff, vehicles, waste, purchases, water, special events. We also tracked our spending in these categories to observe the correlation between cost and emissions to identify synergies in areas we could leverage to gain maximum system efficiency. The carbon accounting platform utilized measures emissions using methods aligned and backed by Greenhouse Gas Protocol accounting standards.

**2023 GOALS**

- A.** Import 10% of our facility’s annual electricity from a community solar farm located at 10 Woodward Avenue, Queens, NY.
- B.** Measure the financial and environmental benefits from efficiency upgrades such as LED lighting fit-out.
- C.** Investigate carbon offset opportunities to displace our 2022 emissions.
- D.** Create a roadmap of short-term targets for energy reduction aligned with carbon accounting standards.

**2022 OPERATIONAL EMISSIONS**





## Resources



### OUR APPROACH

Our aim is to use materials sustainably, reducing the waste generated throughout our operations and design.

### Achievements

#### Composting Program

One of our biggest strides toward waste reduction in 2022 was implementing an office-wide composting program. We trained staff in composting practices through an interactive discussion followed by a quiz on where items should be correctly placed.

#### Green Cleaning

Created a green cleaning inventory for future purchases of cleaning products. Current products are being phased out as current supplies are finished up, so that we are not wasting past product while transitioning to greener options.

#### Effect of Covid-19 on Waste Reduction

Widespread use of single-use PPE triggered by health and safety guidelines associated with the Covid-19 pandemic likely increased our waste to landfill, seeing as there are not widespread recycling practices for this equipment.

#### Electronic Recycling Program

We send our electronic waste to a responsible recycling program, 4THBIN, to ensure that the e-waste coming from our office is recycled properly and gets a second life.

#### Donation Program

We have worked with local organizations such as Materials for the Arts, a New York based foundation, to give old office supplies a new life. We have donated office filing cabinets, office chairs, and our phone system to date.

## 2023 GOALS

### A.

Develop a waste auditing system that allows us to more accurately track and measure waste streams, and reduce operational waste to landfill.

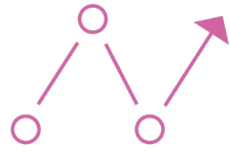
### B.

Implement a Terracycle recycling system for PPE.





## Mobility and Flexibility



### OUR APPROACH

CTA's approach to mobility focuses on ways to reduce our emissions associated with commuting to work and to job sites and encourages flexibility in inclusive ways. CTA gradually moved from a fully remote schedule at the start of 2022 to a one day per week work from home schedule. We are proud to fully subsidize annual CitiBike memberships for our staff, and enjoy coming up with ways to incentivize its use. Further, our Section 125 Plan includes paying for transit using pre-tax dollars, which we hope incentivizes employees to utilize public transportation.

### Achievements

#### Bike Challenge:

In 2022, CTA hosted its first two bike challenges, where 24 total staff members competed across 3 teams to determine who could tally the most miles traveled by bicycle. During the two month-long challenges, participating CTA staff biked a total of 10,456.81 miles, 3,995.16 of which were logged as commuting miles. Overall, CTA CitiBike ridership increased by 9.68% in 2022 as compared to 2021 numbers.

#### Staying Connected:

In 2022, CTA expanded its connectivity and electronic accessibility by adding iPads to the list of electronics made available to our staff. iPads have led to increased productivity and creativity, and have become a valuable asset to accessing project information when on-site and developing field reports.

## 2023 GOALS

- A. Increase Citi Bike annual memberships by 5%.
- B. Evaluate new electronic developments as they come to market that may prove helpful in the field and to our staff.

10,420.38  
Total Miles Biked

3,995.16  
Total Commuter Miles

CTA biked 10,420.38 total miles which if traveled by car would emit **4,209,833.52 grams of CO2 into the atmosphere**. By biking, CTA avoided about:

4.21  
METRIC TONS OF CO2

Overall, CTA commuters **avoided 435,472.44 grams of CO2 emissions** which is equivalent to:

.53  
METRIC TONS OF CO2

## CTA BIKE CHALLENGES SUMMARY

The typical carbon footprint of the average....

CAR =

404 g of CO2/mile  
(source: www.epa.gov)

BUS =

332.5 g of CO2/mile  
(source: new.mta.info)

TRAIN =

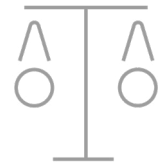
122.6 g of CO2/mile  
(source: new.mta.info)

BIKE =

13.6 g of CO2/mile

*and that's from food the rider consumes!*





**OUR APPROACH**

From our foundation, diversity, equity, and inclusion have been key to our success. Decisions made in the field of Architecture are felt in all aspects of our daily lives, so we value diversity in backgrounds and experiences in order to help design, preserve, and restore the future of our built environments and ensure social equity.

**Diversity**

CTA is committed to supporting diversity and creating an inclusive workplace culture and environment. It is integral to our business success and focus of providing a culture and work environment where all employees can be successful in their careers and be represented at all levels of the organization, including senior leadership. We encourage and celebrate the contributions of those who bring diverse experiences, views, and needs into the design process.

With various external events impacting our staff this year, CTA has strengthened its commitment to Diversity, Equity and Inclusion by:

- Workshops and training sessions on inclusivity, identity, and bias.
- Company-wide statements addressing our commitments to equal opportunity.
- Deploying an internal DEI Discussion Group, which holds monthly meetings to discuss DEI-related current events and topics.
- Voluntary online anonymous staff survey.

Survey  
CTA launched a voluntary staff diversity survey, which gave an invaluable insight

into the makeup of our practice. Surveying anonymously has allowed our staff to share their hopes for our DEI practices, and provided an understanding of future areas of focus.

External Partners

To support the progress of aspiring Black women architects and help narrow the racial disparities in the design industry, we've partnered with Fireclay Tile and the Architects Foundation to fund a Diversity Advancement Scholarship for Black women pursuing architecture school.

**2023 GOALS**

A. Become a Certified B Corporation

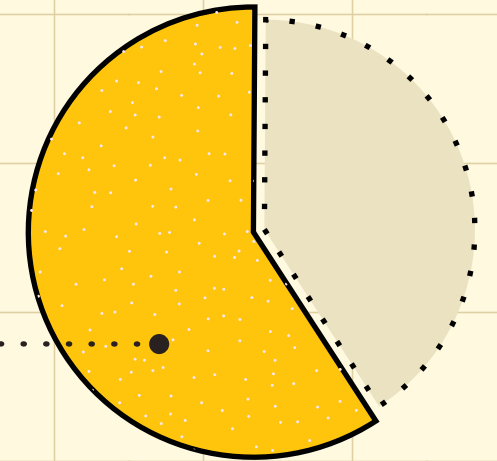
B. Increase engagement with local schools through work opportunities and education for design and related fields.

**WHAT LANGUAGES DOES CTA SPEAK?**



Out of CTA's **54** employees...

**38** speak a language other than English



**LANGUAGES LIST:**

English: 64	Kurdish: 1
Spanish: 10	Serbian: 1
French: 7	Hindi: 1
Italian: 6	Thai: 1
Romanian: 2	Hebrew: 1
German: 2	Chinese: 1
Arabic: 2	Cantonese: 1
Russian: 2	Portuguese: 1



# 2022

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