



TECHNICAL ASSISTANCE (TA) REQUEST FORM FOR MULTIFAMILY FINANCE 9% PROGRAMS

This form should only be used by prospective respondents to the Multifamily Finance 9% Request for Proposals (RFP) issued by New York State Homes and Community Renewal (HCR). A separate form must be submitted for each individual project. Additional pre-application submissions will be required prior to the TA Session.

Proposed Project Details:

Developer name: _____ Applicant name: _____

Project name: _____ Project address: _____

Proposed construction financing closing date: _____

HCR programs to be requested: 9% LIHTC SLIHC HTF CIF SHOP
 PHP MIHP HDF FHTF SENR

State Housing Goal(s) to be met: Community Renewal and Revitalization Senior Housing
 Integrated Supportive Housing Preservation
 Public Housing Redevelopment State Revitalization and Economic
 Housing Opportunity Development Initiatives
 Workforce Opportunity

Distinctive project components: Occupied rehabilitation Preservation HUD funding sources
(check any that apply) LIHC Income Averaging SLIHC Bifurcation Brownfield credits
 Historic tax credits Senior housing Public housing
 Market rate units CSF/Civic space Commercial space

Supportive housing target population(s): _____

Potential waiver request(s): _____

Any specific issues to be discussed (e.g. first-time applicant, specific site issue, unique financing issue; attach additional pages if necessary): _____

Has an application previously been submitted for this project? Yes No

➤ Project ID(s) of previous submission(s): _____

➤ How have past application issues been addressed? What other substantial changes have been made? (Attach additional pages if necessary): _____

Primary development team members (owner(s), housing consultant, architect, GC, property manager):

Name	Organization	Phone	Email

Project Readiness

		Complete/ Obtained?	N/A?	(Anticipated) Completion Date	Details
Project Site	Site control	<input type="checkbox"/>			Form:
	NYS Attorney General approval of purchase	<input type="checkbox"/>	<input type="checkbox"/>		
	Acquisition	<input type="checkbox"/>			
	Phase I report	<input type="checkbox"/>			
	Phase II report	<input type="checkbox"/>	<input type="checkbox"/>		
	SHPO Determination	<input type="checkbox"/>			
	Demolition	<input type="checkbox"/>	<input type="checkbox"/>		
	Utility Hook-up approval	<input type="checkbox"/>	<input type="checkbox"/>		
Market & Planning	Market study	<input type="checkbox"/>	<input type="checkbox"/>		
	ULURP (NYC only)	<input type="checkbox"/>	<input type="checkbox"/>		
	UDAAP (NYC only)	<input type="checkbox"/>	<input type="checkbox"/>		
	Zoning variance	<input type="checkbox"/>	<input type="checkbox"/>		
	Site plan approval	<input type="checkbox"/>	<input type="checkbox"/>		
	Subdivision approval	<input type="checkbox"/>	<input type="checkbox"/>		
	Community Board/Planning Board Approval	<input type="checkbox"/>	<input type="checkbox"/>		
	Village/Town/City Council Approval	<input type="checkbox"/>	<input type="checkbox"/>		
	Building plan approval	<input type="checkbox"/>			
Financing	Syndicator/Investor LOI	<input type="checkbox"/>	<input type="checkbox"/>		Pay-in:
	Lender LOI	<input type="checkbox"/>	<input type="checkbox"/>		Terms:
	Other capital subsidies	<input type="checkbox"/>	<input type="checkbox"/>		Source(s):
	Operating subsidies	<input type="checkbox"/>	<input type="checkbox"/>		Source(s):
	PILOT or Tax Abatement	<input type="checkbox"/>	<input type="checkbox"/>		

Completed TA request forms must be emailed to 9%RFP@nyshcr.org. TA requests will be processed in the order that they are received. Only one TA session will be provided per project per funding round. A TA session is required for all projects within 12 months prior to application submission. Full details and request deadlines are provided in the RFP.

The following pre-application forms must be submitted at least 5 business days prior to a scheduled TA session:

- Underwriting Model
- B-2 Project Narrative
- D-1 Preliminary Plans
- G-1 Physical Needs Assessment (for rehab projects only)
- G-3 – G-6 Occupied Project Information (for occupied rehab projects only)

The above forms and all other Multifamily Finance 9% application materials are available at: hcr.ny.gov/multifamily.

If all required submissions are not received by 1:00 PM 5 business days prior to a scheduled TA session, the TA session will be canceled.