



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.

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, HOME, 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 Development Initiatives, Housing Opportunity, Workforce Opportunity

Distinctive project components: Occupied property, Project Based Vouchers, HUD funding sources, LIHC Income Averaging, SLIHC Bifurcation, Brownfield credits, OPWDD population, Historic tax credits, CHDO Eligible, Public housing, Market rate units, CSF/Civic space, Commercial space, Clean Energy Incentives

Supportive housing target population(s)(Applicants MUST indicate above if the project will contain any OPWDD units):

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):

Table with 4 columns: Name, Organization, Phone, Email

**Project Readiness**

		Complete/ Obtained?	N/A?	(Anticipated) Completion Date	Details
<b>Project Site</b>	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"/>		
<b>Market &amp; Planning</b>	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"/>			
<b>Financing</b>	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"/>		

*In order to request a TA session, all prospective applicants must submit the following completed pre-application documents along with a complete TA Request Form, via email to HCR at [9%RFP@hcr.ny.gov](mailto:9%RFP@hcr.ny.gov) up to 4 weeks prior to the application submission deadline:*

- Underwriting Model
- B-2 Project Narrative
- D-1 Preliminary Plans (including site plans, building plans and building elevations)
- G-2 – G-8 Occupied Project Information, including the Current Use of the Project Site (for occupied projects only)
- Occupied Rehabilitation Package (for moderate rehab projects only)
- E-3 and E-6 Phase I ESA and Site Suitability Narrative (for projects with site suitability/contamination issues)
- I-4 Program Eligibility Checklist

**Complete TA requests will be processed in the order that they are received. A TA session is required for all projects within 12 months prior to application submission. Full details and request deadlines are provided in the Pre-Application Technical Assistance document at [www.hcr.ny.gov/multifamily](http://www.hcr.ny.gov/multifamily). The above forms and all other Multifamily Finance 9% application materials are also available at: [www.hcr.ny.gov/multifamily](http://www.hcr.ny.gov/multifamily).**