Technical Assistance for Multifamily 9% LIHTC RFP Applicants

All applicants are required to request and participate in a technical assistance (TA) session prior to submission of an application under the 9% Multifamily Request for Proposals (RFP). Applications for projects that have not received a TA session within the twelve months prior to submission will be disqualified. TA requests will be accepted until 4 weeks prior to the application submission deadline.

TA requests for the resubmission of unsuccessful applications may be submitted once the Application Summary has been received and reviewed, up until 4 weeks prior to the application submission deadline. TA requests for the submission of a new application may be submitted at any time, up until 4 weeks prior to the application submission deadline.

All applicants are encouraged to continue to submit questions through the Questions and Answers process by using the RFP mailbox at 9%RFP@hcr.ny.gov. Note that while TA sessions may occur at any time, once an RFP has been released, HCR may only respond to questions through the Questions and Answers process.

Applicants and/or development teams proposing multiple applications must submit separate requests for TA for each specific project application. For administrative convenience, HCR may hold consecutive TA sessions for multiple projects from the same applicant and/or development team, if scheduling permits.

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

- TA Request Form
- 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 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

After receipt of a complete TA package (TA Request Form and required documents), HCR will schedule a TA session with the development team and the HCR staff who can provide guidance based upon the issue(s) identified in the request for TA. TA sessions will be scheduled in the order the requests for TA are received by HCR. Please be advised that, following the release of the 9% RFP, the later a TA request is received, the lesser the likelihood the request can be accommodated. Only one TA session will be provided per project per funding round.

Further, be advised that HCR guidance provided during a TA session is based solely on the information provided by the development team, and that the questions asked during a TA session may be posted to the Q&A on the HCR website. HCR intentionally highlights changes made to the RFP and other applicable policies for each funding round. However, applicants are responsible for reviewing the pertinent Request for Proposals, Term Sheets, as well as any other applicable guidance or reference documents prior to submission of the application.

1. Site Visit Requirements

- **Rehabilitation of Occupied Buildings**
  Applicants proposing rehabilitation of occupied buildings must submit an occupied rehabilitation package in order to discuss the building's existing condition and proposed renovations prior to submission of the application. An occupied rehabilitation package must include:
  - Draft physical needs assessment form accompanied by photographs showing typical and special areas of concern. See Appendix A of the HCR Design Guidelines for guidance and requirements regarding the physical needs assessment.
  - HCR's Design Unit will schedule a site visit after the TA session to verify concurrence with the proposed scope of work as presented in the physical needs assessment and preliminary plans.

- **Use of Historic Tax Credits**
  All applicants who are contemplating the use of historic tax credits must schedule a walkthrough prior to application submission with representatives from HCR and the New York State Historic Preservation Office (SHPO). Guidance on scheduling the walkthrough can be found in the "SHPO Guidance and Walkthrough Information" available on HCR's website at hcr.ny.gov/multifamily.

2. OPWDD Coordination

Project teams seeking to support individuals with intellectual and/or developmental disabilities must clearly identify these populations will be served by the project in the TA Request Form, and must have requested a TA session with OPWDD, if required. HCR will attempt to coordinate with OPWDD in scheduling the TA session. However, HCR and/or OPWDD may require separate TA sessions if a single TA session is not practical.