



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, CEI, 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, 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
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"/>		

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 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
- Narrative describing how the HCR concerns and comments contained in the Application Summary have been addressed in the new submission (for resubmits only)

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