



**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  
(check any that apply)  LIHC Income Averaging  SLIHC Bifurcation  Brownfield credits  
 OPWDD population (must have requested TA session with OPWDD, if required, prior to submitted TA request to HCR)  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):

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 Phase I ESA and any follow-up studies or remedial plans (for projects with site contamination issues)
- E-6 Site Suitability Narrative following the E-6 Application Instructions (for projects located: in an industrial/manufacturing zone; or, in proximity to industrial/manufacturing uses; or, in a redevelopment area that has not yet had other investment; or, in a [NYSDEC potential environmental justice area](#). Note that this list is not all-inclusive of potential site-suitability concerns and every project must submit a completed E-6 as part of the application for funding).
- 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](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).