

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, reviewed, and the HCR comments and concerns addressed, up until 4 weeks prior to the application submission deadline. TA requests for the submission of a new application will be prioritized and 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.

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 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)

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, if necessary. 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 review the building's existing condition and proposed renovations with the HCR Design Unit and HCR Sustainability Unit prior to submission of the application. An Occupied Rehabilitation Package must include:

- Draft integrated physical needs assessment (IPNA) accompanied by photographs showing typical and special areas of concern. See the HCR Sustainability Guidelines and Appendix A of the HCR Design Guidelines for guidance and requirements regarding the IPNA and required scopes of work.
- Preliminary Plans conveying the proposed scope of work for the project.

HCR's Design Unit will schedule a site visit prior to the application deadline to verify concurrence with the proposed scope of work as presented in the IPNA and preliminary plans.

- **Use of Historic Tax Credits**

All applicants who are contemplating the use of historic tax credits must notify HCR of any walkthroughs scheduled with the New York State Historic Preservation Office (SHPO). HCR reserves the right to attend this walkthrough, whether virtual or on site.

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.