

Below is a list of checklist items for the **2024 9% Tax Credit Application**. If your project has a circumstance that requires an upload and there is no prompt for it in the application, see the “Miscellaneous” section in this document to see how to proceed.

<b>Application Section</b>	<b>Document</b>	<b>Comments</b>
	<b>Complete Application Submitted through Online Portal</b>	Must be submitted on online no later than 4pm on March 22, 2024.
	<b>Application Signature Page</b>	<p>When you complete the online application and hit submit, this signature page will be generated and emailed to the person listed as the contact person in the application. This signature page should be signed and emailed to Joan Huang at <a href="mailto:huangjo@hpd.nyc.gov">huangjo@hpd.nyc.gov</a> and copied to Ronald Sanchez at <a href="mailto:sanchero@hpd.nyc.gov">sanchero@hpd.nyc.gov</a>. This needs to be done no later than 4pm on March 22<sup>nd</sup> for the application to be considered complete. Then send the original signature document to HPD (does not need to arrive before March 22<sup>nd</sup> as long as we have the scanned version). It can be mailed to:</p> <p>Joan Huang            NYC HPD, Tax Credits &amp; Discretionary Exemptions            100 Gold Street, Room 9Y-7            New York, NY 10038</p>
	<b>Application Fee</b>	The fee must be received by 4pm on March 22 <sup>nd</sup> . The application fee is \$1,000 for projects developed by a qualified not for profit organization and \$2,000 for projects not involving a qualified not for profit organization. See page 5 of the QAP for more information on fees.
Section 2C	<b>Enterprise Green Communities Waiver</b>	All Sub rehabilitation and New Construction projects will be required to certify under the Enterprise Green Communities or LEED. You can submit a waiver if your project qualifies under an excluded category or under LEED. See page 14 of the QAP for more information.
Section 3.2A	<b>Site Control</b>	See pages 11-12 of the QAP for acceptable site control documents, including ULURP
Section 3.2B	<b>Zoning, if applicable</b>	Zoning documents or letter from architect, if Applicable

Section 3.2E	<b>Market Study</b>	The Market Study is located on the HPD LIHTC website ( <a href="http://LIHTC-HPD.nyc.gov">LIHTC - HPD (nyc.gov)</a> ). Download it from the website and then upload to your application.
Section 4A	<b>Organizational Documents</b>	Organization documentations for the owner entity and general partner/managing member.
Section 4E	<b>Organizational Chart</b>	Organization Chart for the owner entity with a narrative if the structure has any non-typical elements.
Section 6.1A	<b>Residential Development and Property Management Experience Chart</b>	This is an Excel spreadsheet located on the HPD LIHTC website that can be downloaded and filled out and then uploaded to meet this requirement.
Section 6.2A	<b>Rent Roll (occupied buildings)</b>	Existing rent roll for occupied rehab buildings.
Section 10.1C	<b>Cash Flow</b>	If a project has a deferred developer fee, cash flow projections must show that the deferred developer fee can be paid within 15 years to include the deferred developer fee in eligible basis.
Section 11Ai	<b>Construction Financing Documents</b>	Must have soft commitments from all construction sources. Commitments must be on lender letterhead, signed, include amount to be funded and terms and must not be expired. For letters that do not include an expiration date within the letter, HPD will consider letters issued March 22, 2023 or earlier to be expired (older than one year).
Section 11Aii	<b>Permanent Financing Documents</b>	Must have soft commitments from all permanent sources. Commitments must be on lender letterhead, signed, include amount to be funded and terms and must not be expired. For letters that do not include an expiration date within the letter, HPD will consider letters issued March 22, 2023 or earlier to be expired (older than one year).
Section 11C	<b>Syndication letter, if available</b>	Include Investor Letter of Intent, if available (not required but preferred)
Section 12B	<b>Phase 1 Environmental</b>	If this document is too large, scan the first page identifying the project, the relevant pages showing the conclusion of the report and the signature pages. Use this modified package as your upload. If we need to have the full report, we will send a request to the contact person listed in the application.
	<b>Income Averaging – letter from</b>	If the applicant elects “Incoming Averaging” as its

	<b>all funders and investor confirming use of income averaging</b>	Minimum Set Aside election, the application must include letters from the investor and all funding sources acknowledging the use of income averaging. This is to ensure that all parties are aware of the applicant’s intent to use this election. See page 15 of the QAP for more info.
	<b>Appraisal</b>	If a project has more than \$500 in acquisition costs per unit, an appraisal is required. If a project has more than \$20m in acquisition costs, two appraisals are required. Appraisals are good for one year prior to acquisition. HPD appraisals are accepted. See page 22 of QAP for more details. If the project is not seeking acquisition credits, an appraisal is not needed.
Section 12Bii	<b>Contractor Price</b>	Contractor Price has been removed as a scoring item in the QAP. This question is still on the application but won’t be scored.
	<b>Qualified Census Tract (QCT)</b>	To know if your project is in a QCT: <a href="https://www.huduser.gov/portal/sadda/sadda_qct.html">https://www.huduser.gov/portal/sadda/sadda_qct.html</a>
	<b>Limited Affordability Area (LAA)</b>	The LAA Map is located on the HPD LIHTC website: <a href="https://www.nyc.gov/assets/hpd/downloads/pdfs/services/limited-affordability-areas-map.pdf">https://www.nyc.gov/assets/hpd/downloads/pdfs/services/limited-affordability-areas-map.pdf</a>
	<b>Miscellaneous</b>	If there is something that you need to submit and you don’t see any upload for it on the application, submit the document(s) via email to Ronald Sanchez at <a href="mailto:sanchero@hpd.nyc.gov">sanchero@hpd.nyc.gov</a> . Be sure to include the Project Name and Supplemental Document in the subject line. These documents would include items such as the following: <ul style="list-style-type: none"> <li>• <b>Social Service Commitment</b> – proof of 15/15 award or 15/15 application with a proven track record (see page 17 of the QAP)</li> <li>• <b>Right of First Refusal (ROFR)</b> – provide a letter of intent from tax credit investor (see pages 18-19 of the QAP)</li> <li>• <b>Inclusion and Diversity</b> – provide MWBE certification or 501(c)(3) or (4) IRS determination letter as well as documentation to show the ownership interest percentage (the latter should already be provided through the organizational chart) (see page 19 of the QAP).</li> </ul>

		<ul style="list-style-type: none"><li>• <b>Building Plans</b> – proof building plans have been submitted/reviewed/approved.</li><li>• <b>CEQR Final Determination</b> – proof project has completed CEQR in the form of a Negative Declaration/Statement of Findings/Type II determination.</li></ul> <p><b>Design Review</b> – proof of HPD BLDS Design Approval or HPD BLDS approval for Expedited Review (see page 20 of the QAP)</p>
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If you have questions, please ask prior to submission. You can contact any of the TCDE staff below:

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Ronald Sanchez, Deputy Director of TCDE  
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For Compliance inquires, contact:  
Arabia Brown, Director of Tax Credit/HOME Compliance Unit  
[brownar@hpd.nyc.gov](mailto:brownar@hpd.nyc.gov)

For CEQR Final Determination inquires, contact:  
Anthony M. Howard, Director of Environmental Planning/BLDS  
[HowardA@hpd.nyc.gov](mailto:HowardA@hpd.nyc.gov)

For Design Review inquires, contact your HPD Project Manager.