

Below is a list of checklist items for the **2025 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.

Application Section	Document	Comments
	Complete Application Submitted through Online Portal	Must be submitted on online no later than 4pm on April 14, 2025.
	Application Signature Page	<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 huangjo@hpd.nyc.gov and copied to Ronald Sanchez at sanchero@hpd.nyc.gov. This needs to be done no later than 4pm on April 14, 2025 for the application to be considered complete. Then send the original signature document to HPD (does not need to arrive before April 14, 2025 as long as we have the scanned version). It can be mailed to:</p> <p>Joan Huang NYC HPD, Tax Credits & Discretionary Exemptions 100 Gold Street, Room 9Y-7 New York, NY 10038</p>
	Application Fee	<p>The fee must be received by 4pm on April 14, 2025. The application fee is \$1,000 for projects developed by a qualified not for profit organization (see the definition on the page 5 of the QAP) and \$2,000 for projects not involving a qualified not for profit organization. See page 5 of the QAP for more information on fees.</p> <p>Please ensure to note the project name on the wiring note section.</p>
Section 2C	Enterprise Green Communities Waiver	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	Site Control	See pages 11-12 of the QAP for acceptable site control documents, including ULURP
Section 3.2B	Zoning, if applicable	Zoning documents or letter from architect, if Applicable

Section 3.2E	Market Study	The Market Study is located on the HPD LIHTC website (LIHTC - HPD (nyc.gov)). Download it from the website and then upload to your application.
Section 4A	Organizational Documents	Organization documentations for the owner entity and general partner/managing member.
Section 4E	Organizational Chart	Organization Chart for the owner entity with a narrative if the structure has any non-typical elements.
Section 6.1A	Residential Development and Property Management Experience Chart	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	Rent Roll (occupied buildings)	Existing rent roll for occupied rehab buildings.
Section 10.1C	Cash Flow	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	Construction Financing Documents	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 April 14, 2024 or earlier to be expired (older than one year).
Section 11Aii	Permanent Financing Documents	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 April 14, 2024 or earlier to be expired (older than one year).
Section 11C	Syndication letter, if available	Include Investor Letter of Intent, if available (not required but preferred)
Section 12B	Phase 1 Environmental	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.
	Income Averaging – letter from all funders and investor	If the applicant elects “Incoming Averaging” as its Minimum Set Aside election, the application must

	confirming use of income averaging	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.
	Appraisal	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 21-22 of QAP for more details. If the project is not seeking acquisition credits, an appraisal is not needed.
Section 12Bii	Contractor Price	Contractor Price has been removed as a scoring item in the QAP. This question is still on the application but won't be scored. You can put "0".
	Qualified Census Tract (QCT)	To know if your project is in a QCT: https://www.huduser.gov/portal/sadda/sadda_qct.html
	Limited Affordability Area (LAA)	The LAA Map is located on the HPD LIHTC website: https://www.nyc.gov/assets/hpd/downloads/pdfs/services/limited-affordability-areas-map.pdf
	Miscellaneous	<p>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 Joan Huang at hunagjo@hpd.nyc.gov and Ronald Sanchez at sanchero@hpd.nyc.gov. Be sure to include the Project Name and Supplemental Document in the subject line. These documents would include items such as the following:</p> <ul style="list-style-type: none"> • Social Service Commitment – proof of 15/15 award or 15/15 application with a proven track record (see page 16-17 of the QAP) • Right of First Refusal (ROFR) – provide a letter of intent from tax credit investor (see pages 17-18 of the QAP) • Inclusion and Diversity – 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). • Building Plans – proof building plans have been

		<p>submitted/reviewed/approved.</p> <ul style="list-style-type: none"> • CEQR Final Determination – proof project has completed CEQR in the form of a Negative Declaration/Statement of Findings/Type II determination. • Design Review – proof of HPD BLDS Design Approval or HPD BLDS approval for Expedited Review (see page 20 of the QAP). The document can be an email confirmation.
<p>If you have questions, please ask prior to submission. You can contact any of the TCDE staff below:</p> <p>Jin Xiu Chen, Executive Director of TCDE chenji@hpd.nyc.gov</p> <p>Joan Huang, Director of TCDE huangjo@hpd.nyc.gov</p> <p>Ronald Sanchez, Deputy Director of TCDE sanchero@hpd.nyc.gov</p> <hr/> <p>For Compliance inquiries, contact: Arabia Brown, Director of Tax Credit/HOME Compliance Unit browna@hpd.nyc.gov</p> <p>For CEQR Final Determination inquiries, contact: Anthony M. Howard, Director of Environmental Planning/BLDS HowardA@hpd.nyc.gov</p> <p>For Design Review inquiries, contact your HPD Project Manager.</p>		