

Below is a list of checklist items for the 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 August 19, 2022.
	Application Signature Page	When you complete the online application and hit submit, this signature page will be generated and email to the person listed as the contact person in the application. This signature page should be signed, email to Christina Duran at wrayc@hpd.nyc.gov . This needs to be done by 4pm on August 19 th . Then send the original signature document to HPD (does not need to arrive before August 19 th as long as we have the scanned version). It can be mailed to: Christina Duran NYC HPD, Tax Credit Unit 100 Gold Street, Room 9Y-7 New York, NY 10038
	Application Fee	The fee must be received by 4pm on August 19 th . The application fee is \$1,000 for projects developed by a qualified not for profit organizations 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	Enterprise Green Communities waiver or Step 1 letter	At application, the only requirements for the Enterprise Green Communities requirements is to indicate the applicant commits to follow the policy. If the project has a waiver or has the Step 1 letter, it can be uploaded at this time but is not required. The Step 1 letter will be required by carryover and the Completion letter will be required by 8609.
Section 3.2A	Site Control	See page 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 website. It is dated but it is the correct one to use. Download it and then upload to you application. No private market study will be accepted.
Section 4A	Organizational Documents	Org documentations for the owner entity and general partner
Section 4E	Organizational Chart	Org Chart for the owner entity

Section 6.1A	Residential Development and Property Management Experience Chart	This is an Excel spreadsheet located on the HPD tax credit website that can be downloaded and filled out and then uploaded for 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 fee in eligible basis.
Section 11A	Construction Financing Documents	Must have soft commitments from all construction sources
Section 11a	Permanent Financing Documents	Must have soft commitments from all permanent sources
Section 11c	Syndication letter, if available	Include Investor LOI, 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 follow up with you.
	Income Averaging – letter from all funders and investor confirming use of income averaging	If the applicant elects Incoming Averaging as its 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 16 of the QAP for more info.
	Appraisal	If a project has more than \$500 in acquisition costs, an appraisal is required. If a project has more than \$20m in acquisition costs, two appraisals are required. HPD appraisals are accepted. See page 24 of QAP for more details
	Miscellaneous	If there is something that you need to submit and you don’t see any upload for it, submit it via email to Christina at wrayc@hpd.nyc.gov . Be sure to include the Project Name and Document name in the subject line. These documents would include things like proof building plans have been submitted/reviewed/approved, etc.

If you have questions, please ask prior to submission. You can contact any of the Tax Credit staff at:

Christina Duran – wrayc@hpd.nyc.gov

Ron Sanchez – sanchoero@hpd.nyc.gov

Maalik Murray – murrayma@hpd.nyc.gov

