

# NYC 15/15 Initiative

## Congregate Contracting Process - HRA/HPD

### 1) Find a Site

- Identify a viable site for supportive housing development.
- If needed, provider should also select a development partner.

### 2) Apply for Service Award

- Provider has two years after preliminary award to obtain site control and show rental assistance award.
- Provider should reach out to HPD if interested in capital financing.

### 3) Apply for NYC 15/15 Rental Assistance

- Once project receives preliminary service award letter, provider can apply for rental assistance.
- HPD will provide commitments for rental assistance & capital; provider sends to HRA for permanent award.

### 6) Sign Rental Assistance Contract

- When project receives TCO/PCO, provider can request HQS inspection from HPD.
- Once project passes HQS, provider can sign contract and move tenants in.

### 5) Finalize Service Contract

- 12 months prior to completion, provider will commence negotiations with HRA/DOHMH to register social service contract & review referral plan.

### 4) Sign Agreement to Enter into Rental Contract

- At construction closing, sponsor will sign a document committing to rental assistance contract when the building is ready to rent up.