

Technical Assistance Panel (TAP) Application

ULI New York is accepting TAP applications for the 2021-2022 cycle. Applications will be reviewed by our Technical Assistance Panels Steering Committee on an on-going basis.

TAP applications must meet the following criteria:

- ✓ Scope: A clearly defined scope of work.
- ✓ Metrics: Three to four well-articulated questions to be addressed during a one-day or two-day TAP.
- ✓ Defined geographic boundary: A neighborhood, district, corridor, etc that will serve as the Study Area.
- ✓ Leadership and Stewardship: Strong local leadership capacity by:
 - conformance with the program's terms and conditions and Client Responsibilities
 - advocating for the TAP findings by galvanizing community support; and
 - facilitating follow through and implementation of TAP recommendations.

Please submit applications to Chris Karakul at chris.karakul@uli.org

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Lead Sponsoring Organization: _____

Main Contact Person: _____ Title/Role: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ E-mail: _____

PLEASE ATTACH THE FOLLOWING:

Scope Of Work: Provide a one-page description of the need for the TAP. Include background on the affected site/area and current and future plans or activities (both public and private). Maps, statistics, planning and development goals, and other info may be attached if relevant. Provide an explanation of previous efforts to address the scope, including outcomes of those efforts.

Panel Questions: Provide three or four specific questions about the affected site or area that the panel can address during the timeframe of the TAP.

Preferred Timing: Indicate your preferred timing (month/year) for the one-day or two-day TAP, including a brief explanation. Please also indicate whether you prefer to do an in-person or virtual TAP. Please keep in mind that two-day TAPs require at least a three month lead time. ULI NY can not guarantee delivery of the TAP on your preferred timing.

Leadership Support: Provide a letter from your organization's leadership that indicates strong understanding and support of the TAP process, including agreement with the criteria outlined in this application. Letters of support from local public sector leaders, businesses and/or community-based organizations are encouraged but are not required.

Management Plan: Identify all individuals who will participate in the sponsorship process and indicate their areas of responsibility. Please include those who will be responsible for the preparation for the briefing book, outreach to stakeholders, organization of the briefing session, tour of the study area, on-site panel support, and follow-up.

Cost: ULI New York charges a fee for each of its TAPs to cover staff time and associated costs (workshop materials, report writer's fee, transportation/lodging, venue/catering, and other logistical costs). Fees vary from \$15,000-\$25,000 for a two-day TAP (anywhere within NYS), depending on location, the type and extent of the scope, and final written report; and \$10,000 for a one-day TAP (limited to New York City only, unless the assignment is virtual).

Questions? Please contact Chris Karakul
at chris.karakul@uli.org