

# Technical Assistance Panel (TAP) Application

Applications will be reviewed by our Technical Assistance Panels Steering Committee on an on-going basis.

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Please submit your TAP application in either Microsoft Word or Adobe PDF by emailing it to Chris Karakul at [chris.karakul@uli.org](mailto:chris.karakul@uli.org).

The application must include the following:

- **Scope Of Work:** Provide a one-page description of the need for the TAP. Include background on the affected site/area and relevant information about current and future plans or activities (both public and private). If there is a defined study area, please provide a map of the geographic boundaries. Additional 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 well-articulated 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 TAP, including a brief explanation. Please keep in mind that two-day TAPs require at least a three-month lead time. ULI NY cannot 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 identify the project manager and 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.