

Memorandum



DATE January 21, 2014

TO Members of the Housing Committee,
Carolyn Davis (Chair), Scott Griggs, (Vice-Chair), Monica Alonzo, Dwaine Caraway, Rick Callahan, Philip Kingston

SUBJECT 2014 9% Low Income Housing Tax Credit (LIHTC) Applications

Following discussions at the January 6, 2014 Housing Committee meeting, the staff sent the attached letter and development application to all interested developers and consultants to instruct them on how the City would process LIHTC requests. The information was further provided on the City of Dallas website and published in the Dallas Morning News.

Staff has also provided a timeline for the processing of the LIHTC applications for you. Should you have any questions, please contact me at (214) 670-3309.



Theresa O'Donnell
Interim Assistant City Manager

c: A.C. Gonzalez, Interim City Manager
Warren M. S. Ernst, City Attorney
Judge Daniel F. Solis, Administrative Judge
Rosa A. Rios, City Secretary
Craig D. Kinton, City Auditor
Ryan S. Evans, Interim First Assistant City Manager
Jill A. Jordan, P. E., Assistant City Manager
Forest E. Turner, Assistant City Manager
Joey Zapata, Assistant City Manager
Charles M. Cato, Interim Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Frank Libro, Public Information Officer
Elsa Cantu, Assistant to the City Manager – Mayor and Council
Bernadette Mitchell, Interim Director



City of Dallas

January 7, 2014

Ref: 2014 9% Low Income Housing Tax Credit (LIHTC) Applications

Dear Developers and Consultants,

This letter is to give notice of the City of Dallas process for the 2014 9% Competitive Housing Tax Credit Program through the Texas Department of Housing and Community Affairs (TDHCA). For consideration for funding and formal City Council support of any Low Income Housing Tax Credit (LIHTC) project, you will need to submit the following items no later than January 17, 2014:

- 1) A copy of the attached Development Project Application with as much supporting documentation as possible (submitted electronically).
- 2) \$1,000 fee with each single application to cover administrative costs associated with reviewing the application (make the check payable to: City of Dallas)
- 3) Cover letter addressed to Bernadette Mitchell, Housing/Community Services Interim Director, requesting formal City Council support, any gap funding requests, and any special Resolution requests for the project.

Please email all items to cynthia.rogersellickson@dallascityhall.com and etoria.anderson@dallascityhall.com.

Potential respondents should be aware that the city of Dallas has received communication from the U.S. Department of Housing and Urban Development with respect to its compliance with fair housing regulations. The City is committed to achieving the goals of the federal fair housing regulations and affirmatively furthering fair housing. Responses to this letter will be evaluated in light of the City's commitment; so, respondents should highlight in their submission the ways in which their project will advance the goal of affirmatively furthering fair housing.

During February 2014, staff will present all LIHTC projects to the Housing Committee of the City Council and the full City Council for consideration. You will receive further information on the specific dates. If you have any questions or concerns, please contact me at 214-670-3619.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bernadette Mitchell".

Bernadette M. Mitchell, Interim Director
Housing/Community Services Department

Attachment

C: Charles Brideau, Assistant Director
Cynthia Rogers-Ellickson, Development Manager
Etoria Anderson, Coordinator IV

DEVELOPMENT PROJECT APPLICATION

I. Project Data

- A. Project Name/Description/Location (map)
- B. Legal Name of Applicant(s)
- C. Project Manager (s)
- D. Project Contact Phone # and email address
- E. Plans for proposed development, timelines, floor plans, project elevations, financing of activities, unit mix-both by income and bedroom size, etc...
- F. Address whether the proposed development is transit-oriented development, permanent supportive housing, or part of a community revitalization area
- G. Narrative on how project will Affirmatively Further Fair Housing
- H. Appraisals, environmentals, title commitments, contract for sale, preliminary site plan
- I. Address any anticipated rezoning or replatting
- J. Describe any neighborhood/community input considered in your project proposal

II. Project Financial Data

- A. Sources and uses of project funds
- B. Detail equity investment in project
- C. Development schedule including detailed cost breakdown
- D. Lender and builder commitments (evidence of commitments)
- E. Pro-forma for 15 years

III. Applicant Data

- A. Type of business (sole proprietorship, corporation, partnership)
- B. Names and addresses of general and limited partners
- C. Previous development history with references for similar projects (include description of the type of work performed)
- D. Applicant's background (experience of applicant and key personnel)
- E. Developer/Builder Information
 1. Financial Statements
 2. Primary Lender, financial officer, and contact information

Low Income Housing Tax Credit Application Timeline for Processing

January 7, 2014	COD request for application to developers
January 17, 2014	Deadline for application to be submitted to COD
February 3, 2014	LIHTC briefing to Housing Committee
February 26, 2014	City Council Public Hearings and Consideration for Support of LIHTC projects
February 28, 2014	All LIHTC applications due to TDHCA