

# 2018 City of Plano Housing Tax Credit Resolution Application

Thank you for your interest in obtaining a resolution for your Texas Department of Housing and Community Affairs (TDHCA) Housing Tax Credit (HTC) application. This packet includes threshold questions used to evaluate the HTC resolution request, a timeline for the nine (9%) competitive applications, and the City of Plano HTC Resolution Application.

The City of Plano's Concerted Revitalization Plan is located online at <http://planoneighborhoods.org/2912/Community-Services-Division>. Please scroll to the left hand side of the page to access the document.

For questions, please contact Shanette Eaden at 972-208-8150 or via email at [shanettee@plano.gov](mailto:shanettee@plano.gov).



## City of Plano HTC Resolution Application Threshold Questions

### Threshold Evaluation Criteria

Staff will use the below threshold questions and information submitted by the developer with the application to determine whether a Resolution of Support or a Resolution of No Objection will be recommended to City Council.

#### Resolutions of Support

Applications meeting at least 4 of the 6 threshold questions below, including threshold question #1, and are in good standing with past municipal funding entities will receive a staff recommendation for a Resolution of Support.

#### Resolutions of No Objection

Applications meeting at least 3 of the 6 threshold questions below, including threshold question #1, and are in good standing with past municipal funding entities will receive a staff recommendation for a Resolution of No Objection.

### Threshold Questions

- 1) Do the units address a housing need or problem identified in the Needs Assessment or Market Analysis sections of the City of Plano's current Consolidated Plan for HUD programs?
- 2) Does the developer have an existing relationship utilizing City of Plano HUD funds to provide or maintain affordable housing or a letter of support from a municipality for which the developer has collaborated for the purpose of building or rehabilitating housing and are they in good standing with their current and/or past contracts?
- 3) Location: Is the project located within half a mile (0.50) mile walking distance of DART transportation (current or developing public transportation route) or is the project located in a high opportunity area?  
High opportunity area is defined as an area that has the following:
  - An Area Median Income greater than 80%; or An area poverty rate 10% or less
- 4) Does the development have at least 20% of market rate units?
- 5) Does this project redevelop a multifamily complex or under-performing development?
- 6) Does the development include at least 4 of the below energy efficient or sustainable/green build components?
  - The use of **better than** R-3 insulation on exposed hot water pipes;
  - Energy Star qualified windows with Low E glass;
  - Energy Star qualified HVAC;
  - Energy Star qualified Efficiency Water Heaters;
  - Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (**may not be combined with spray foam insulation**);
  - Spray foam insulation exceeding code requirements; or
  - Low or no VOC paint



# City of Plano LIHTC Resolution Application Threshold Questions

## Additional Information

All applicants receiving a Resolution of Support will be provided:

- A minimum of a \$1,000 commitment of development funding in the form of a fee waiver; and
- Consideration to be deemed the application that best fits the City's Concerted Revitalization Plan. Consideration for the additional two points are as follows:
  - Is the applicant a nonprofit organization?
  - Has the applicant been certified as a CHDO within the last 12 months?
  - Is the applicant in "good standing" with existing grant contracts with other municipalities?
  - What is the unit mix of affordable to market rate units?
  - What is the target population for the proposed development?
  - How does the development advance the goals of the City's Concerted Revitalization Plan?

<b>City of Plano Timeline</b>	
<b>Deadline</b>	<b>Action</b>
November 13, 2017	Brief City Council on the updated process
December 22, 2017	9% HTC Resolution Applications due
January 22, 2018	City Council Review of HTC Resolutions
<b>TDHCA Timeline</b>	
<b>Deadline</b>	<b>Required Documentation</b>
January 4, 2018	Applications Acceptance Period Begins
March 1, 2018	Local Resolutions and State Representative letters due
Mid- May 2018	Application Scores Released
July 2018	Final Awards



# City of Plano

## Housing Tax Credit

### Resolution of Support Application

#### **Four Percent (4%) Housing Tax Credit Resolution Application**

Four percent (4%) housing tax credit applications are accepted year round. Use one application per resolution request. Electronic application submittal will not be accepted. Delivery of the application and support documentation must be accepted and initialed by Neighborhood Services Department Staff.

#### **Nine Percent (9%) Housing Tax Credit Resolution Application**

Nine percent (9%) housing tax credit applications must be submitted by 3:00 PM on Friday, December 22, 2017. Use one application per resolution request. Electronic application submittal will not be accepted. Delivery of the application and support documentation must be accepted and initialed by Neighborhood Services Department Staff.

#### **All HTC Required Application Attachments**

Submit only the below items as an attachments to this application.

1. Location Map showing the site of the proposed development;
2. Preliminary Development Budget, including funding sources (if available);
3. IRS 501(c)3 Letter of Determination (if applicable); and
4. Letter(s) of Support from the Community (if received, not required by application submittal deadline)

#### **Application Delivery**

Applications may be mailed to the City of Plano Neighborhood Services Department, P.O. Box 860358, Plano, TX 75086-0358 or delivered to 7501 Independence Pkwy., Building A, Plano, TX 75025.

#### **For Nine percent (9 %) Applications**

Applications and all supporting documentation must be received by 3:00 PM on Friday, December 22, 2017.

For questions, contact Shanette Eaden (shanettee@plano.gov) in the Neighborhood Services Department at 972-208-8150.

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# City of Plano Housing Tax Credit Resolution Application

Select type of Housing Tax Credit Resolution are you requesting:

4% Housing Tax Credit      OR      9% Housing Tax Credit

## ***Development Information***

Development Name as it will appear on the TDHCA application:

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Development Address:

Legal Description:

Ownership Entity as it will appear on the TDHCA application:

## ***Applicant Information (Applicant Representative will be used as the City's Official Contact)***

Name:

Address:

City/State/Zip code:

DUNS Number:

Work Phone:

Cell Phone:

Email:

***Applicant Representative Name:***

Do you have site control or owner's consent to apply for HTC funding on this site?

Yes      OR      No

## ***Property Owner Information***

Owner Name(s):

Address:

City/State/Zip:

Work Phone:

Cell Phone:

Email:

## ***Application Submittal Signature***

Applicant Signature: \_\_\_\_\_

Printed Name:

Date:

By signing this form, the owner of the property authorizes the City of Plano to begin proceeding in accordance with the process for this request. The owner further acknowledges that submission of an application does not in any way obligate the City of Plano to approve the application and that although City staff may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.



**Development Description**

Unit Type	Market Rate Units	Affordable Units	Total Number of Units
Number of Units			
Percentage of Total Units <i>(Staff Only Field)</i>			

How many units are available to each income bracket listed below (i.e. rent level of tenants)?

0 - 30% AMI	31-50% AMI	51 - 60% AMI	61- 80% AMI	Market Rate	Total Units
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Unit mix/types available:

Efficiency	1 Bedroom	2 Bedroom	3 bedroom	4 bedroom	Total Units
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How many accessible units are included?

Will this development focus on a particular target population? If yes, please explain the target population below. If no, please type no.

List property amenities below, noting any difference between market rate and affordable amenities:

Describe the energy efficient components that will be installed.



Explain how the development addresses a housing need or problem identified in the Needs Assessment or Market Analysis sections of the City of Plano's current Consolidated Plan.

Does this development redevelop a multifamily complex or under-performing development? If yes, briefly explain. If no, type no.

Will the development be tax exempt upon completion? Yes OR No

***Additional Information about the Ownership Entity/ Applicant***

Is the Ownership Entity and/or Applicant a 501(c)3 organization? Yes OR No

Has the ownership entity and/or applicant been certified as a CHDO within the last 12 months? If yes, please state the city/cities which provided such certification. If no, please type no.

Does the Ownership Entity/Applicant have current funding contracts and/or had previous funding contracts within the past three (3) years for the use of federal funds for providing housing through the State of Texas or another municipality? If yes, please list the name of the federal funding and funding jurisdiction (i.e. TDHCA, City of Plano/Dallas/Fort Worth/McKinney, etc.). If no, please type no.





**List existing Housing Tax Credit properties (and the cities in which they are located) that have been built by the Ownership Entity and/or the Applicant within the past five (5) years.**

**Is the proposed development located within the City of Plano Concerted Revitalization Plan Area? If yes, explain why your proposed development contributes more to the Concerted Revitalization Plan than any other proposed Development. If the development is not located within the area type no.**