

City of Denton
Housing Tax Credit (HTC) – Request for Support
2018 POLICY

Policy Statement: To meet the housing and development objectives of the City of Denton, it shall be the City's policy to analyze projects requesting support for proposed Housing Tax Credits (HTC). Such analysis is to determine if the projects comply with certain principles and policies in the City's [Denton 2030 Plan](#), as well as various other master, strategic, and redevelopment or neighborhood plans adopted by the City of Denton. The goal of this analysis is to (a) establish if HTC projects merit local support, and (b) prioritize HTC submissions if more than a single proposal is received during an evaluation period. The Office Development Services Department, serves as the City's primary staff and point of contact for all HTC programs.

Evaluation Criteria: The City of Denton is committed to the goal of improving the quality of life in the City, its neighborhoods and for its residents. As part of this commitment to a comprehensive community development and improvement program, the City supports the development of decent, safe, sanitary, and affordable housing options that provides full and equal access to all persons.

Therefore, in general, the City of Denton will use, but not be limited to the following criteria and preferences in evaluation of projects for consideration of City support:

1. Maximize affordable units in the community
 - Provision of both tax credit and market rate units
 - Impact on existing affordable housing and multi-family housing in a the neighborhood
 - Development serves seniors and workforce as well as priorities for other special populations
2. Improves the quality of housing and neighborhoods
 - Development pays property taxes or show an financial investment in the community
 - Development revitalizes existing housing through renovation or acquisition and revitalization
 - Provide for access supportive services demonstrated through provision of or proximity to community resources – schools, libraries, public facilities, nonprofits, health care and food security, etc.
 - Availability of and impact on public transit service
3. Inclusiveness with surrounding neighborhood
 - Letters of Support - Involvement and support from local stakeholders and neighborhood organizations;
 - Neighborhood Association (if applicable)
 - School District
 - County (If Development will be Tax Exempt)
4. Meets City [Comprehensive Planning](#)
 - Alignment with the Comprehensive Plan, Future Land Use Map, zoning and other master, strategic, and redevelopment or neighborhood plans adopted by the City.
 - Quality of design and construction
 - Impact on City infrastructure
 - Demonstrated development team experience
 - Any other factor relevant to the best interest of the City (includes consideration for fair housing)

City of Denton
Housing Tax Credit (HTC) – Request for Support
2018 POLICY

Required Information: Before a project will be evaluated by the staff, each applicant requesting support must submit the City of Denton’s HTC Request for Support application with all attachments. The application and list of required documents are available on the City’s website at www.cityofdenton.com.

Annual Schedule: The City of Denton will establish and announce each year an annual schedule of deadlines and other dates of importance for consideration of City support for LIHTC projects. The schedule is available on the City’s website at www.cityofdenton.com.

Meeting with City Staff: No less than one meeting with the applicant, developer, sponsor, and relevant City staff will take place to discuss the proposed project in general, and any issues and concerns identified in the application in particular.

Presentation to City Council: The Applicant will be requested to give a presentation to the City Council regarding their proposed project. Presentations will generally be scheduled during a City Council Work Session in the month of February.

Substantial Changes: Should a project which receives support from the City have a substantial change including, but not limited to, the following before the start of construction, the Developer must notify the City of Denton in writing and request a new commitment of support:

- Number of units
- Number of Affordable Units or Affordability period
- Type of units
- Target population
- Amenities
- Type of construction
- Developer / sponsor / owner
- Final site development plan

Administration of the HTC Program: The HTC program in the State of Texas is administered by the Texas Department of Housing & Community Affairs. The City of Denton has no responsibility for application approval for HTC projects or for the administration of the HTC program.

Development Review: Consideration of the applicant’s request for a Resolution of Support or a Resolution of No Objection in no way impacts the City’s rights to approve, disapprove, or modify the developers proposed site plans or to modify the zoning for the proposed development.



Please note: The City of Denton reserves the right to deny applications that do not coincide with the City's Housing Tax Credit Support Instructions and Policy, various strategic and master plans, or policy direction from the Denton City Council. Before a project will be evaluated, each applicant requesting support must submit a completed application with all attachments in accordance with the timeline prescribed herein.

1. PROJECT INFORMATION

Legal Name of Developer/Entity

Name of Proposed Development

Physical address of the project

Census tract #

Council District #

School District

Project type: General Elderly Supportive Housing - Special Populations
Applicant Role: Owner Developer Other (list below):

Housing Tax Credit application for: 9% HTC 4% HTC
Applicant is requesting Council Resolution: of Support Stating No Objection
Is the property: New construction Renovation Acquisition/Redevelopment

Total number of units:

	# of Total Units	# of Market Rate Units	# of Affordable Units			\$ Estimated Rent	# SF of Each Unit
			#30%	#60%	#80%		
SRO*							
1 BR							
2 BR							
3 BR							
Total Units	0	0	0	0	0		
% of Total		0.0%	0.0%	0.0%	0.0%		
Length of Affordability on the Project:							

*Single Room Occupancy

2. APPLICANT INFORMATION

Name

ST

ZIP

City

Telephone

Contact person

Contact Telephone

Contact Email

DUNS #:

Federal Tax ID#

For Developers and Partners, check all that apply: For Profit Nonprofit Public Housing Authority



In the last ten years:

Have you developed other Housing Tax Credit projects? Yes No

If yes, please list project names and addresses:

--

Have you developed other affordable housing projects? Yes No

If yes, please list project names and addresses:

--

3. PROJECT NARRATIVE & ATTACHMENT CHECKLIST

A project narrative and attachments must be attached to this application and briefly address, at a minimum, each of the following items:

a. <input type="checkbox"/> Preliminary Site Plan - Provide a preliminary site plan for the proposed project;
b. <input type="checkbox"/> Location map "all" multi-family developments highlighting affordable housing within two miles of the proposed site.
c. <input type="checkbox"/> Census tract map with site identified;
d. <input type="checkbox"/> Letter of zoning verification or status of rezoning request from the City - Include a letter from the City of Denton's Development Services Department verifying that the current zoning of the site for the proposed project is compatible with the anticipated use, or include documentation verifying that a request to change current zoning has been submitted;
e. <input type="checkbox"/> Support and/or opposition from community - Describe the impact the project is anticipated to have on surrounding neighborhood and involvement and support from local stakeholders and neighborhood organizations; include a list of stakeholders and neighborhood associations contacted. Attach all letters of support or opposition to your project:
i. <input type="checkbox"/> Letter of support and/or opposition from the neighborhood association;
ii. <input type="checkbox"/> Letter of support and/or opposition from the school district(s);
iii. <input type="checkbox"/> Letter of support and/or opposition from the County (if project will be tax exempt)
f. <input type="checkbox"/> TDHCA self score - Please attach TDHCA Application
g. <input type="checkbox"/> Describe tenant population(s), restrictions (e.g. income or age restrictions) and access to supportive services demonstrated through provision of or proximity to community resources – schools, libraries, public facilities, nonprofits, health care and food security, public transit etc. if any, to be provided to or made available to residents;
h. <input type="checkbox"/> Provide a list of basic amenities and unit amenities proposed for the project;
i. <input type="checkbox"/> Describe the project's quality of design and construction;
j. <input type="checkbox"/> Demonstrate the project's compatibility and alignment with the priorities stated in the City's Comprehensive Plan, Future Land Use Map, Consolidated Plan, and any other applicable master, strategic, and redevelopment or neighborhood plans adopted by the City of

4. FINANCIAL NARRATIVE & ATTACHMENT CHECKLIST

A financial narrative for the project must be attached to this application. Please address, at a minimum, each of the following items including following attachments:

a. <input type="checkbox"/> Project pro forma and plan for public housing partner and Community
b. <input type="checkbox"/> Annual Audit and if public housing partner, fiscal year budget
c. <input type="checkbox"/> Describe the taxable status of the development. Indicate whether the development will be paying property taxes or if the development will be tax exempt;
d. If tax exempt, provide:
i. <input type="checkbox"/> A projected loss of property taxes (to each taxing entity and in total) over the 15-year period, and include assumptions and
ii. <input type="checkbox"/> A copy of the fiscal year budget and strategic plan of the public housing partner;
iii. <input type="checkbox"/> A detailed plan clearly showing how project revenues will be distributed, including uses by the public housing partner and community contributions and investments.



5. SUBMISSION INFORMATION

The Development Services Department serves as the City’s primary staff and point of contract for all TDHCA programs. Completed applications should be submitted to:

Before a project will be evaluated, each applicant requesting support must submit a completed application with all attachments.

City of Denton 2018 Important Dates for 9% Request for Support*:

January 2018: Application Deadline

February 2018: Presentation from Applicant(s) at City Council Work Session

March 2018: Consideration of Resolution(s) at City Council Meeting

**Housing Tax Credit 4% Request for Support will complete the same steps above but may be submitted year-round.*

Applicant must attend all City Council meetings where these Resolutions are discussed. Staff will inform the applicant, using the e-mail addresses provided, of the meeting dates as soon as they are determined.

CERTIFICATION

The applicant/developer certifies that the data included in this application and the exhibits attached is true and complete to the best of my knowledge. The statements are made for the purpose of obtaining a resolution or resolutions from the Denton City Council. I understand that false statements may result in forfeiture of benefits and possible prosecution by the City Attorney.

Legal Name of Developer/Entity

Authorized Officer

Title

Signature

Date