



Competitive (9%) Housing Tax Credits (HTC) Review Procedures (Amended – November 5, 2019)

The City of Arlington has established the following requirements to receive support for a proposed 9% Housing Tax Credit (HTC) project. The procedures below outline the process for applicants that are requesting “a resolution of no objection” or “a resolution of support”.

1. **December 18, 2019** is the last date for applicants to submit the HTC project review package to the City of Arlington. See Attachment 1 for the Application.
2. During the Review Process, all questions and concerns about this application process must be directed to the City’s appointed single point of contact, **Mindy Cochran**, Executive Director of Housing, (Mindy.Cochran@arlingtontx.gov). Questions about the planning or zoning process should be directed to Jennifer Pruitt, Planning Manager (Jennifer.Pruitt@arlingtontx.gov). Developers and their representatives are prohibited from communicating with council members, City officials and their staff, regarding their housing tax credit projects during the review process. Please see Attachment 2, Contact with City Council, Staff and Advisors, for additional information. The period of no contact runs from 12/6/19 through 2/25/20. Owners of the property being acquired for the development are considered representatives of the developer for purposes of this process.
3. Developers are required to attend a Pre-Application Meeting with planning staff from the Planning and Development Services Department. The Pre-Application Meeting request can be found on the department website. Each site requires a separate meeting. Any changes to the proposed development as a result of meetings with Planning and Development Services staff will be accepted up to the date the project is being reviewed by the Community and Neighborhood Development Committee.
4. If applications are considered incomplete, staff will notify the developer of the deficiency and provide five (5) business days to correct the deficiency.
5. The applications will be evaluated and ranked by staff based on the City’s Housing Tax Credit Review Policy, which is included as Attachment 3.
6. Staff will schedule time on an available Council Committee agenda for review of project applications. If adequate information is not provided timely, the project will not be scheduled for review by Council Committee.
7. Developers are encouraged to attend Council Committee meetings to respond to any questions about their proposal. During the meeting, developers are permitted to respond to any questions from the Committee members or provide clarification about their project.
8. Council Committee will meet as necessary to review all complete applications. The number of scheduled meetings is dependent upon the number of complete applications received. Target Committee meeting dates are January 14 and January 28, 2020.
9. City Council will have the final decision about issuing a letter of support or a letter of no objection, and whether to provide development support. City Council meetings are open to the public and developers are permitted to attend and address council members during this time.
10. Staff will notify developers of any approved City Council action.



HOUSING TAX CREDIT PROJECT APPLICATION

The following information will be used to review and rank Housing Tax Credit projects for consideration of City Council support. Please provide the following information in sections as detailed below.

Section I: General Information

- A. Contact information:** Please provide the development name, Development company name, and primary contact for the project. Please also provide related partners if known. Provide names, addresses, phone and email for each.
- B. Experience Certificate/Statement:** Provide evidence of the applicant/developer acting in capacity as owner, general partner or developer of at least 100 residential units. Provide resume of major partners and management team.
- C. Organizational Chart & Owner's Ownership Structure:** Include all ownership organizations and key persons within these organizations.
- D. Management:** Describe the anticipated ongoing management of the property including whether there will be onsite property management, and if the developer will be the long-term owner.

Section II: Project Description

- A. Project Description and General Information:**
 - a. Type: new construction, demolition and new construction, rehabilitation
 - b. Total number of units
 - c. Number of low-income units by income level
 - d. Number of market rate units
 - e. Number of senior units if applicable
 - f. Bedroom size mix
 - g. Proposed gross rents for low income and market rate units
 - h. Please identify if income averaging will be utilized.
- B. Preliminary Site Plan**
- C. List of proposed unit and development amenities**
- D. Zoning: Identify current and proposed zoning**
- E. Units per acre**
- F. Describe any anticipated variances from the Unified Development Code.**
- G. Development timeline if awarded credits**

- H. Identify energy efficient measures that EXCEED the City’s energy code**
- I. Identify anticipated sustainable building materials**
- J. Site control:** Provide evidence of site control.
- K. Location:** Provide information about proximity to jobs, quality childcare and other resources (i.e. grocery, libraries, etc.).

Section III: Outreach & Communication

- A. Community Involvement:** Include list of neighborhood associations and the frequency of contact, method of contact, response to outreach, and number of property owners notified. Provide information about outreach to applicable school districts including method of contact, point of contact at the school district, and their response
- B. Describe any outreach to City Council members**
- C. Identify the date of the Pre-Application meeting with Planning and Development Services**

Section IV: Miscellaneous

- A. Brief Financing Narrative/Plan:** Include preliminary project financials, proposed development budget, and development cost per square foot.
- B. Provide a statement about whether the development is seeking a tax exemption of any sort.**
- C. Provide a statement if the developer is willing to identify the Arlington Housing Finance Corporation (AHFC) or an eligible, related entity designated by the AHFC as the intended recipient of Right of First Refusal.**
- D. Please provide your TDHCA self-score including the scoring elements where you derived your points.**

Please submit 4 copies of the application package to:

Arlington Housing Authority
Attn: Mindy Cochran, Executive Director
501 W. Sanford Street, Suite 20
Arlington, TX-76011

The complete application package must be received no later than 5:00 p.m. on 12/18/19. If you have any questions concerning this process, please contact Ms. Cochran at Mindy.Cochran@arlingtontx.gov

Note: Exceptions to the above required package contents may be considered on a case-by-case basis.

CONTACT WITH CITY COUNCIL, STAFF AND ADVISORS

All questions concerning the application process for City of Arlington review of 9% Housing Tax Credit projects must be directed to the **single point of contact**: Mindy Cochran, Executive Director, Housing at Mindy.Cochran@arlingtontx.gov. Questions related to the planning or zoning process should be directed to Jennifer Pruitt, Planning Manager at Jennifer.Pruitt@arlingtontx.gov.

The following provisions are intended to ensure a fair and equitable review process so that there is no actual or potential situation where one developer secures or attempts to secure an unfair advantage over another developer or creates a situation where there is an appearance of impropriety in contacts between the developer, developer's agent, or developer's consultant and City officials or staff.

Developers are prohibited from communicating with council members, City officials and their staff, regarding their housing tax credit project during the official review process, which begins December 6, 2019 and ends with official Council action of support, no objection, or no action for the project, but not later than February 25, 2020.

These restrictions extend to letters, phone calls, emails, social media, or any contact that results in the direct or indirect discussion of the project review process. Violation of this provision by the developer or developer's agent may lead to disqualification from consideration of a letter of support or no objection. Exceptions to the restrictions on communication with City Council include:

1. Developer participation at Council Committee meetings and City Council meetings for the purpose of reviewing the developer's project.
2. Contacts by the developer with City when such contact does not pertain to the 9% housing tax credit project under review. Examples include: private (non-business) contacts with the City by the developer or developer's agent acting in their personal capacity; presentations and/or responses to inquiries initiated by City Staff; and if a representative of the project has a question about any potential contact as described above, the single point of contact will be notified in order to make a determination as to whether any contact is allowed in accordance with the housing tax credit review process.



Housing Tax Credit Review Policy – City of Arlington, Texas
(Revised 11/5/2019)

The City of Arlington will consider providing a Resolution of Support or a Resolution of No Objection for the State's Low-Income Housing Tax Credit (LIHTC) developments that provide long term, high quality sustainable housing to the city. To determine if a proposed LIHTC development meets this standard, staff will evaluate both the proposed development as well as the proposed development entity using the following criteria.

1. The proposed developer has a track record of developing and managing high quality LIHTC housing, with hands-on management which includes comprehensive tenant screening.
2. The proposed development should be consistent with Comprehensive & Consolidated Plans.
3. The proposed development should use:
 - a. Energy-efficient measures
 - b. Sustainable building materials
 - c. Materials from the City's preferred materials list
4. The City has a preference for demolishing existing structures and building new housing.
5. The City has a preference for developers with experience constructing and owning/managing well-maintained, quality properties and a preference for local, on-site property management.
6. The City has a preference for developers who are willing to identify the Arlington Housing Finance Corporation (AHFC) or an eligible, related entity designated by the AHFC, as the intended recipient of Right of First Refusal.
7. The City has a preference for developments that serve a mixture of income levels, including market rate units.
8. The City has a preference for developments located near jobs and quality childcare.
9. The City has a preference for developments with sites that have existing multi-family zoning.
10. The City has a preference for developments that are not seeking a property tax exemption.

The Developer should address how the development entity and the proposed development meet each of these criteria in their request to the City. City staff will evaluate the developer's proposal using these criteria as well as applicable city ordinances and will make a recommendation to the Community and Neighborhood Development Committee as to whether the proposed development should be reviewed by City Council and considered for a Resolution of Support or Resolution of No Objection.

Consideration of the developer's request for a Resolution of Support or a Resolution of No Objection in no way impacts the City's right to approve, disapprove or modify the developers proposed site plans or to modify the zoning for the proposed development.

HOUSING TAX CREDIT REVIEW TIMELINE

Fall 2019 through January 7, 2020	Pre-Application Meetings
Deadline to submit applications	December 18, 2019
Community and Neighborhood Development Committee Meetings	January 14 and 28, 2020
City Council Work Session	February 11, 2020
City Council Meeting – Action requested	February 25, 2020

The City of Arlington reserves the right to amend the above schedule depending upon the number of applications that are received or expected to be received. All applicants will be notified of any changes to this schedule.