



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.