



City of Rowlett

Housing Tax Credit (HTC)

Request for Support Policy

Community Development Department
Planning and Urban Design Division
5702 Rowlett Road
Rowlett, TX 75089
(972) 463-3927

Policy Statement: To meet the housing and development objectives of the City of Rowlett, it shall be the City's policy to analyze projects requesting support for proposed Housing Tax Credits (HTC) to determine if they align with the City's Strategic and Comprehensive Plan. The goal of this analysis is to establish if HTC projects merit local support. The Community Development Division serves as the City's primary point of contact for all HTC programs.

Evaluation Criteria: The City of Rowlett 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. Preferences in evaluation of projects for consideration of City support are listed below:

- Acquisition, Rehabilitation or Renovation of Existing Affordable Housing
- Senior Housing Developments
 - Independent Living
 - Assisted Living Facility
- Mix of Affordable and Market Rate Housing
- Distance between other HTC Projects
- Whether the proposed development will be subject to property tax or demonstrates significant investment into the community
- Designating set-aside units for supportive housing programs to house vulnerable populations including people experiencing homelessness, people with mental illness, chronic health conditions, the disabled, seniors, and/or victims of domestic violence.

The City of Rowlett reserves the right to reject applications that do not comply with the City's Housing Tax Credit Request for Support Policy, Strategic and Comprehensive Plans, or policy direction from the Rowlett City Council.

Required Information: Before a project will be evaluated each applicant requesting support must submit the City of Rowlett's HTC Request for Support application with all attachments. The application and list of required documents are available on the City's website at Applications and Checklists.

Meeting with City Staff: At least 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.

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.

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 Rowlett in writing and request a new commitment of support:



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- 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 (TDHCA). The City of Rowlett 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, the developers proposed site plans or the zoning for the proposed development.



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Project Information

Legal Name of Developer/Entity

Name of Proposed Development

Project Address

County

Zoning District

Census Tract

School District

Project Type: General Senior Supportive Housing-Special Populations

Applicant Role: Owner Developer Other: _____

Housing Tax Credit Application for: 9% HTC 4% HTC

Applicant requesting Council Resolution: Support Stating no Objection

Is this property: New Construction Renovation Acquisition/Redevelopment

Total Number of Units:

	# of Total Units	# of Market Rate	# of Affordable Units				Estimated Rent	#SF of Each Unit
			30%	50%	60%	MR		
SRO*								
1BR								
2BR								
3BR								
Total Units	0	0	0	0	0	0		
% of Total		0.0%	0.0%	0.0%	0.0%	0.0%		
Length of Affordability on the Project								

Applicant Information

Name

Street Address

City, State

Zip

Contact Person

Contact Phone #

Contact Email

Check all that apply: For Profit Non-Profit Public Housing Authority



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In the last 10 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:

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:

- Preliminary Site Plan – Provide a preliminary site plan for the proposed project;
- Location map “all multi-family developments highlighting affordable housing within two miles of proposed site;”
- Census tract map with site identified;”
- Letter of zoning verification or status of rezoning request from the City - Include a letter from the City of Rowlett’s Planning and Urban Design Division verifying the current zoning of the site for the proposed Project is compatible with the anticipated use; include documentation verifying that a zoning request has been submitted;
- Support and/or opposition from community – describe the impact the project is anticipated to have on the surrounding neighborhood and involvement and support from local stakeholders and neighborhood or organizations; include a list of stakeholders and neighborhood associations contacted. Attach all letters of support or opposition to your project and/or documentation of each notification/response;
- Letter of support and/or opposition from the neighborhood association;
- Letter of support and/or opposition from the school district(s) (if project will be tax exempt);
- Letter of support and/or opposition from the County (if project will be tax exempt);
- TDHCA Self-Score – Please attach TDHCA Self-Score Matrix;
- Describe tenant population(s), restrictions (e.g. income or age restrictions) and access to supportive service 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;
- Provide a list of basic amenities and unit amenities proposed for the project;
- Describe the project’s quality of design and construction; and
- Demonstrate the project’s compatibility and alignment with the priorities stated in the City’s Comprehensive Plan, Future Land Use Plan, and Strategic Plans adopted by the City of Rowlett.



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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 supporting attachments:

- Project pro forma;
- Annual Audit for each partner; and
- Describe the taxable status of the development; indicate whether the development will be paying property taxes or if the development will be exempt;

If project will be tax exempt, provide:

- A projected loss of property taxes (to each entity and in total) over the 15-year period, and include assumptions and comparable properties utilized;
- A copy of the fiscal year budget of the tax-exempt partner; and
- A detailed plan explain how projected revenues are intended to be used by the tax-exempt partner; this should provide sufficient explanation to understand the strategic plan for the projected additional revenue and how it will provide an enhancement or benefit to the community. The plan should also address any community service contributions and investments planned by the tax-exempt partner and for-profit developer.

SUBMISSION INFORMATION

- The Community Development Department serves as the City’s primary point of contact for all TDHCA programs. Completed applications should be submitted to the Planning and Urban Design Division
- Before a project will be evaluated, each applicant requesting support must submit a completed application with all attachments.
- Applications for the Request for Support for 4% must be submitted at least 60 days prior to when the letter must be submitted by the applicant to TDHCA.
- 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 are true and complete to the best of my knowledge. The statements are made for the purpose of obtaining a resolution or resolutions from the Rowlett 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