Competitive (9%) Housing Tax Credits (HTC) Review Procedures
(Amended – October 26, 2021)

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 15, 2021, at 5pm** is the last date for applicants to submit the HTC project review package to the City of Arlington. Please 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](mailto:Mindy.Cochran@arlingtontx.gov)). Questions about the planning or zoning process should be directed to **Chasidy Benson**, Planning Manager, ([Chasidy.Benson@arlingtontx.gov](mailto:Chasidy.Benson@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 12/15/21 through 2/22/22. Owners of the property being acquired for the development are considered representatives of the developer for purposes of this process. If developers wish to invite City Council members to neighborhood meetings, they can do so through the single point of contact.

3. Developers are required to attend a Pre-Application Meeting with staff from the Planning and Development Services (PDS) Department. The Pre-Application Meeting request can be found on the PDS 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 1/11/22 and 1/25/22.

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 evaluate 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: Provide the development name, developer 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. Population to be served (workforce/senior)
   f. Bedroom size mix
   g. Proposed gross rents for affordable and market rate units
   h. 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. If not currently zoned for multi-family, please identify where you are in the re-zoning process.

E. Units per acre

F. Describe any anticipated variances from the Unified Development Code. Please review carefully – it is highly unlikely that there will be no variances. In the area of parking, if you will be deficient in parking requirements, please identify the number of parking spaces provided and parking spaces required
by total spaces, covered spaces and garage spaces.

G. Development timeline if awarded credits

H. Identify energy efficient measures that EXCEED the City’s energy code – Please do not list energy efficient elements that are required by code.

I. Identify anticipated sustainable building materials used in construction.

J. Site control: Provide evidence of site control.

K. Location: Provide information about proximity to jobs and the number of jobs, quality childcare and other resources (i.e. grocery, libraries, etc.), including maps showing the distance from the site to area amenities.

L. Poverty rate: Provide poverty rate for the census tract where the development will be located.

M. Unique: If applicable, provide a narrative about what is unique about this development, compared to others in the City; be specific.

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 about the development. 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 or State Representatives

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. Provide your self-score with a breakdown of the elements that make up what you believe your final score will be.

Submit PDF application electrically via a Zip File. See instructions below:

1. Locate the file(s) or folder you want to zip together.
2. Select them by right-clicking on the file(s) or folder and select "Send to" and then "Compressed (zipped) folder" from the dropdown menu.
3. Then attach the Zip Folder to your email to Mindy.Cochran@arlingtontx.gov

The complete application must be received no later than 5:00 p.m. on 12/15/21. 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 Chasidy Benson, Planning Manager, at Chasidy.Benson@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 15, 2021, and ends with official Council action of support, no objection, or no action for the project, but not later than February 22, 2022.

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
(no revisions since 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 2021 through January 4, 2022
Pre-Application Meetings

Deadline to submit applications
December 15, 2021

Community and Neighborhood Development Committee Meetings
January 11 and 25, 2022

City Council Work Session
February 8, 2022

City Council Meeting – Action requested
February 22, 2022

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.