



2026 LOW INCOME HOUSING TAX CREDIT REQUEST FOR MUNICIPAL RESOLUTION

The City of El Paso requires the following information in order to process a request for a resolution of support for the Texas Department of Housing and Community Affairs (TDHCA) as part of the 2026 Low Income Housing Tax Credit (LIHTC) application process. All 9% LIHTC applicants must fill out Sections A, B, and D. Section C is for 9% LIHTC applicants seeking City financial support. 4% HTC applicants must fill out sections A, B and D only.

- **The deadline for 9% Housing Tax Credit Requests for Municipal Resolution is Tuesday, November 10, 2025 by 5:00 pm (MST).**

SECTION A. PROPERTY AND CONTACT INFORMATION

1. Applicant/Developer: _____
2. Contact Person: _____
3. Applicant Address: _____
Phone: _____ E-Mail: _____
4. Name of Proposed Development: _____
5. Proposed Development Address/Location: _____
6. Type of Tax Credit requested of TDHCA (ex. 9% Statewide At-Risk or 9% Regional Competitive): _____

SECTION B. PROJECT INFORMATION

1. Project type (rehabilitation, new construction, adaptive reuse, etc.): _____
2. Provide a written narrative explaining why the particular type of tax credit is being requested and how the proposed development meets TDHCA criteria and the City of El Paso adopted Evaluation Criteria for Requests for Local Government Support of LIHTC Proposals. To accomplish this, the narrative should include detailed descriptions of how the proposed development meets each of the criteria for Value Statements 2, 3, 4, and 5 in the City's adopted evaluation criteria (attached to this form). Narrative must be no more than 10 pages, single-spaced, 12 pt. Arial or Calibri font, 1" margins. Submit as Attachment B-2.
3. Total cost of development (as prepared by an Architect, Engineer or Contractor): \$_____
4. Cost per square foot: \$_____
5. Amount of tax credits being requested of TDHCA: \$_____
6. Number of units & housing mix for proposed development (1, 2 or 3 bedroom) and Number of Affordable Units

Units/bedroom Size:	Total Quantity	Market Rate	80% AMI	60% AMI	50% AMI	30% AMI
1 Bedroom						
2 Bedroom						
3 Bedroom						
4 Bedroom						
Totals						

7. Is the proposed development site properly zoned for proposed development? Yes ____ No ____
a. Current Zoning: _____
8. Are property taxes current for the site? Yes ____ No ____
If yes, provide a copy of current property tax receipt, or print-out from:
https://actweb.acttax.com/act_webdev/elpaso/index.jsp Submit as Attachment B-8.
9. Is the property located in a flood zone? Yes ____ No ____
10. Submit location map showing the project site. Submit as Attachment B-10.
11. Submit project Site Plan (and renderings if available). Submit as Attachment B-11.

SECTION C. FOR THOSE PROJECTS SEEKING FINANCIAL SUPPORT FROM CITY FUNDS

1. Total amount of funds requested from City HOME/CDBG funds: \$ _____
Or, total amount of requested fee waiver from the City of El Paso: \$ _____
2. Indicate use of all funds by category and amount (for those requesting HOME/CDBG funds):
- | | |
|---|----------|
| Acquisition: | \$ _____ |
| Design/Soft Costs: | \$ _____ |
| New Construction of Housing Units: | \$ _____ |
| Rehabilitation/Conversion of Housing Units: | \$ _____ |
| Funds from other sources: | \$ _____ |
| Total Project Cost: | \$ _____ |
3. Relocation of Tenants (for rehabilitation and/or reconstruction developments):
- How many of the existing dwelling units are occupied? _____ Vacant? _____
- If completely vacant, how long has the property been vacant? _____
- Are any of the units owner-occupied? _____
- Will Temporary or permanent relocation be required? _____
4. Section 3 Agreement (for those requesting HOME/CDBG funds): If the project construction amount totals more than \$200,000, the owner/contractor agrees to meet or exceed Section 3 requirements by: (1) awarding at least 20% of the total dollar amount of all covered construction contracts to Section 3 businesses; and (2) offering 50% of new employment opportunities to Section 3 businesses. Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. The HOME and CDBG funds administered by the City necessitate following Section 3 provisions.
- Do you agree to meet or exceed the Section 3 requirements noted above? Yes ____ No ____
5. Submit the following financial documents (for those requesting HOME/CDBG funds):
- Applicant's financial statement or most recent audit. Submit as Attachment C-5.a.
 - Applicant's Current Income Tax Return. Submit as Attachment C-5.b.

6. Submit the following Relocation documents (if applicable):

- a. Copy of Relocation Plan. Submit as Attachment C-6.a.
- b. Proof of approval of Relocation Plan by HUD. Submit as Attachment C-6.b.
- c. List of all households to be displaced, list must include date of issuance of General Information Notices and date of issuance of Relocation Notices for all households. Submit as Attachment C-6.c.

Please note: Phase I Environmental Assessment must be submitted to Community & Human Development for review prior to execution of any HOME or CDBG funding agreements.

SECTION D. CERTIFICATIONS

RETURN COMPLETED 9% LIHTC REQUESTS FOR MUNICIPAL RESOLUTION WITH ALL ATTACHMENTS NO LATER THAN NOVEMBER 10, 2025 BY 5:00 PM (MST).

Submittals received after 5:00 pm on November 10, 2025 MST will not be considered for support.

Applications must be submitted by emailing a link to your application contained within a file sharing service to **DCHDFacilities@elpasotexas.gov**. Please notify DCHD staff by emailing DCHDFacilities@elpasotexas.gov that your application has been stored with a file sharing service to include the link for access. DCHD must receive this email prior to the application deadline. Applications must be submitted electronically unless a waiver has been issued allowing you to submit your application in paper form. Instructions for submitting your paper application will be contained in the approval letter of a waiver for electronic submission.

4% HTC REQUESTS FOR MUNICIPAL RESOLUTION WILL BE ACCEPTED ON A ROLLING BASIS THROUGHOUT THE YEAR.

Person authorized to sign on behalf of proposed development:

I/we declare that I/we have examined this request and, to the best of my/our knowledge and belief, the information contained therein is true, correct, and complete.

Signature (required): _____

Printed Name/Title: _____

Date: _____

FOR STAFF USE ONLY: Received by: _____ Date: _____

Review for Completeness by: _____

Evaluation Criteria for Requests for Local Government Support of LIHTC Proposals

Value Statement	Total Points	Evaluation Criteria and/or Scoring Breakdown (points)	Plan El Paso Reference (These goals and policies are to be referenced to ensure proposed projects comply with Plan El Paso. Proposals need not address all goals and policies referenced below; rather, listed goals and policies should be used to inform the scoring of proposals against the Evaluation Criteria.)
1. The project is situated in a high-opportunity area, as identified by the GIS-based Affordable Housing Opportunity Index and Mapping Tool	35	<p>Geographic Index points are granted based on the proposed project's proximity to the following:</p> <p>a) Healthcare - located within 1/4 mile of a health-related facility, such as a full service hospital, community health center, minor emergency center, emergency room or urgent care facility. Physician offices and physician specialty offices are not considered in this category. (5 pts)</p> <p>b) Education - located within 1/4 mile to a traditional public school, public charter school, public magnet school, early education learning center. (5 pts)</p> <p>c) Food - located within 1/4 mile of a full-service grocery store. A full service grocery store is a store of sufficient size and volume to provide for the needs of the surrounding neighborhood and offering a wide variety of fresh, frozen, canned, and prepared foods, including but not limited to a variety of fresh meats, poultry, and seafood; a wide selection of fresh produce including a selection of different fruits and vegetables; a selection of baked goods, paper goods, and toiletry items. (5 pts)</p> <p>d) Public Transportation - located within 1/4 mile to Rapid Transit System (RTS) Sun Metro Brio stop or station with a frequency of 10 minutes [peak service] to 15 minutes [off-peak service]. (5 pts)</p> <p>e) Workforce Development – located within a ¼ mile of an agency/center that offers public services to help people find jobs, gain new skills, and navigate the workforce. These agencies offer a range of services, including training, employment support, career counseling, and assistance for employers seeking to hire (5 pts)</p> <p>f) Community Services – located within ¼ mile of community services that aim to enhance well-being, engagement, and quality of life, to include public parks, community centers, and senior centers (5 pts)</p> <p>g) Community Census Area - located within a Census Tract that contains 4 out of the 6 service category services (5 pts)</p>	<p>Goal 2.1 - Smart Location Principles</p> <p>Goal 5.14 - Schools</p> <p>Goal 7.12 - Educational Opportunities</p> <p>Goal 9.3 - Access to Healthcare (Policy 9.3.1)</p> <p>Goal 6.1 Housing Supply; supportive housing (Policy 6.1.3)</p> <p>Policy 10.7.6: Promote behavioral changes and consumption patterns that conserve energy</p> <p>Goal 10.16: Reduce “Food Miles” or the distance that food must travel to El Paso, and the associated pollution and fuel consumption associated with long-distance food transport</p> <p>Goal 10.6 - Atmosphere; promote new development that encourages a sustainable lifestyle such as walking, cycling, the use of public transit, and reducing dependence upon automobiles (Policy 10.6.3)</p>
2. Maximize affordable housing units within the City of El Paso with whatever combination of projects produces the most affordable housing units given allocation of funds for the region	35	<p>a) Proposal with the greatest number of units (15 pts) Other proposals receive points based on the following equation: $15 \times (\text{units proposed} \div \text{greatest units proposed})$</p> <p>b) Proposal with the most units for households at or below 30% AMI (8 pts) Other proposals receive points based on the following equation: $8 \times (30\% \text{ AMI units proposed} \div \text{greatest } 30\% \text{ AMI units proposed})$.</p> <p>c) Proposal with the most units for households between 31% and 60% AMI (7 pts) Other proposals receive points based on the following equation: $7 \times (31\%-60\% \text{ AMI units proposed} \div \text{greatest } 31\%-60\% \text{ AMI units proposed})$.</p> <p>d) Proposal with the greatest number of units produced per amount of tax credit (5pts)</p>	Goal 6.1 - Housing Supply (Policies 6.1.1 & 6.1.2)

3. Promotes inclusive and accessible developments by providing residents access to community services	15	a) Development integrates with the neighborhood and commercial/public services, promoting accessibility without barriers (5 pts) b) Development has gathering areas/community spaces (5 pts) c) Development has mixed-income units to include 80% AMI and/or market rate (5 pts)	Goal 2.1 - Smart Location Principles Goal 2.2 - Neighborhood Patterns Goal 4.2 - Complete Streets (Policy 4.2.8) Goal 4.5 - Network Principles; minimize isolating communities (Policy 4.5.8) Goal 6.1 - Housing Supply (Policies 6.1.1, 6.1.2 & 6.1.7) Goal 6.2 - Existing Neighborhoods (Policy 6.2.1) Goal 6.3 - Walkable Neighborhoods (Policies 6.3.1 - 6.3.3)
4. Evaluation of project budget and financial readiness to ensure development feasibility	15	a) a complete and detailed development budget, including sources and uses, that reflects financial feasibility (4 pts) b) secured or committed sources of funding (e.g., letters of commitment, award letters) for at least 50% of total development costs (4 pts) c) evidence of successful financial closings for similar projects within the past 5 years (4 pts) d) financial reserves or capacity to address cost overruns or delays (3 pts)	N/A
5. Proposed development reflects the City's commitment to leveraging public assets	10	Applications proposing to develop affordable housing on City-owned land may be awarded additional points. To qualify, proposals must demonstrate alignment with City priorities, site readiness including zoning compliance, and a sustainable development plan that advances community goals (Up to 10 bonus points)	N/A

TOTAL POSSIBLE POINTS 110