



2021 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 support resolution for the Texas Dept. of Housing and Community Affairs as part of the 2021 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 Monday, November 2, 2020 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 2, 2020 BY 5:00 PM (MST).

Submittals received after 5:00 pm on November 2, 2020 MST will not be considered for support.

Applications must be submitted by emailing a link to your application contained within a file sharing service. Please notify DCHD staff by emailing housingprograms@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 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. 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) 15 points for the proposal with the greatest number of units. All other proposals receive a point value equal to 20 multiplied by the percentage of units proposed as compared to the development with the greatest number of units. (ex. Development X proposes 50% of the total units that the development with the greatest number of units proposes. Points for Development X = 20 points x 50% = 10 points).</p> <p>b) 8 points for the development with the most units for households at or below 30% AMI. All other proposals receive a point total equal to 8 multiplied by the percentage of 30% AMI units compared to the development with the greatest number of 30% AMI units.</p> <p>c) 7 points for the development with the most units for households between 31% and 60% AMI. All other proposals receive a point total equal to 7 multiplied by the percentage of 31%-60% AMI units compared to the development with the greatest number of 31%-60% AMI units.</p> <p>d) 5 points for the development with the greatest number of units produced per amount of tax credit.</p> | Goal 6.1 - Housing Supply (Policies 6.1.1 & 6.1.2) |
| 2. Support breaking the cycle of poverty and supporting upward mobility by either directly providing or facilitating availability of social services | 20 | <p>Actively supporting residents of the project through provision of staffing, investments in programs/services, MOUs with other providers, and/or in house staff providing services.</p> <p>Categories of Services:</p> <p>a) Education (5 pts)</p> <p>b) Economic development/workforce and entrepreneurial development (including homeownership programs) (10 pts)</p> <p>c) Supportive/social services (5 pts)</p> | <p>Goal 5.12 - Museum & Cultural Affairs</p> <p>Goal 5.14 - Schools</p> <p>Goal 5.17 - Civic Buildings</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> |

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| 3. Residents given an opportunity for inclusiveness and afforded an opportunity to access public services | 10 | Categories: a) No physical barriers separating the development from the neighborhood and commercial/public services (4 pts) b) Gathering points/areas that bring together residents of the project and residents of the neighborhood at large (3 pts) c) Development has a mix of units at various income levels to include 80% AMI and/or market rate. (3 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) Goals 5.8 & 5.9 - Parks 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) Goal 9.3 - Access to Healthcare 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) . |
| 4. Local presence and long-term accountability in El Paso | 15 | Applicant has: a) Past experience involved in a development team constructing, operating and/or providing affordable housing for residents who fit the demographic profile to be served in El Paso (4 pts) b) A staff presence in El Paso of at least 5 employees (4 pts) c) 5 or more years experience as part of a development team financing, building, operating or managing affordable housing in El Paso (4 pts) d) Commitment to extended affordability beyond 30 years. (1 point for every 5 years of extended affordability beyond 30 years) (up to 3 pts) | N/A |

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| 5. Meets City smart growth initiative as set out in Plan El Paso | 20 | <p>Each project will be evaluated and scored by City of El Paso staff.</p> <p>Tier 1 projects can score up to 20 points under this category.</p> <p>Tier 2 projects can score up to 10 points under this category.</p> <p>This is intended to prioritize Tier 1 projects while not ruling out creative, impactful projects in Tier 2.</p> <p>(See attached maps of Tier 1 and Tier 2 Areas)</p> | <p>Goal 1.1 - Downtown (If proposed project is located downtown)</p> <p>Goal 1.2 - Traditional Neighborhoods (Policy 1.2.3)</p> <p>Goal 1.3 - Neighborhood Retrofits; bus routes and RTS stops (Policies 1.3.1 & 1.3.2)</p> <p>Goal 1.4 - New Neighborhoods</p> <p>Goal 1.5 - Outward Expansion</p> <p>Goal 1.9 - Industrial Lands (Policy 1.9.4)</p> <p>Goal 1.10 - Growth Areas and Overlays (Policies 1.10.3 - 1.10.5)</p> <p>Goal 2.1 - Smart Location Principles</p> <p>Goal 4.1 - Compact Urban Areas (Policy 4.1.2)</p> <p>Goal 4.7 - Air Quality (Policies 4.7.1 & 4.7.3)</p> <p>Goal 4.11 - Public Transportation (Policies 4.11.2, 4.11.3 & 4.11.6)</p> <p>Goal 6.1 - Housing Supply (Policies 6.1.1 - 6.1.3, 6.1.7)</p> <p>Goal 6.2 - Existing Neighborhoods (Policy 6.2.1)</p> <p>Goal 6.3 - Walkable Neighborhoods (Policies 6.3.1 - 6.3.3)</p> <p>Goal 6.4 - Housing Affordability</p> <p>Goal 7.3 - Dynamic Walkable Neighborhoods (Policy 7.3.3)</p> <p>Goal 7.11 - Complete Streets</p> <p>Goal 9.4 - Exposure to Environmental Risk (Policies 9.4.1a, 9.4.1c, 9.4.1e)</p> <p>Goal 9.5 - Encourage Physical Activity Through Design (Policies 9.5.4 & 9.5.6)</p> <p>Goal 9.6 - Encourage Well-Being (Policy 9.6.6)</p> <p>Goal 10.5 - Stormwater; (Policy 10.5.2, Policy 10.5.7, Policy 10.5.9)</p> <p>Goal 10.6 - Atmosphere; promote both roof and non-roof strategies to mitigate the urban heat island effect (Policy 10.6.9).</p> <p>Goal 10.7 - Energy/Public transit (Policy 10.7.2).</p> <p>Goal 10.8: Protect and enhance ecologically sensitive areas such as aquifer recharge zones, hillsides, bosques, arroyos, wetlands, and plants and wildlife resources.</p> <p>Goal 10.9: Preserve the valuable natural resources of the mountain and hillside areas and minimize the exposure of potential environmental hazards associated with their development.</p> <p>Goal 10.10: Protect the community from risks associated with geologic conditions</p> <p>Goal 10.13: Protect City residents from the effects of excessive noise or vibration.</p> <p>Goal 10.14: Improve public safety by developing appropriate lighting and control standards.</p> |
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TOTAL POSSIBLE POINTS 100





