

**RENTAL HOUSING DEVELOPMENT ASSISTANCE (RHDA)**  
**Application for Rental Development Financing**

**PLEASE NOTE: AHFC Reserves the right to fund projects at a lower amount than requested, and the right to deny applications that do not coincide with the City's FY 2014-15 Action Plan goals and policy direction from the Austin City Council.**

Project Name:   Azul 620  

Project Address:   11411 North Ranch Road 620, Austin   Zip Code:   78726  

Total # units in project/property:   120   Census Tract Number:   48453001714  

Total # units to be assisted with RHDA Funding:   55   City Council District Number:   6  

Project type (check all that apply with an 'X'):

Acquisition     Rehabilitation     New construction     Refinance     Rent Buy-Down

Amount of funds requested:   \$1,650,000   Terms Requested:   0%, 40 years, deferred  

Role of applicant in Project (check all that apply):     Owner     Developer     Sponsor

**1. Applicant Information** (If applicant is not acting as the developer, please provide all of the information below for the developer as well as for the applicant. If the developer involves multiple entities, is a partnership or joint venture, please provide duplicative information for each, and identify the entity that will serve as the "lead" organization).

  DMA Development Company, LLC       Developer     Consultant/Other  
Name    Applicant is (please check appropriate box):

  4101 Parkstone Heights Drive, Suite 310    
Street Address

  Austin        TX 78746        512-328-3232    
City    State, Zip    Telephone

  Janine Sisak        512-328-3232        janines@dmacompanies.com    
Contact Person    Contact Telephone    E-mail address

  [REDACTED]        [REDACTED]    
Federal Tax ID Number    D-U-N-S Number (REQUIRED - Visit [www.dnb.com](http://www.dnb.com) for free DUNS#)

**The applicant/developer certifies that the data included in this application and the exhibits attached hereto are true and correct. Unsigned/undated submissions will not be considered.**

  DMA Development, LLC          **City of Austin**  
Legal Name of Developer/Entity    Signature of Authorized Officer    **JAN 09 2015**  
  Executive Vice President        January 9, 2014    
Title    Date    **NHCD / AHFC**

## ***CONSIDER SMOKE-FREE HOUSING***

The City of Austin encourages the development of smoke-free rental housing. Smoke-free housing protects the health of residents by decreasing exposure to harmful secondhand smoke. Also, apartment owners and managers reap the benefits of more efficient and less expensive unit turnovers, potentially lower insurance premiums, and reduced risk of fires.

Smoke-free policies are legally permissible and can be a marketing advantage for attracting and retaining residents. More than 80 percent of people living in the Austin area do not use tobacco, and a 2011 survey conducted by the Austin/Travis County Health and Human Services Department found that 77 percent of renters in Travis County would prefer to live in tobacco-free housing.

Find out how you can protect the health of residents, make your property safer, and save money by downloading a copy of "A Manager's Guide to Smoke-Free Housing Policies" at: <http://www.livetobaccofreeaustin.org/owners.php>.

### **Please answer the following questions.**

Is this development intended to have restrictions on smoking?       Yes       No

If "Yes," what level of restriction is intended?

No smoking anywhere on the property, inside or outside

No smoking Inside residents' units

No smoking in outdoor exclusive use areas such as individual balconies or patios

No smoking in outdoor common areas such as pool, parking lot, green spaces, etc.

No smoking outdoors within a reasonable distance from building entrances (such as 15 – 25 feet) to prevent smoke from entering another resident's open windows or doors.

2. **A. Non-profit applicants/developers, attached copies of the following:**

1. A "certificate of status" issued by the Texas Secretary of State.
2. Federal IRS certification granting non-profit tax-exempt status.
3. Certified financial audit for most recent year which include the auditor's opinion and management letters.
4. Board resolution approving the proposed project and authorizing the request for funding

**B. For-profit applicants/developers, attach copies of the following:**

1. For Corporations, Limited Partnerships, and Limited Liability Companies, a copy of a "certificate of status" issued by the Texas Secretary of State.
2. A current financial statement
3. Proof of sufficient reserves or a line of credit available, if necessary, in order to complete the proposed project.

See Tab 1.

3. **Project Type (Please check any that apply.)** This project is considered:

**Traditional Rental Housing** (serving low-income households, and resident services may or may not be provided)

**Transitional Housing** (case management services provided and residency limited to a certain length of time, usually no more than 24 months)

**Permanent Supportive Housing** (Considered long-term rental housing for very low-income families and individuals who are among the hardest to serve and who are most vulnerable to homelessness. This type of housing provides case management services to residents as needed).

**If you checked Permanent Supportive Housing, please complete the information below.**

**A. Numbers of proposed PSH Units:**

\_\_\_\_\_ Total Number of Units in project

\_\_\_\_\_ Total Number of Permanent Supportive Housing (PSH) Units Proposed

**B. Check the population or sub-population(s) proposed to be served and indicate the number of units dedicated to that population or sub-population.**

1. \_\_\_\_\_ Persons needing "**Housing First**," a Permanent Supportive Housing model typically designed for individuals or families who have complex needs, who are often turned away from other affordable housing settings, and/or who are least likely to be able to proactively seek and obtain housing on their own. Housing First approaches also include rapid re-housing which provides quick access to permanent housing through interim rental assistance and supportive services on a time-limited basis.

NUMBER OF UNITS \_\_\_\_\_

Individuals or families headed by individuals that are:

2. \_\_\_\_\_ **Chronically homeless** as established in the HEARTH Act (Homeless Emergency and Rapid Transition to Housing Act of 2009) found at 24 CFR Part 577.

NUMBER OF UNITS \_\_\_\_\_

3. \_\_\_\_\_ Households that would otherwise meet the HUD definition of chronically homeless per the HEARTH Act, but **have been in an institution for over 90 days**, including a jail, prison, substance abuse facility, mental health treatment facility, hospital or other similar facility.

NUMBER OF UNITS \_\_\_\_\_

4. \_\_\_\_\_ Unaccompanied youth or families with children **defined as homeless under other federal statutes** who:

- a. have experienced a long-term period without living independently in permanent housing;
- b. have experienced persistent instability as measured by frequent moves over such period; and
- c. can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

NUMBER OF UNITS \_\_\_\_\_

5. \_\_\_\_\_ A single adult or household led by an adult **'aging out' of state custody of the foster care or juvenile probation system**, where the head of household is homeless or at-risk of homelessness.

NUMBER OF UNITS \_\_\_\_\_

6. \_\_\_\_\_ Any other population **not defined above** but who would otherwise be eligible for or need permanent supportive housing services.

NUMBER OF UNITS \_\_\_\_\_

**NOTE: APPLICANTS CHECKING B.1, B.2, B.3, or B.4 ABOVE MUST COLLECT AND REPORT INFORMATION INTO THE HOMELESS MANAGEMENT INFORMATION SERVICE (HMIS)**

**4. Project Description.** Provide a brief project description that addresses items "A" through "L" below.

- a. Describe the tenant population, income levels, and services, if any, to be provided to or made available to residents.

The proposed development will serve the general population. Approximately 110 of the 120 units will be income restricted to those with incomes less than 60% of the Area's median income. 40% of the total units will be for tenants with approximate incomes less than 60% of the area's median income. 40% of the total units will be for tenant with approximate incomes less than 50%. 10% of the total units will be for tenants with approximate incomes less than 30% of the area's median income. For a family of 1, those approximate income levels are \$31,680, \$25,400 and \$15,840 respectively. For a family of 2, those approximate income levels are \$36,240, \$30,200 and \$18,120 respectively. For a family of 3, those approximate income levels are \$40,740, \$33,950 and \$20,370 respectively. The total restricted income percentage of the Development is 90%. 10% will be non-income restricted.

For this development, DMA will offer a full slate of supportive services, which may include educational programming, financial planning courses, character building programs, scholastic tutoring, and annual income tax preparation. DMA will encourage a high level of resident participation because doing so creates a safer and more prosperous community.

- b. Include the type of structure (multi-family or single-family), number and size of units in square feet.

Azul will be a garden style apartment community. There will be a mix of one, two, and three bedroom units in a combination of single story and two story structures. The square feet of the units will range from 750-1000 square feet. See attached rent schedule in Tab 5 for more detail on the unit mix.

- c. Indicate whether the property is occupied at the time this application is being submitted.

The property is currently being occupied by two home owners who are the sellers under the contracts for sale.

- d. Indicate whether the project meets the requirements of the City's Vertical Mixed-Use (VMU) Ordinance, or is in a Planned-Unit Development (PUD) or Transit Oriented Development (TOD), or is located less than .25 miles from a transit stop (not just a transit route).

The property does not meet any of these requirements.

- e. Indicate whether the project will preserve existing affordable rental units.

N/A

- f. If there are existing structures, provide documentation from the taxing authority or another third-party source indicating the year the structure was built.

See attached in Tab 3.

- g. Indicate the number of units reserved for Housing Choice Voucher holders (Section 8).

There are no units reserved for Section 8 Households, although the community will accept Section 8 voucher holders.

- h. Indicate the number of units that are or will be made accessible and adaptable for persons with mobility, sight or hearing disabilities.

All units will be designed as adaptable, but will provide a greater level of accessibility than required of adaptable units. Specifically, all units will include accessibility features such as grab bars, roll-in showers, and sufficient turning radius in the kitchen and bathrooms. Additionally, five percent of the units will be designed as fully accessible for people with mobility impairments, while another two percent will be designed as accessible for those with vision and hearing impairments.

- i. Demonstrate the Project's compatibility with current Neighborhood Plan (if applicable).

N/A

- j. Summarize the key financials of the project, clearly indicating the total project cost, the amount and intended use of AHFC funds being requested, and the amount(s) and provider(s) of other funding and the stage of those funding commitments.

The applicant is in the process of applying for 9% housing tax credits to finance this development. The total project cost will be approximately \$20,554,524 Million. The construction funding sources include a construction loan from JP Morgan Chase Bank in the amount of \$12,168,821, a loan from the City of Austin in the amount of \$1,650,000, and investor equity in the amount of \$5,129,487. The majority of the developer fee will not be paid during construction, so the total construction sources balance the total construction uses.

The construction loan from JP Morgan Chase Bank will carry an interest rate of approximately 5% and will require interest-only payments during the term of the loan. Construction loan interest, assuming the loan is fully drawn for one year, will be approximately \$600,000.

The Austin Housing Finance Corporation loan, which may be a combination of HOME funding and General Obligation funding to be determined by the City, is a fully forgivable loan and therefore will have no payments during the construction period.

The permanent loan in the amount and a portion of the investor equity will pay off the construction loan. The permanent loan will be in the amount of \$5,750,000. The loan will carry an interest rate based on the 10-year Treasury rate, plus a spread, which is currently projected to be 6%.

The total equity available from RBC Capital Markets as a permanent source of funding will be \$12,826,718.

The Austin Housing Finance Corporation loan in the amount of \$1,650,000 will also be available as a permanent source of funding. It is a fully forgivable loan which is non-amortizing and does not require any repayment as long as the applicant is not in default of the loan agreement.

Please see Sources and Uses attached in Tab 5 for more detail.

**Please attach the following to the description of the above items:**

- k. A map (8 1/2" x 11") indicating the property location and the distance to the nearest Capital Metro Transit Stop to which residents will have access.

See map attached in Tab 2.

**5. Site Control and Demonstration of Value**

Include evidence of site control such as a warranty deed or a current earnest money contract, and provide a real estate appraisal or current tax documentation that substantiates the value of the property.

See contracts attached in Tab 3.

**6. Zoning**

Include a letter from the City of Austin’s Planning and Development Review Department (PDRD) verifying that the current zoning of the site for the proposed project is compatible with the anticipated use, or include documentation verifying that a request to change current zoning has been submitted to PDRD. Should the project be approved for funding, the appropriate zoning must be in place prior to execution of loan documents.

The property is currently zoned SF so will require a zoning change. We will apply for rezoning this month, which is expected to be complete by June 2015.

- 7. S.M.A.R.T. Housing™.** Include a copy of the letter that indicates the project has been reviewed and meets S.M.A.R.T. Housing™ requirements.

This will be submitted under separate cover.

- 8. Development Team and Capacity.** Identify below the persons or entities anticipated to be involved in the project, such as lenders, attorneys, accountants, architects, engineers, general contractor, sub-contractors, property managers and consultants. Also, indicate if any person or entity involved is certified by the City of Austin as a minority or women-owned business enterprise (**MBE/WBE**), or if any of the entities are also **non-profit** organizations.

**Please also provide narrative information about the skills you or your development team members have in the following areas:**

DMA has experience in all of these areas and only works with development team member who have extensive experience in their line of work. See response to question 11 and Corporate Profile in Tab 4 for further detail on DMA’s experience.

- a. project management,
- b. market analysis,
- c. site selection and control,
- d. planning and construction,
- e. design, architecture and engineering,
- f. legal and accounting,
- g. federal funding rules and
- h. other funding source rules (e.g. Low Income Housing Tax Credits).

	<b>Name and Contact Information</b>	<b>MBE? (Mark X if Yes)</b>	<b>WBE? (Mark X if Yes)</b>	<b>Non- profit? (Mark X if Yes)</b>
Owner	<b>Austin DMA Housing III, LLC</b>			
Developer	<b>DMA Development Company, LLC</b>			
Architect	<b>TBD</b>			
Engineer	<b>Urban Design Group</b>			
Construction Lender	<b>JPMorgan Chase</b>			
Other Lenders	<b>N/A</b>			

Attorney	<b>Coats Rose</b>			
Accountant	<b>Novogradac &amp; Company</b>			
General Contractor	<b>Carleton Construction Ltd.</b>			
Consultant (if Applicable)	<b>N/A</b>			
Property Management Provider	<b>DMA Properties, LLC</b>			
Other:				

9. **Development Schedule.** Complete the grid below. You may re-order the steps according to the appropriate sequence for your project and to add in any other significant steps integral to your project's development. If the multiple properties are involved, provide a development schedule for each property.

	<b>DATE(S)</b>
Acquisition and/or holding	<b>September 2015</b>
Environmental and/or historic review (AHFC)	<b>July 2015</b>
Securing and packaging project financing	<b>June 2016</b>
Construction Specifications and Cost estimates	<b>March- May 2016</b>
Construction Bids	<b>N/A</b>
Construction Start	<b>June 2016</b>
Anticipated Draws (list all)	<b>September 2016 (for land acquisition)</b>
End Construction	<b>June 2017</b>
Start of Rent-up	<b>June 2017</b>
Completion & Operation	<b>January 2018</b>

10. **Accessible and Adaptable Units.** Indicate the number of units proposed to be **accessible and adaptable** for persons with mobility, sight and hearing disabilities as required by RHDA Program Guidelines.

\_\_\_120\_\_\_ Units adaptable for persons with mobility disabilities  
 \_\_\_6\_\_\_ Units accessible for persons with mobility disabilities  
 \_\_\_120\_\_\_ Units adaptable for persons with sight and hearing disabilities  
 \_\_\_3\_\_\_ Units accessible for persons with sight and hearing disabilities

11. **Developer Capacity.** Provide narrative information on recent, similar, and successful experience in affordable housing development. Include experience using multiple fund sources, managing affordable rental developments, and previous working history with the Austin Housing Finance Corporation.

DMA has extensive experience in developing affordable housing of all types. Please see Corporate Profile attached in Tab 4.

12. **Detailed Project Budget.** Use the following table, or comparable format, to provide a complete project budget. Add line-items as necessary. If this project has already received funding from AHFC, indicate by line item the amounts from the prior award.

<b>DETAILED PROJECT BUDGET</b>				
	<b>Cost</b>	<b>Prior award of RHDA Funds (if any)</b>	<b>RHDA Funds Requested</b>	<b>Description or Comments</b>

<b>PREDEVELOPMENT</b>				See Development Cost Schedule in Tab 5.
Appraisal				
Environmental Review				
Engineering				
Survey				
Architectural				
<b>TOTAL PREDEVELOPMENT</b>				
<b>ACQUISITION</b>				
Site and/or Land				
Structures				
Other (specify)				
<b>TOTAL ACQUISITION</b>				
<b>HARD COSTS</b>				
Infrastructure				
Site work				
Demolition				
Concrete				
Masonry				
Rough carpentry				
Finish carpentry				
Waterproofing & Insulation				
Roofing & Sheet Metal				
Plumbing/Hot Water				
HVAC				
Electrical				
Doors/Windows/Glass				
Lath & Plaster/ Drywall & Acoustical				
Tile work				
Soft & Hard Floor				
Paint/Decorating/Blinds/Shades				
Specialties/Special Equipment				
Cabinetry/Appliances				
Carpet				
Other (Please specify)				
Construction Contingency				
<b>TOTAL CONSTRUCTION</b>				
<b>SOFT &amp; CARRYING COSTS</b>				
Legal				
Audit/Accounting				
Title/Recording				
Architectural (Inspections)				
Construction Interest				
Construction Period Insurance				
Construction Period Taxes				
Relocation				
Marketing				
Davis-Bacon Monitoring				
Other: (Specify)				
<b>TOTAL PROJECT BUDGET</b>				

**13. Funds Proposal.** Provide the following information to facilitate financial review of the proposed project:

- a. **Sources and Uses of Funds** – Complete **Tables A & B (below)**, identifying all sources and uses of funds to implement project and include evidence of funds anticipated (financial statements, commitment letters, etc.).

<b>TABLE A: SOURCES OF FUNDS SUMMARY</b>					<b>Intended Use of Funds (Predevelopment, Acquisition, Construction, Soft Costs)</b>
	Term	Interest Rate	Amount	Evidence (Deed, Sales Contract)	
Owner Equity					See Sources and Uses in Tab 5.
Private Financing (List Lenders)					
Other Sources (List Below)					
<b>Proposed RHDA Funds</b>					
<b>TOTAL</b>					

<b>TABLE B: USES OF FUNDS SUMMARY</b>		
	Total Cost	Cost/Unit
Predevelopment		
Acquisition		
Hard Costs		
Soft & Carrying Costs		
<b>TOTAL</b>		

- b. **Leveraging** – Complete **Table C (below)**.

<b>TABLE C: PERCENTAGE OF RHDA FUNDS</b>	
<b>RHDA Funds</b>	<b>\$ 1,650,000</b>
<b>Other Funds</b>	<b>\$ 18,874,544</b>
<b>Total Project Cost</b>	<b>\$ 20,524,544</b>
<b>RHDA Funds ÷ Total Project Cost=</b>	<b>8%</b>

- c. **Operating Proforma** – In a format comparable to Table D below, prepare a minimum twenty (20) year financial Operating Proforma which realistically reflects the operation of the project relative to current and anticipated revenues, expenses and debt. The Proforma must indicate the anticipated debt coverage ratio (DCR) calculated as follows: net operating income (NOI)/debt service (DS) = DCR. For projects that will not carry debt, use the number "1" as the denominator in the equation.

**TABLE D: OPERATING PROFORMA**

<b>Unit Size (BR/BA)</b>	<b>Number of Units</b>	<b>Monthly Rental Income</b>	<b>Annual Rental Income</b>
See attached in Tab 5			
<b>FULL OCCUPANCY ANNUAL INCOME</b>			
<b>Less Vacancy Loss (Indicate % and Amount of Loss)</b>			
<b>GROSS ANNUAL INCOME</b>			

<b>Inflation Factor - Income</b>	
<b>Inflation Factor - Expense</b>	

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Gross Annual Income</b>					
<b>EXPENSES</b>					
Utilities					
Insurance					
Maintenance/Repair					
Property Taxes					
Management					
Marketing					
Maintenance Reserve					
Other (specify)					
Other (specify)					
<b>TOTAL EXPENSES</b>					
<b>NET OPERATING INCOME (NOI)</b>					
<b>Sources of Funds &amp; Debt Service</b>					
<b>TOTAL ANNUAL Debt Service (DS)</b>					
<b>Cash-flow after Debt Serv (CF = NOI - DS)</b>					
<b>Debt Coverage Ratio (DCR = NOI/DS)</b>					

**14. Good Neighbor Policy.** Please refer to the City’s Good Neighbor Guidelines and demonstrate compliance with the Good Neighbor Policy by completing the Good Neighbor Checklist and providing the documentation requested.

DMA has reviewed the Good Neighbor Guidelines and has conducted preliminary research to determine that the site is not in the boundaries of any neighborhood association. As DMA will need to apply for rezoning of this site, the neighbors within a certain number of feet will be notified. We expect to submit our application for rezoning this month. See Tab 6.

**15. Description of Supportive Services.** If supportive services are NOT to be provided, please stop here. For all other projects, if supportive services are to be provided to residents, provide a description of the services that includes the following information:

- a. A description of the supportive services to be provided to residents and/or clients.
- b. The number and types of residents/clients expected to be served annually.
- c. Describe the developer's experience and qualifications in providing the services to be offered.
- d. If services are not provided by the developer of the project, include a description of the organization(s) providing the services and a memorandum of understanding or some other type of agreement that indicates the relationship between the developer and service provider.
- d. Provide resumes of key personnel who will be actively involved in the delivery of services. Resumes should include information about certifications, licenses, years of experience, and education.
- f. Demonstrate financial capacity to provide support services and/or operate a supportive services program by providing the following information:
  1. Sources of Funds: Identify sources and amounts of funds that will be or are expected to be utilized to provide supportive services.
  2. Budget: Include a supportive services budget which reflects current and anticipated funding and expenses associated with the provision of services for three (3) years.

Please see Tab 7 for a Supportive Service Plan.

---

**ATTENTION:**

**Please submit with the Application a completed "self-evaluation" using the following Scoring Criteria.**

**RHDA PROGRAM  
SCORING CRITERIA**

**REQUIRED INFORMATION:**

- |                               |               |                                |              |
|-------------------------------|---------------|--------------------------------|--------------|
| 1. Applicant Information      | <u>  X  </u>  | 10. Accessible/Adaptable Units | <u>  X  </u> |
| 2a. Non-profit Required Items | <u>      </u> | 11. Experience/Qualifications  | <u>  X  </u> |
| OR                            |               | 12. Project Budget             | <u>  X  </u> |
| 2b. For-profit Required Items | <u>  X  </u>  | 13. Funds Proposal:            |              |
| 3. Project Description        | <u>  X  </u>  | a. Sources                     | <u>  X  </u> |
| 4. Site Control/Value         | <u>  X  </u>  | b. Uses                        | <u>  X  </u> |
| 5. Zoning                     | <u>  X  </u>  | c. Leveraging                  | <u>  X  </u> |
| 6. S.M.A.R.T. Housing         | <u>  X  </u>  | d. Operating Proforma          | <u>  X  </u> |
| 7. Development Team           | <u>  X  </u>  | 14. Good Neighbor Checklist    | <u>  X  </u> |
| 8. Development Schedule       | <u>  X  </u>  |                                |              |
| 9. Developer Capacity         | <u>  X  </u>  |                                |              |

**EVALUATION CRITERIA:**

Applications for proposed projects will be reviewed and scored on a competitive basis per the evaluation criteria below. Applications must receive a minimum score of **150** points out of a maximum score of **240** points. PLEASE NOTE: A score above the minimum score does not guarantee funding.

**CORE VALUES POINTS**

**(Affordable Housing Core Values: Deeper levels of affordability, long-term affordability, and geographic dispersion of affordable units throughout the City.)**

Score

**1. AFFORDABLE UNITS** (maximum 25 points)

25     

If development has a mix of 30%, 40%, and/or 50% MFI units, add the results for the percentage of units in each income category up to the maximum of 25 points. If the percentage of units at a given MFI level is not a multiple of 10, round up to the next closest multiple of 10 to get the score for that particular MFI level

<b>% MFI</b>	<b>% of Affordable Units in Project (only count units reserved for 50% MFI and below)</b>					
	10% of units	20% of units	30% of units	40% of units	50% of units	60% of units
<b>50%</b>	3	5	10	15	20	25
<b>40%</b>	5	10	15	20	25	
<b>30%</b>	10	15	20	25		

Score

**2. AFFORDABILITY PERIOD** (25 points)

25     

**25 points:** Affordability period is:

  X   99 years;

**OR**

       40 years, and project is applying for Low Income Housing Tax Credits. Note: AHFC funding is contingent upon the award of Low Income Housing Tax Credits.

Score

**3. GEOGRAPHIC DISPERSION** (maximum 25 points) 25\_\_\_\_\_

Project is located in an area identified according to the Kirwan Institute's Comprehensive Opportunity Map of Austin as having greater opportunity for low-income households.

- 25 points:** Very High priority area
- 20 points:** High priority area
- 15 points:** Moderate priority area
- 10 points:** Low priority area
- 5 points:** Very Low priority area

**INITIATIVES AND PRIORITIES POINTS**

**(Permanent Supportive Housing, Sustainability, Priority Locations, Accessible and Integrated, and Preservation of Affordable Housing)**

Score

**4. PERMANENT SUPPORTIVE HOUSING (PSH)** (maximum 25 points) 0\_\_\_\_\_

**25 points:** "Housing First" model.

**15 points:** Project will reserve units for PSH for the following populations:

- Chronically Homeless as established in the HEARTH Act (24 CFR Part 577)
- Have been in an institution for over 90 days
- Unaccompanied youth or families with children defined as homeless under other federal statutes
- Youth "aging out" of state custody or the foster care or the juvenile probation system

**10 points:** Project will reserve units for PSH for populations other than those listed above.

Score

**5. SINGLE-FAMILY RENTAL HOUSING, INCLUDING SECONDARY UNITS ("GREEN ALLEY INITIATIVE")** (20 points) 0\_\_\_\_\_

**20 points:** Project consists of either new construction or rehabilitation of one or more single-family rental units, secondary units, or units compatible with the City's "Green Alley Initiative."

Score

**6. ACCESSIBILITY AND HOUSING FOR PERSONS WITH DISABILITIES** (maximum 20 points) 0\_\_\_\_\_

\_\_\_\_\_ **10 points:** In multi-family developments, (i.e. 5 or more units) or for single-family rental housing (i.e., 1 to 4 units), 50% or more of the total number of units will be made accessible per the Uniform Federal Accessibility Standards (UFAS).

\_\_\_\_\_ **10 points:** Units to be designated for persons with disabilities as defined in the Fair Housing Act: for Multi-family developments, (i.e. 5 or more units), at least 25% of all units; for single-family rental housing (i.e., 1 to 4 units) 1 or more units.

Score

**7. PRIORITY LOCATION (10 points)**

0\_\_\_\_\_

**10 points:** Project is:

- \_\_\_\_\_ located in a Vertical Mixed-Use (VMU) Corridor; or
- \_\_\_\_\_ a Planned-Unit Development (PUD); or
- \_\_\_\_\_ located within a Transit-Oriented Development (TOD) area, or
- \_\_\_\_\_ is located 0.25 miles (1,320 feet) or less from a transit stop.

Score

**8. PRESERVATION OF AFFORDABLE UNITS (10 points)**

0\_\_\_\_\_

**10 points:** Project is the rehabilitation and preservation of existing affordable housing units, or new units are being constructed to replace existing affordable units at the same location on a one-to-one replacement basis or a greater than one-to-one replacement basis.

Score

**9. TRANSITIONAL HOUSING (10 points)**

0\_\_\_\_\_

**10 points:** Project will be developed and operated exclusively as transitional housing.

**UNDERWRITING POINTS**

**(EXPERIENCE, CAPACITY, DEVELOPMENT FEASIBILITY, OPERATIONAL FEASIBILITY, COMPATIBILITY WITH OTHER PROGRAM REQUIREMENTS)**

Score

**10. DEVELOPER EXPERIENCE AND QUALIFICATIONS (maximum 15 points)**

15\_\_\_\_\_

- 15 points:** Developer has recent, similar, and successful completion of a development similar in size and scope with income-restricted units.
- 10 points:** Developer has recent, similar, and successful completion of a development **smaller** in size and scope with income-restricted units.
- 8 points:** Consultant directly involved who has successfully completed a development similar in size and scope with income-restricted units.
- 5 points:** Developer has recent, similar, and successful completion of a development similar in size and scope **without** income-restricted units

Score

**11. SOURCES & USES OF FUNDS (maximum 10 points)**

5\_\_\_\_\_

**10 points:** All sources and uses of funds are clearly indicated and sufficient evidence of funding availability and/or commitments are included.

**5 points:** All sources and uses of fund are clearly indicated, but evidence of funding availability or commitments are incomplete.

Score

**12. DEBT COVERAGE RATIO** (maximum 10 points) 10\_\_\_\_\_

- 10 points:** DCR of 1.25 or greater or will be a debt-free development
- 6 points:** DCR between 1.21 - 1.24
- 4 points:** DCR between 1.15 - 1.20

Score

**13. LEVERAGE** (maximum 10 points) 10\_\_\_\_\_

RHDA Program funding (including prior awards and the current request) divided by Total Project Costs equals:

- 10 points:** 25% or less
- 8 points:** 26% - 30%
- 6 points:** 31% - 35%
- 4 points:** 36% - 50%
- 2 points:** 51% - 54%
- 0 points:** 55% or greater

Score

**14. RHDA COST PER UNIT** (maximum 10 points) 10\_\_\_\_\_

	<u>Multi-Unit Structures</u>	<u>Single-Unit Structures</u>
<b>10 points</b>	<\$40,000/unit	<\$50,000/unit
<b>8 points</b>	<\$45,000/unit	<\$60,000/unit
<b>6 points</b>	<\$50,000/unit	<\$70,000/unit
<b>4 points</b>	<\$55,000/unit	<\$80,000/unit
<b>2 points</b>	<\$60,000/unit	<\$90,000/unit
<b>0 points</b>	>\$60,000/unit	>\$90,000/unit

Score

**15. PROJECT READINESS** (maximum 10 points) 2\_\_\_\_\_

**New construction**

**2 points each; maximum 10 points**

- X \_\_\_\_\_ The project meets the normal eligibility requirements under the existing program guidelines.
- \_\_\_\_\_ The property is already owned by the developer.
- \_\_\_\_\_ The project has completed all necessary design work and received site plan approval.
- \_\_\_\_\_ All environmental reviews have been completed.
- \_\_\_\_\_ The project has firm commitments from all financing sources.

**Acquisition and Rehab**

**2 points each; maximum 10 points**

- \_\_\_\_\_ The project meets the normal eligibility requirements under the existing program guidelines
- \_\_\_\_\_ All environmental reviews have been completed.
- \_\_\_\_\_ The project has firm commitments from all financing sources.
- \_\_\_\_\_ A General Contractor has been selected.
- \_\_\_\_\_ Closing on the acquisition of the property can be achieved in less than 30 days.

**Acquisition of Completed Units**

**2.5 points each; maximum 10 points** (A total score of 2.5 points will be rounded to 3; a total score of 7.5 points will be rounded to 8.)

- \_\_\_\_\_ The project meets the normal eligibility requirements under the existing program guidelines
- \_\_\_\_\_ All environmental reviews have been completed.
- \_\_\_\_\_ The project has firm commitments from all financing sources.

\_\_\_\_\_Closing on the acquisition of the property can be achieved in less than 30 days.

Score

**16. PROPERTY MANAGEMENT** (maximum 10 points)

10\_\_\_\_\_

**10 points:** Designated Property Management Entity has documented track record of success managing income-restricted properties of similar size and/or similar unit counts, and has the capacity to take on management of the proposed project.

**8 points:** Designated Property Management Entity has a documented track record of success managing income- restricted properties of smaller size and/or fewer units, and has the capacity to take on management of the proposed project.

**4 points:** Designated Property Management Entity has a documented track record of successful property management experience and has the capacity to take on management of the proposed project, but has not managed an income-restricted property.

Score

**17. SUPPORTIVE SERVICES** (maximum 15 points)

15\_\_\_\_\_

**15 points:**

- a. The developer has secured written agreements with organizations that will provide resident services, or has experienced and qualified staff (7 or more years of experience) able to provide the same services.
- b. Funds have been identified for the operation of resident services programs.
- c. A 3-year estimated operating budget for the operation of the resident services programs is provided.

**10 points:**

- a. The developer has secured letters of intent from organizations that intend to provide resident services, or has experienced and qualified staff (3 to 6 years of experience) able to provide the same services.
- b. Funds have been identified for the operation of the resident services programs.
- c. A 3-year estimated operating budget for the operation of the resident services programs is provided.

**5 points:**

- a. The developer has experienced and qualified staff (1 to 2 years of experience) able to provide the same resident services.
- b. Funds have been identified for the operation of the resident services programs.
- c. A 3-year estimated operating budget for the operation of the resident services programs is provided.

Score

**18. MBE/WBE PROJECT PARTICIPATION** (5 points)

0\_\_\_\_\_

**5 points:** Development Team includes one or more certified City of Austin minority- or woman-owned business enterprises (M/WBE).

**TOTAL SCORE** \_\_\_\_\_ **152** \_\_\_\_\_



## Office of the Secretary of State

### Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Articles Of Organization for DMA DEVELOPMENT COMPANY, LLC (file number [REDACTED]), a Domestic Limited Liability Company (LLC), was filed in this office on February 18, 1999.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on October 05, 2010.



A handwritten signature in cursive script, appearing to read "Hope Andrade".

Hope Andrade  
Secretary of State

**Rental Housing Development Assistance  
Application for Rental Development Financing**

**Azul 620  
Austin, TX**

**Tab 2 – Maps**

---

Included in this Exhibit are the following:

1. Map showing the property location and the distance to the nearest Capital Metro Transit Stop.

11411 N FM 620, Austin, TX  
11411 N Fm 620, Austin, TX 78726  
Street View - Search nearby  
Total distance 1.33 mi (2.14 km)

Development Site

11411 N FM 620

0.2 mi

0.4 mi

0.6 mi

0.8 mi

1 mi

1.2 mi

1.33 mi



Google

Earth

**Rental Housing Development Assistance  
Application for Rental Development Financing**

**Azul 620**

**Austin, TX**

**Tab 4 – Developer Capacity**

Attached is DMA Development Company's corporate profile.

HOUSING DEVELOPMENT

MANAGEMENT

CONSULTING



**The DMA Companies**

Diana McIver & Associates, Inc.  
DMA Development Company, LLC  
DMA Properties, LLC  
DMA Property Advisors, LLC

4101 PARKSTONE HEIGHTS DRIVE  
SUITE 310  
AUSTIN, TX 78746

[www.dmacompanies.com](http://www.dmacompanies.com)

PHONE: 512-328-3232  
FAX: 512-328-4584

## THE DMA COMPANIES

**HOUSING DEVELOPMENT:** **DMA Development Company, LLC (DDC)** was created in recognition of the need for affordable housing in small cities and rural communities. DMA Development enjoys an excellent reputation in the industry as a “for profit” developer with a “nonprofit” heart. Building upon the success of Diana McIver & Associates as development consultants for nonprofits, Diana McIver embarked upon the development of small to mid-size apartment communities in rural areas and smaller cities utilizing the Housing Tax Credit program. By building relationships with investors and lenders, and convincing them of the importance of building quality affordable housing beyond the boundaries of major metropolitan areas, DMA Development Company has been able to assist communities in Texas and in Georgia with their housing needs.

**CONSULTING:** **Diana McIver & Associates, Inc. (DMA)** provides a full range of development and financial services to individuals, organizations, and public agencies involved in the development, acquisition, and management of multifamily housing, with special emphasis on affordable and special needs housing. Services typically provided include demographic and feasibility analysis, site selection and negotiation, applications for financing, identification and selection of development team members, development oversight and coordination, financing, construction monitoring, and review of administrative and management functions.

**MANAGEMENT:** **DMA Properties, LLC (DP)** was formed for the purpose of providing property management services to multifamily rental communities developed by DMA Development Company. DMA Properties oversees 1,500 units of affordable and market rate housing and provides services for residents of DMA communities. **DMA Property Advisors, LLC (DPA)** was formed in October 2010 for the purpose of providing third party property management services to multifamily rental communities. DPA currently manages 160 units of affordable and market rate housing.

## DMA DEVELOPMENT COMPANY, LLC

**DMA DEVELOPMENT COMPANY, LLC (DDC)** was formed in 1999 by Diana McIver for the purpose of developing and owning affordable and market-rate properties. It was an outgrowth of Diana McIver & Associates, Inc. (DMA), which has a successful history of providing development consulting services to nonprofit organizations. Both companies share staff and office space. The distinction between DMA Development Company, LLC (DDC), and Diana McIver & Associates, Inc. (DMA) is that DDC develops properties for its own portfolio, whereas DMA provides development services on a consulting basis for clients. DMA Development Company, LLC is 100% owned by Diana McIver and certified as a Historically Underutilized Business.



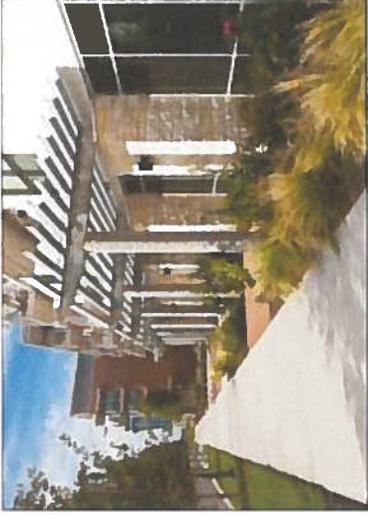
DMA DEVELOPMENT COMPANY, LLC—DEVELOPMENT EXPERIENCE SUMMARY

Property Name	City	# Of Units	Population	Placed In Service Year	Financing Structure
Sandia Crossing	Luling, TX	40	WF	2000	Housing Tax Credits
The Oaks at Winding Way	Gonzales, TX	40	WF	2000	Housing Tax Credits
Mariposa Gardens	Mathis, TX	66	WF	2001	Housing Tax Credits
Legend Oaks	Llano, TX	48	SR	2002	Housing Tax Credits/Housing Trust Funds
Eden Place	Seguin, TX	60	SR	2002	Housing Tax Credits/Housing Trust Funds
Mission Oaks	Refugio, TX	32	WF	2003	Housing Tax Credits/Housing Trust Funds
The Pines at Willowbrook	Hinesville, GA	80	WF	2003	Housing Tax Credits
Prairie Commons	Dallas, TX	72	WF	2004	Housing Tax Credits
Grove Park Terrace	Waxahachie, TX	60	WF	2004	Housing Tax Credits
Westview Ranch	Pearsall, TX	72	WF	2005	Housing Tax Credits
The Village at Morningstar	Texas City, TX	100	SR	2006	Housing Tax Credits/Housing Trust Funds/Federal Home Loan Bank
Seton Home Center for Teen Moms	San Antonio, TX	24	SH	2006	Housing Tax Credits/City of San Antonio HOME Funds
The Arbors at Rose Park	Abilene, TX	80	SR	2007	Housing Tax Credits/Housing Trust Funds/City of Abilene HOME Funds
Prospect Point	Jasper, TX	72	WF	2009	Housing Tax Credits
Morningstar Villas	Texas City, TX	36	SR	2009	Housing Tax Credits
The Bluestone	Mabank, TX	76	WF	2009	Housing Tax Credits
The Grove at Brushy Creek	Bowie, TX	48	WF	2009	Housing Tax Credits/TCAP
Shady Oaks	Georgetown, TX	60	WF	2009	Housing Tax Credits
Sunchase Square	Lockhart, TX	96	WF	2009	HUD 221(d)(4) Mortgage Insurance Program
Cambridge Crossing	Corsicana, TX	60	SR	2010	TDHCA Exchange/TDHCA HOME Funds
Heritage Crossing	Santa Fe, TX	72	SR	2011	TDHCA Exchange/TDHCA HOME Funds
Wildflower Terrace	Austin, TX	201	SR	2012	Housing Tax Credits/City of Austin GO Bonds
Samuel J. Simmons NCBA Estates	Washington, DC	174	SR	2012	Multifamily Housing Revenue Bonds/4% Bond
The Terrace at MidTowne	Midlothian, TX	92	SR	2013	Housing Tax Credits/TDHCA HOME Funds
The Overlook at Plum Creek	Kyle, TX	94	SR	2013	Housing Tax Credits/TDHCA HOME Funds
<b>Developments Completed:</b> 25	<b>Units Completed:</b>	<b>1855</b>			

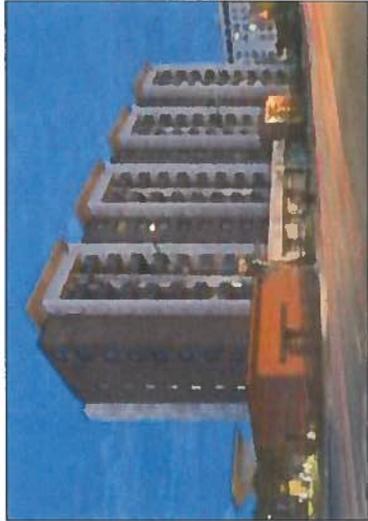
DMA DEVELOPMENT COMPANY PORTFOLIO — MIXED USE/HIGH RISE DEVELOPMENTS

DMA Development Company recently completed two high density, mid- to high-rise developments. Wildflower Terrace in Austin is a LEED certified building consisting of 201 units, ground floor commercial space, and a four story parking garage on 2.4 acres. Samuel J. Simmons NCBA Estates is a 174-unit senior development in Washington, DC originally constructed in 1981 under the HUD Section 202 Supportive Housing for the Elderly Program. DMA Development Company partnered with the National Caucus and Center on Black Aged to refinance and renovate the development.

*Wildflower Terrace, 3801 Berkman Drive, Austin, TX*



*Samuel J. Simmons NCBA Estates, 2801 14th Street, Washington, DC*



## DMA DEVELOPMENT COMPANY PORTFOLIO — SENIOR COMMUNITIES

DMA Development Company has perfected its senior independent living design in recent years. The typical DMA senior community consists of one two- or three-story elevator structure surrounded by single story cottages. The elevator structure is attractive to seniors who want the security of proximity to the onsite staff and amenities, while the single story cottages, which often have integrated carports, are attractive to independent residents who are perhaps downsizing from single family homes.



*The Terrace at MidTowne, 991 Abigail Way, Midlothian*



*The Overlook at Plum Creek, 4850 Cromwell Drive, Kyle, Texas*



DMA DEVELOPMENT COMPANY PORTFOLIO — SENIOR COMMUNITIES

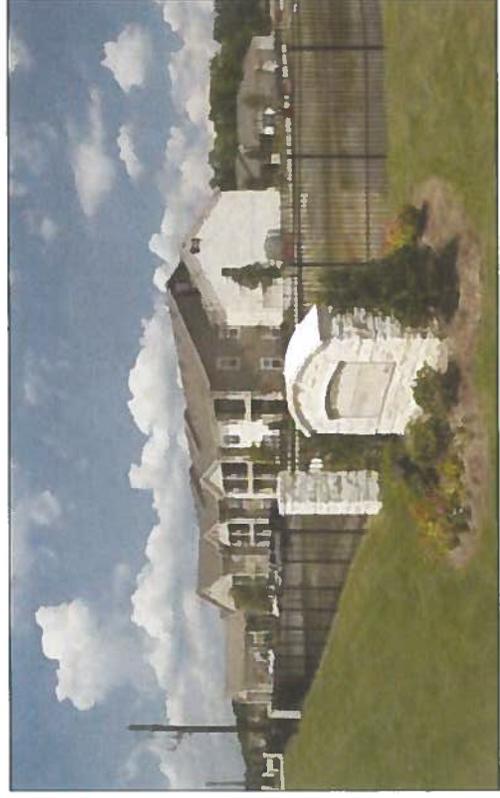
*The Arbors at Rose Park, 2702 S. 7th Street, Abilene, TX*



*Cambridge Crossing, 1900 Cambridge Street, Corsicana, TX*



*Heritage Crossing, 12402 11th Street, Santa Fe, TX*



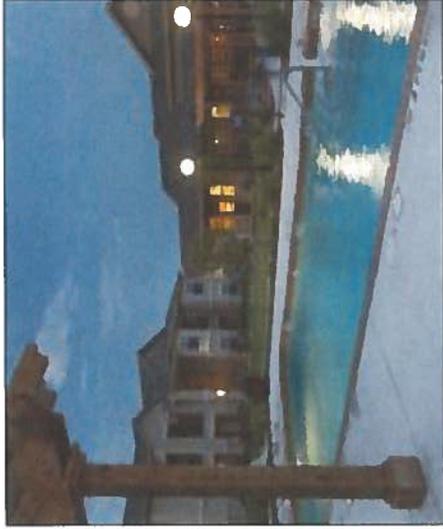
*Eden Place, 1220 Jefferson Avenue, Seguin, TX*



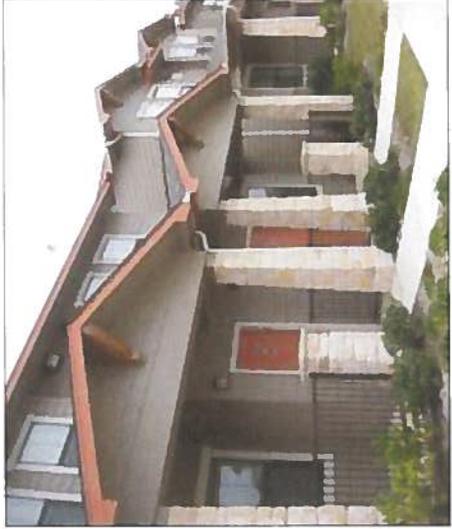
DMA DEVELOPMENT COMPANY PORTFOLIO — WORKFORCE HOUSING

DMA Development Company has developed and now manages 12 communities for families in Texas. These communities are designed with the resident population in mind, so all include recreational amenities for the residents, such as children’s activity rooms, computer centers, play-scapes and in some cases swimming pools. Our management company also provides a full slate of supportive services at all of our properties, including youth mentoring, budget counseling and financial fitness, and resume and job interview skills training.

*Sunchase Square, 1001 S. Guadalupe Street, Lockhart, TX*



*The Grove at Brushy Creek, 1101 El Dorado Street, Bowie, TX*



DMA DEVELOPMENT COMPANY PORTFOLIO — WORKFORCE HOUSING CLUBHOUSES

*Sunchase Square, 1001 S. Guadalupe Street, Lockhart, TX*



*Westview Ranch, 225 Westview Avenue, Pearsall, TX*



*Prospect Point, 215 Premier Drive, Jasper, TX*



*Prairie Commons, 9850 Military Parkway, Dallas, TX*



## DMA PROPERTIES — CREATING COMMUNITIES

DMA's apartment communities are all managed by DMA Properties, LLC, which is 100% owned by Diana McIver. DMA Properties provides a different menu of services at every property, depending on the resident needs in that particular community, but intended to foster a sense of community and resident responsibility. At our workforce housing communities, for example, DMA may offer services such as an aftercare program for school age children to include tutoring, computer classes, art and music classes, recreational activities, and character building curriculum. Adult classes are also offered in the areas of financial counseling/literacy, first time homebuyer education, English as a second language, and computer classes. At our senior communities, services are offered that encourage health and wellness, such as exercise classes and health screenings; facilitate social interaction such as potluck suppers, coffee gatherings, and movie nights; foster creativity, such as art and writing classes; and stimulate the mind, such as book clubs, literary salons, and computer classes. DMA encourages and supports volunteerism at all properties, both from the standpoint of encouraging our residents to volunteer in the community, as well as encouraging community volunteers to be active with our resident programs.



*Company History*

**Diana McIver & Associates, Inc.** was incorporated in January 1987, as the successor company to Conroy & McIver, a Texas general partnership founded by Pat Conroy and Diana McIver in 1979. DMA is wholly owned by Diana McIver and is certified by the State of Texas as a Historically Underutilized Business (HUB). Since inception, the company has expanded its focus from one of assisting nonprofit housing organizations with the development of housing for the elderly under a specialized federal program to one of providing a comprehensive package of services to address the needs of housing providers who must compete in an increasingly more complex environment. Today, DMA provides both development and financial services to a wide-ranging clientele including for profit companies, nonprofit organizations, and governmental agencies.

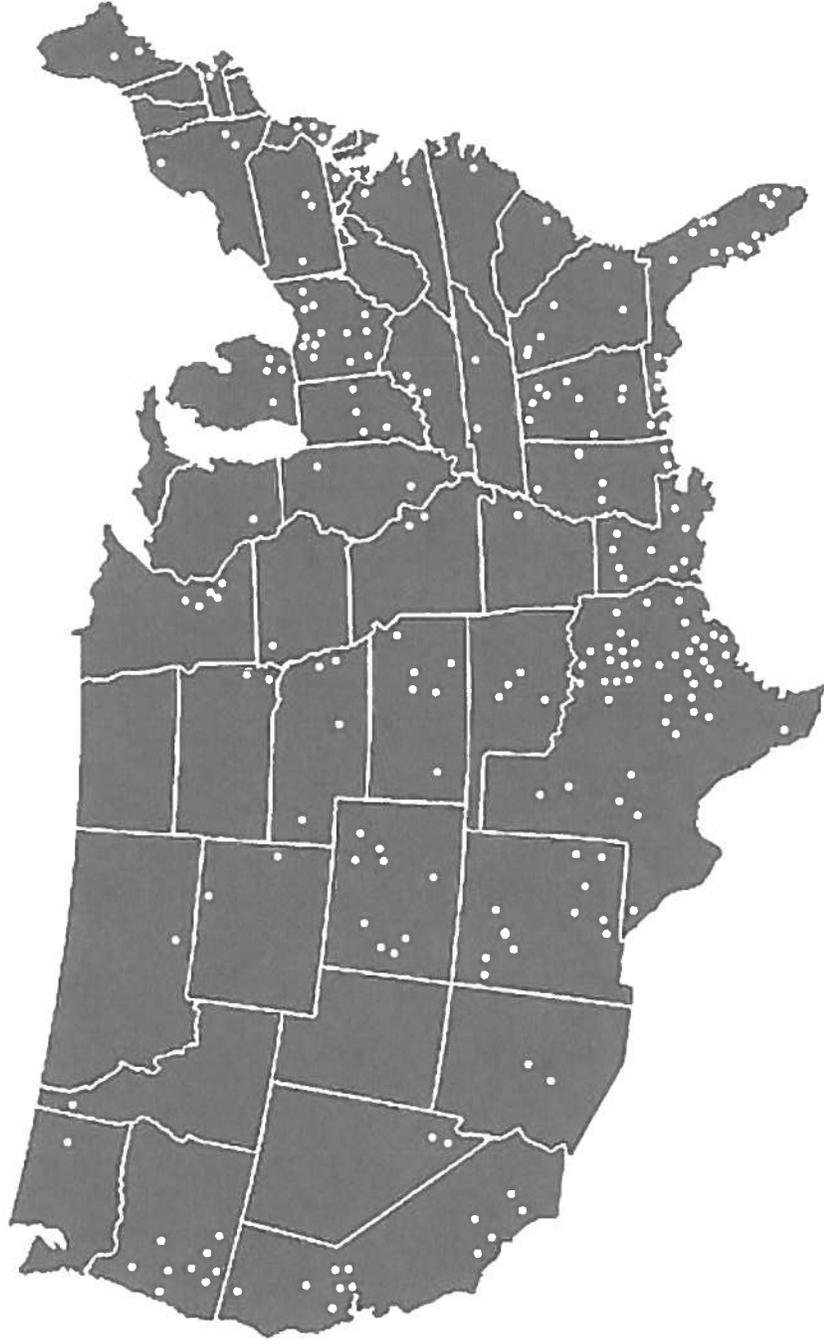
*Major Accomplishments*

Major accomplishments of **Diana McIver & Associates, Inc.** include:

- **Affordable Special Needs Housing.** Since 1980, the firm has provided development services to nonprofit organizations resulting in the successful development of nearly 300 projects of affordable special needs housing in 41 states. Many of these are financed under HUD's 202 Housing for the Elderly, HUD's 811 Housing for Persons with Disabilities, or the Housing Tax Credit Program (Section 42 of the Internal Revenue Code).
- **Affordable Multifamily Housing Development.** Since 1998, Diana McIver & Associates and its development affiliate, DMA Development Company, LLC, have been actively involved in the development of affordable multifamily housing through the utilization of the Housing Tax Credit Program. To date, DMA and DMA Development Company have successfully obtained funding for more than 40 tax credit developments in Texas, Colorado, Utah, Louisiana, Georgia, Kansas, and Washington, DC. Diana McIver is General Partner in a majority of these.

- **Affordable Housing Acquisition and Preservation.** DMA provided consulting services to nonprofit purchasers of existing federally assisted housing under the Low Income Housing Preservation & Resident Homeownership Act of 1990 (LIHPRHA) from 1994 until the program was terminated by the Congress in 1997. DMA served as consultants for the first sale to a community-based nonprofit in the country under the LIHPRHA program and successfully assisted nonprofit purchasers in obtaining more than \$76 million in financing to acquire and rehabilitate 17 LIHPRHA projects, totaling 1,660 units in 9 states.
- **Public Policy.** Ms. McIver's previous work for the U.S. Senate Committee on Aging has kept her involved in public policy issues affecting the elderly and persons with disabilities. In Texas, she is past president of the Texas Affiliation of Affordable Housing Providers, and has served on its Board of Directors since 2002. Since 2010, she has served on the Board of Directors of the Texas Association of Local Housing Finance Agencies (TALHFA). In January 2001, Diana received a congressional appointment to the fourteen-member Commission on Affordable Housing and Health Care Facility Needs of Seniors in the 21<sup>st</sup> Century. It was created as a bipartisan Commission, which released its report to the Congress in June 2002. In March 1995, Ms. McIver led the Special Housing Needs component of the White House Conference on Aging Mini-Conference on Elderly Housing. Executive Vice President, JoEllen Smith, has served on the Housing Committee of the Texas Association of Homes and Services for the Aging (TAHSA).
- **Affordable Housing Research.** In 2006, the City of Austin contracted with DMA to develop an Affordable Housing Element in conjunction with each of the City's planned Transit Oriented Districts (TODs), which accompany a planned commuter rail system for the Austin area. This study was completed in January 2009. Additionally, DMA provided consulting services for the City of Austin Affordable Housing Incentives Task Force, which recommended affordable housing incentives to the City Council in February 2007. DMA was also a consultant to ROMA Design Group in the development of Austin's Downtown Plan.

DIANA MCIVER & ASSOCIATES, INC. — HUD SECTION 202 AND 811 DEVELOPMENT MAP



Diana McIver & Associates, Inc. has been involved in the award and development of more than 11,840 units of affordable housing under the HUD Section 202 and 811 programs.

DIANA MCIVER & ASSOCIATES, INC. — HOUSING TAX CREDIT PROJECTS FUNDED AS CONSULTANT

Project	Developer	Location	Awarded	Units
Pavilion Gardens	Volunteers of America National Services	Montrose, CO	1998	30
San Antonio Seniors Apartments	National Church Residences	San Antonio, TX	1998	50
Holiday Village Apartments	Mountainlands Community Housing Trust	Park City, UT	1999	80
Babcock North Expansion	Alamo Area Mutual Housing Association	San Antonio, TX	2001	72
Woodland Ridge	Alamo Area Mutual Housing Association	San Antonio, TX	2001	150
Bentley Place	Alamo Area Mutual Housing Association	San Antonio, TX	2003	208
Spring Garden V	Affordable Housing of Parker County, Inc.	Springtown, TX	2005	40
La Vista de Guadalupe	Guadalupe Neighborhood Development Corp	Austin, TX	2006	22
Oak Creek Apartments	Apartment Advisors	Conroe, TX	2006	176
Skyline Terrace	Foundation Communities	Austin, TX	2006	100
Good Samaritan Towers	Evangelical Lutheran Good Samaritan Society	Olathe, KS	2006	172
San Gabriel Crossing	Texas Housing Foundation	Liberty Hill, TX	2009	76
Skytop Apartments	Apartment Advisors	Conroe, TX	2009	192
The Canyons Retirement Community	Sears Methodist Retirement Systems, Inc.	Amarillo, TX	2009	111
Magnolia Acres	National Church Residences	Angleton, TX	2011	67
Bluebonnet Villa/Primrose Park	National Church Residences	Bedford, TX	2011	104
Parkview Place	National Church Residences	Huntsville, TX	2012	41
			<b>TOTAL UNITS</b>	<b>1,691</b>

FEATURED PROJECTS: LA VISTA DE GUADALUPE — AUSTIN, TEXAS



Completed in October of 2008, La Vista de Guadalupe is a 22 unit affordable rental community with breathtaking views of downtown Austin developed by the Guadalupe Neighborhood Development Corporation (GNDC.) DMA provided consultant services to GNDC for La Vista de Guadalupe's funding through the Housing Tax Credit Program. In addition to \$3,127,000 in tax credit equity, La Vista received \$2,138,000 from the City of Austin, \$93,000 from the Meadows Foundation, \$350,000 in land contribution from GNDC, and permanent financing of \$280,000 from Wells Fargo, ensuring the ability to serve residents at 30%, 40% and 50% Area Median Incomes.

FEATURED PROJECTS: LYONS GARDENS — AUSTIN, TEXAS



Completed in the Fall of 2004, Lyons Gardens is a premiere example of affordable senior housing developed through the HUD Section 202 program. This 54 unit, senior housing community is sponsored by Family Eldercare, a local nonprofit dedicated to meeting the daily needs of Austin's seniors, and combines a \$3.3 million HUD Section 202 fund reservation with seven other city, federal, and private foundation funding sources. Lyons Gardens features a computer lab, community room, ice cream shop, beauty parlor, and an extensively landscaped outdoor area equipped with a gazebo, fountain and walking paths. Seniors residing at Lyons Gardens also benefit from nearby public transportation stops and proximity to a senior center. Diana McIver and Associates served as Family Eldercare's consultant throughout the development/construction process and assisted in securing the additional funding sources needed to meet the \$5.8 million in total development costs. Lyons Gardens received the Terrance Duverney Excellence award in 2005.

FEATURED PROJECTS: MOHR PLACE II — WICHITA, KANSAS



Mohr Place II is a 24-unit project that serves qualifying low-income seniors in Wichita, Kansas. Completed in 2008, the project was funded through the award of a HUD Section 202 grant in the amount of \$2,375,100. The development consists of four single-story cottage-style buildings and a community center situated around a central green space. The project was designed to accommodate elderly residents, including adaptable units with accessible features such as oversized corridors and low counters, to allow initially independent seniors to age in place.

The development's Sponsor, The Mental Health Association of South Central Kansas (MHASCK), also partnered with DMA to develop 14 units of housing for persons with mental disabilities on the adjacent parcel of land through a separate HUD Section 811 grant of \$1,184,500. The dually-developed site allows MHA to efficiently deliver affordable housing options and provide much needed services for the area's seniors and mentally disabled individuals.

With DMA's help, MHASCK hopes to replicate this successful model at another site in Wichita. That site's Section 811 project, The Gardens at Wichita Place, received a FY 2009 award and is scheduled to complete construction in late 2012. The counterpart Section 202 application recently received a FY 2010-11 award for funding.

## PROFILE OF OFFICERS

### DIANA L. MCIVER, PRESIDENT

Diana McIver is the President and sole owner of Diana McIver & Associates, Inc., DMA Development Company, LLC, and DMA Properties, LLC. Ms. McIver also co-founded Conroy & McIver, the predecessor firm to DMA, in late 1979.

Ms. McIver has more than thirty years experience in the development of nonprofit-sponsored affordable housing. Since 1979, Ms. McIver has assisted nonprofit housing developers in obtaining more than \$600,000,000 in funding commitments for affordable housing for low income families, the elderly and persons with disabilities, primarily through federal grants, loans, and mortgage insurance programs. Formerly with the U.S. Senate Special Committee on Aging, Ms. McIver was instrumental in getting appropriations for the Section 202 Program upon its reinstatement in 1974 as well as staffing the first congressional hearings on congregate housing for the elderly. As Director of Elderly Programs for the National Center for Housing Management, Ms. McIver developed a Model Management System for Nonprofit Sponsors of Housing for the Elderly under a grant from the Administration on Aging. She also designed, developed, and delivered training programs across the country on such topics as Congregate Housing for the Elderly, Developing Section 202 Housing, Developing FmHA 515 housing, HUD's Section 8 Program, and Management of Housing for the Elderly.

In January 2001, Ms. McIver received a Congressional appointment to the fourteen-member Commission on Affordable Housing and Health Care Facility Needs for Seniors in the 21st Century, a bipartisan Commission charged with developing comprehensive aging-in-place strategies, which released its findings to the Congress in June 2002. In July 2002, she was elected to the Board of Directors for the Texas Affiliation of Affordable Housing Providers and served as its President during 2005/2006. She was elected to the Board of the Texas Association of Local Housing Finance Agencies in October 2010. In 2012, Ms. McIver received the Community Vision Award from the Austin Chapter of the AIA. She is a frequent speaker and lecturer and has authored several publications and articles on senior housing. Ms. McIver has a Bachelor of Arts in Sociology, College of Idaho, Caldwell, Idaho, and has completed graduate courses at George Washington University, Washington, DC.

### JOELLEN SMITH, EXECUTIVE VICE PRESIDENT

JoEllen Smith has more than fourteen years of experience in senior and special needs housing. She joined DMA in March 1998 as a Development Assistant, where she assisted in DMA's activities under the Section 202 and Section 811 Programs. Following a successful career path of serving as DMA's 202/811 Program Manager and then Program Director, Ms. Smith was promoted to Vice President in July 2002 and to Executive Vice President in 2008. In this role she is responsible for client relations, business development activities, oversight of all DMA's 202/811 consulting services and providing leadership for DMA's 202/811 staff. Additionally, she manages several tax credit projects for DMA clients, specializing in those that involve HUD financing in addition to tax credits.

Ms. Smith received a Bachelor of Arts in Political Science from California State University, Long Beach, California, in May 1997 and a Certificate of Gerontology in 1996.

## PROFILE OF OFFICERS

### JANINE SISAK, SENIOR VICE PRESIDENT/GENERAL COUNSEL

Janine Sisak has eleven years of experience in the development of affordable housing. She joined DMA in December 2001 as a Development Associate, was promoted to Vice President in October 2005, named General Counsel in 2006, and promoted to Senior Vice President in September 2009. Ms. Sisak manages projects funded through the Section 202 and Section 811 programs, along with the Housing Tax Credit Program. As General Counsel, she handles all legal matters for the firm and is involved in closings and land acquisitions. Additionally, she handles all asset management responsibilities for DMA Development, working very closely with DMA Properties. Ms. Sisak currently serves on the board of directors for two Austin-based non-profits: Generous Art, Inc. and Rosewood Senior Housing I, Inc.

Prior to joining DMA, Ms. Sisak was an Employment Law Associate for Paul, Hastings, Janofsky & Walker LLP, New York, September 1998 through October 2000. She received her Bachelor of Arts in Economics from Tufts University, Medford, Massachusetts, where she graduated *cum laude* in May 1993. In May 1998, she received her Juris Doctorate from Fordham University School of Law, New York, New York, where she was Notes and Articles Editor for the Fordham Law Review. Ms. Sisak is a member of the State Bar of Texas and a Member of the New York Bar Association. She was a vis-

### SERGIO AMAYA, EXECUTIVE VICE PRESIDENT, DMA PROPERTIES, LLC

Sergio Amaya has thirty years of experience in property and asset management and joined DMA Properties, LLC as Vice President in February 2005. In September 2009, Sergio was named Executive Vice President. In this role, Sergio oversees tax properties managed by DMA Properties, LLC, and develops policies and procedures for the firm's management activities. This includes activities related to budgeting, operations, personnel, maintenance, compliance, investor relations, and the supervision of more than 50 employees.

Sergio began his property management career as a part-time employee while a student at the University of Texas and evolved from onsite management responsibilities to the oversight of a national portfolio of multifamily and commercial properties. Prior to joining DMA Properties, Sergio served in key positions in several property management firms and most recently was the Managing Director for Kennedy Wilson where he supervised 2,600 units of residential properties in Austin, Dallas, College Station, San Marcos, and San Antonio.

### KAREN SPARKS, VICE PRESIDENT/CONTROLLER

Karen Sparks has more than 25 years accounting experience and joined DMA in July 2007 as Controller for the DMA Companies. In May 2012, she was promoted to Vice President, where she oversees all of the financial operations and directs accounting and office staff. Prior to joining DMA, she was Vice President of Accounting for Wyndham Worldwide in Dallas and prior to that was Vice President of Accounting for Wyndham International and Senior Manager/Controller for the Trammel Crow Company. She has a BS in Business and Public Administration with a concentration in Accounting, University of Texas at Dallas, and is licensed as a Certified Public Accountant in the State of Texas.

## PROFILE OF ASSOCIATES

### *Development/Consulting Staff*

**Audrey Martin, Director of Real Estate Development.** Audrey Martin joined The DMA Companies in July 2012 in the newly-created position of Director of Real Estate Development. In this position she directs the firm's development activities with responsibilities ranging from planning to production to construction to cost certification. Audrey has nine years of experience in the development of multifamily affordable housing, including four years in the private sector working for real estate development companies, serving most recently as Director of Affordable Housing Development for a private development firm. Additionally, she has five years of experience with the Texas Department of Housing and Community Affairs (TDHCA), during which her career was split between the Multifamily Finance Division and the Real Estate Analysis Division. While at TDHCA, Audrey gained wide-ranging experience in multiple aspects of the housing tax credit program, as well as other state and federal funding programs such as the tax-exempt mortgage revenue bond, HOME Investment Partnership, CDBG, NSP, and Housing Trust Fund programs. While at TDHCA, Audrey oversaw the state's tax credit allocation process as the 9% Housing Tax Credit Program Administrator and also served as the Manager of the Real Estate Analysis Division where she oversaw the underwriting of all multifamily developments recommended for financing from TDHCA, as well as the amendment and cost certification processes. Audrey received her BBA in Finance from The University of Texas in 2003 and her MBA from Texas State University in 2009.

**Valentin DeLeon, Development Coordinator.** Valentin joined DMA in September 2013 as a Development Coordinator for affordable housing. As the Development Coordinator, Valentin provides support to each of the project managers during all phases of the development process. Valentin received a Masters of Public Administration from Texas State University in 2011, and a BA in Political Science from Texas State University in 2007. Valentin has five years of experience with the Texas Department of Housing and Community Affairs (TDHCA), where he was a Multifamily Housing Specialist in the Multifamily Finance Division.

### *Property Management Staff*

**Amanda Burrier, Systems Administrator.** Amanda has seven years of administrative and customer service experience and joined DMA as Operations Assistant in May 2009. In July 2012, Amanda was promoted to Systems Administrator where she provides support to the property management staff. Amanda's primary focus is compliance and software systems implementation; however, she covers all facets of property management. She holds an Associate's degree in Communications from Austin Community College.

## PROFILE OF ASSOCIATES

### *Accounting Staff*

**Nasrin Jozani, Staff Accountant.** Nasrin Jozani has 20 years of accounting and bookkeeping experience and joined DMA in August 2007 where she provides accounting support for DMA's Vice-President/Controller and for DMA Properties, LLC. Ms. Jozani has a BS in Business Management from Woodbury University, Los Angeles, California.

**Dawn Delaney, Accounting Assistant.** Dawn Delaney joined DMA in July 2009 in a part-time position to provide support to accounting staff and the DMA Controller. She became a full-time employee in 2010. Ms. Delaney graduated from the University of Texas in May 2006 with a BBA in Management.

### *Administrative Support*

**Katherine Graves, Operations Assistant.** Katherine joined DMA in April of 2011. She is responsible for supporting the day to day operations and staff of DMA Companies. Katherine graduated from the University of Texas at Austin in August of 2009 with a Bachelor of Science in Nutrition.

**Rental Housing Development Assistance  
Application for Rental Development Financing**

**Azul 620**

**Austin, TX**

**Tab 5 – Development Proforma**

---

See attached:

- Rent Schedule
- Development Cost Schedule
- Summary of Sources
- 30 Year Proforma





**DEVELOPMENT COST SCHEDULE**

	TOTAL DEVELOPMENT SUMMARY			Expected Payee Taxpayer Identification Number (TIN) <sup>1</sup> (and % of cost if item involves multiple payees)
	Total Cost	Eligible Basis (If Applicable)		
		Acquisition	New/Rehab.	
<b>ACQUISITION</b>				
Site acquisition cost	3,266,303			
Existing building acquisition cost				
Closing costs & acq. legal fees	5,000			
Other (specify) - see footnote 2				
Other (specify) - see footnote 2				
<b>Subtotal Acquisition Cost</b>	<b>\$3,271,303</b>	<b>\$0</b>	<b>\$0</b>	
<b>OFF-SITES<sup>2</sup></b>				
Off-site concrete				
Storm drains & devices				
water & fire hydrants				
Off-site utilities				
Sewer lateral(s)				
Off-site paving				
Off-site electrical				
Other (specify) - see footnote 2				
Other (specify) - see footnote 2				
<b>Subtotal Off-Sites Cost</b>		<b>\$0</b>	<b>\$0</b>	
<b>SITE WORK<sup>4</sup></b>				
Demolition				
Rough grading	1,080,000		1,080,000	
Fine grading			0	
On-site concrete			0	
On-site electrical			0	
On-site paving			0	
On-site utilities			0	
Decorative masonry			0	
Bumper stops, striping & signs			0	
Other (specify) - see footnote 2			0	
<b>Subtotal Site Work Cost</b>	<b>\$1,080,000</b>	<b>\$0</b>	<b>\$1,080,000</b>	
<b>SITE AMENITIES</b>				
Landscaping			0	
Pool and decking			0	
Athletic court(s), playground(s)			0	
Fencing			0	
Other (specify) - see footnote 2			0	
Other (specify) - see footnote 2			0	
<b>Subtotal Site Amenities Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>BUILDING COSTS<sup>5</sup>:</b>				
Concrete	9,000,000		9,000,000	
Masonry			0	
Metals			0	
Woods and Plastics			0	
Thermal and Moisture Protection			0	
Roof Covering			0	
Doors and Windows			0	
Finishes			0	
Specialties			0	
Equipment			0	

DEVELOPMENT NAME:

North Austin Housing

City: Austin

**BUILDING COSTS (Continued):**

Furnishings			0
Special Construction			0
Conveying Systems (Elevators)			0
Mechanical (HVAC; Plumbing)			0
Electrical			0

**Individually itemize costs below:**

Detached Community Facilities/Building			0
Carports and/or Garages			0
Lead-Based Paint Abatement			0
Asbestos Abatement			0
Structured Parking			0
Other (specify) - see footnote 2			0
Other (specify) - see footnote 2			0
<b>Subtotal Building Costs</b>	<b>\$9,000,000</b>	<b>\$0</b>	<b>\$9,000,000</b>

**TOTAL BUILDING COSTS & SITE WORK**

<b>\$10,080,000</b>	<b>\$0</b>	<b>\$10,080,000</b>
---------------------	------------	---------------------

**OTHER CONSTRUCTION COSTS**

General requirements (<6%)	6.00%	604,800		604,800
Field supervision (within GR limit)				0
Contractor overhead (<2%)	2.00%	201,600		201,600
G & A Field (within overhead limit)				0
Contractor profit (<6%)	6.00%	604,800		604,800
Contingency (7-10%)	5.70%	574,560		574,560
<b>Subtotal Ancillary Hard Costs</b>		<b>\$1,985,760</b>	<b>\$0</b>	<b>\$1,985,760</b>

**TOTAL DIRECT HARD COSTS**

<b>\$12,065,760</b>	<b>\$0</b>	<b>\$12,065,760</b>
---------------------	------------	---------------------

**INDIRECT CONSTRUCTION COSTS<sup>4</sup>**

Architectural - Design fees		500,000		500,000
Architectural - Supervision fees		250,000		250,000
Engineering fees		200,000		200,000
Real estate attorney/other legal fees		100,000		100,000
Accounting fees		20,000		20,000
Impact Fees		20,000		20,000
Building permits & related costs		20,000		20,000
Appraisal		7,500		7,500
Market analysis		8,400		8,400
Environmental assessment		5,000		5,000
Soils report		7,500		7,500
Survey		20,000		20,000
Marketing		10,000		10,000
Partnership Hazard & liability insurance		50,000		50,000
Real property taxes		15,000		15,000
Personal property taxes		0		0
Tenant relocation expenses		0		0
FFE		100,000		100,000
Other (specify) - see footnote 2				0
<b>Subtotal Indirect Const. Cost</b>		<b>\$1,333,400</b>	<b>\$0</b>	<b>\$1,333,400</b>

DEVELOPMENT NAME:

North Austin Housing

City: Austin

**DEVELOPER FEES<sup>4</sup>**

Housing consultant fees<sup>5</sup>  
 General & administrative  
 Profit or fee  
**Subtotal Developer's Fees**

15.00%

		0	
		0	
2,143,843		2,143,843	
<b>\$2,143,843</b>	<b>\$0</b>	<b>\$2,143,843</b>	

**FINANCING:**

**CONSTRUCTION LOAN(S)<sup>4</sup>**

Interest  
 Loan origination fees  
 Title & recording fees  
 Closing costs & legal fees  
 Inspection fees  
 Credit Report  
 Discount Points

Application/GFD  
 Other (specify) - see footnote 2

608,441		608,441	
121,688		121,688	
85,000		85,000	
50,000		50,000	
18,000		18,000	
		0	
		0	
10,000		10,000	
		0	

**PERMANENT LOAN(S)**

Loan origination fees  
 Title & recording fees  
 Closing costs & legal  
 Bond premium  
 Credit report  
 Discount points  
 Credit enhancement fees  
 Prepaid MIP

Other (specify) - see footnote 2  
 Other (specify) - see footnote 2

57,500			
7,500			
15,000			

**BRIDGE LOAN(S)**

Interest  
 Loan origination fees  
 Title & recording fees  
 Closing costs & legal fees  
 Other (specify) - see footnote 2  
 Other (specify) - see footnote 2


**OTHER FINANCING COSTS<sup>4</sup>**

Tax credit fees  
 Tax and/or bond counsel  
 Payment bonds  
 Performance bonds  
 Credit enhancement fees  
 Mortgage insurance premiums  
 Cost of underwriting & issuance  
 Syndication organizational cost  
 Tax opinion  
 Contractor Guarantee Fee  
 Developer Guarantee Fee

Other (specify) - see footnote 2  
 Other (specify) - see footnote 2

61,350			
86,000			
50,000			
		0	
<b>\$1,170,479</b>	<b>\$0</b>	<b>\$893,129</b>	

**Subtotal Financing Cost**

DEVELOPMENT NAME:

North Austin Housing

City: Austin

RESERVES

Rent-up	50,000		
Operating			
Replacement			
Escrows	489,759		
<b>Subtotal Reserves</b>	<b>\$539,759</b>	<b>\$0</b>	<b>\$0</b>

TOTAL HOUSING DEVELOPMENT COSTS<sup>b</sup>

	\$20,524,544	\$0	\$16,436,132
--	--------------	-----	--------------

- Commercial Space Costs<sup>c</sup>

TOTAL RESIDENTIAL DEVELOPMENT COSTS

	\$20,524,544		
--	--------------	--	--

The following calculations are for HTC Applications only.

Deduct From Basis:

Fed. grant proceeds used to finance costs in eligible basis

Non-qualified non-recourse financing

Non-qualified portion of higher quality units (42.(d)(5))

Historic Credits (residential portion only)

	\$0	\$16,436,132
		130%
	\$0	\$21,366,972
	92%	92%
	\$19,586,391	\$19,586,391
	3.33%	7.91%
	\$1,549,284	\$1,549,284

Total Eligible Basis

\*\*High Cost Area Adjustment (100% or 130%)

Total Adjusted Basis

Applicable Fraction

Total Qualified Basis

Applicable Percentage<sup>b</sup>

Calculated Credits

Credits Supported by Eligible Basis

\$1,549,284
-------------

**Actual Credits Requested**

**\$1,425,000**

**SUMMARY OF SOURCES AND USES OF FUNDS**

Funding Description	Construction Period		Permanent Period					Financing Participants
	Loan/Equity Amount	Interest Rate (%)	Loan/Equity Amount	Interest Rate (%)	Amort Term	Syndication Rate (\$)	Debt Service	
<b>DEBT</b>								
Conventional Loan	\$12,168,821	5.00%	\$5,750,000	6.00%	30	18	\$413,690	JPM Chase
Local Government Loan	\$1,650,000	0.00%	\$1,650,000	0.00%	0	0	#NUM!	COA
	\$0	0.00%	\$0	0.00%	0	0	#NUM!	0
	\$0	0.00%	\$0	0.00%	0	0	#NUM!	0
							#NUM!	
<i>Other (Please Describe)</i>							#NUM!	
<i>Other (Please Describe)</i>							#NUM!	
<b>Third Party Equity</b>								
HTC Syndication Proceeds	\$5,129,487		\$12,823,718				0.90	
<i>Other (Please Describe)</i>								
<b>Grant</b>								
<i>Other (Please Describe)</i>								
<b>Deferred Developer Fee</b>								
Deferred Developer Fee			\$300,827					
<i>Other (Please Describe)</i>								
<b>Other</b>								
<i>Please Describe</i>								
<i>Please Describe</i>								
<i>Please Describe</i>								
<i>Please Describe</i>								
<b>TOTAL SOURCES OF FUNDS</b>	\$ 18,948,308		\$ 20,524,544					
<b>TOTAL USES OF FUNDS</b>			\$ 20,524,544					

**Rental Housing Development Assistance  
Application for Rental Development Financing**

**Azul 620**

**Austin, TX**

**Tab 6 – Good Neighbor Policy**

---

DMA researched local neighborhood associations within the area as required by the Good Neighbor policy and found no active organizations whose boundaries encompassed the site. Pursuant to the Good Neighbor policy, the only property owners within 500 feet were the sellers of the land.

**Rental Housing Development Assistance  
Application for Rental Development Financing**

**Azul 620**

**Austin, TX**

**Tab 7 – Description of Supportive Services**

## SUPPORTIVE SERVICES PLAN

The entire DMA team strongly believes that workforce housing should reflect the needs and wants of the persons who reside there and that the facility should be capable—in both its design and operations—to react to the changing needs of the residents. Based on its past experience, DMA Properties, LLC is well equipped to meet both the resident's shelter and non-shelter needs.

Because of the proposed location in Anderson Mill, this structure assumes 40% of the units will be one-bedroom units, 40% will be two-bedroom units, and 20% will be three-bedroom units. Therefore, the targeted population will weigh more heavily towards one to three person households as opposed to large families with multiple children. Nevertheless, the large majority of residents will earn less than 60% of the area median income and will need a certain level of support beyond simply enjoying activities provided in the community areas, such as movie nights, exercise classes, social networking functions, educational programming, etc.

Therefore, for those residents needing a higher level of support, DMA would develop a slate of services that may include programming for children to include tutoring, computer classes, art and music classes, and recreational activities. Additionally, DMA may offer adult courses such as financial counseling/literacy, first time homebuyer education, English as a second language, health and wellness and computer classes. The following services will be among those provided.

**Educational Services.** DMA Properties offers a variety of classes at each multifamily property; some examples of classes are Basic Adult Education, GED Preparation, English as a Second Language, Vocational Training, Scholastic Tutoring, and a Computer Lab. Additionally, in 2011, DMA established the Camile Pahwa Scholarship Program, in memory of a DMA Vice President who died of cancer in 2010. Youth at DMA-owned properties may apply for educational and/or vocational scholarships under this program.

**Financial Planning Courses.** These programs are intended to teach residents how to improve the lives of people around them by better managing their finances. DMA Properties offers Legal Assistance, Financial Planning Assistance, and Credit Counseling. By helping the residents build a positive lifestyle, while integrating work and family, DMA Properties supports resident in gaining a positive perspective on future prospects. Towards that end, DMA Properties offices Home Buyers Education, Information and Referral Services, and Employment Counseling.

**Character Building Programs.** Courses on relevant topics such as teen dating violence, drug prevention, internet dangers, and self-defense will be offered on-site.

**Scholastic Tutoring.** DMA Properties will enlist volunteers to help school children complete their homework in a timely manner and to provide on-on-one time with students who are struggling in a particular discipline.

**Annual income tax preparation.** DMA Properties will identify a tax specialist who is willing to donate a certain number of regular hours a week during tax season to assist residents on a case-by-case basis.

While providing services to the residents, DMA aims to foster a community for the residents that is positive and supportive. DMA will encourage a high level of resident participation because doing so creates a safer and more prosperous community. DMA will also encourage volunteerism among our residents and within the broader Mueller community. For instance, we will encourage and facilitate volunteers from Wildflower Terrace to be involved in tutoring the children of the new multifamily development and we will facilitate reciprocal volunteerism among the older children through assistance with home chores or letter writing for our seniors at Wildflower. This type of intergenerational activity can be healthy for both population groups.

### **Staff Resumes**

Please see the staff resumes in DMA's corporate profile, included in Tab 4. DMA Properties, LLC has more than 7 years of experience in providing similar support services in each of its workforce properties.

### **Operating Budget**

The services described above are voluntary, and will generally be provided at no charge to the resident. For instance, the on-site resident manager or the residents' council will organize the social and educational activities and will be responsible for finding volunteer guest speakers or presenters. Any expense associated with these activities will be funded out of the larger project budget. The operating proforma included in Tab 10 includes \$25,000 annually, or \$2,083 a month for the provision of supportive services which is more than sufficient to pay for all supplies and related expenses necessary to carry out these activities.

The residents will also have access to information and referral free of charge. The on-site manager and/or supportive service coordinator will have information and brochures available so that residents can locate the appropriate service providers in the community. Generally, the services themselves are available at no cost, on a sliding fee scale, or co-pay system to participants.

### **Supportive Services Agreement**

The following is a draft of the final Supportive Services Agreement between Austin DMA Housing IV, LLC and DMA Properties, LLC.

## Agreement for Services

### Azul 620 Austin, Texas

This agreement is entered into on the 8th day of January 2015, between Austin DMA Housing IV, LLC (Owner), a Texas limited liability company, and DMA Properties, LLC (Service Provider), a Texas limited liability company which provides supportive services for senior citizens.

*Whereas*, Austin DMA Housing IV, LLC, is the proposed owner of a development called Azul 620, a 180-unit apartment complex to be developed at the southwest corner of Berkman Drive and Barbara Jordan Boulevard

*Whereas*, Austin DMA Housing IV, LLC, intends to develop this housing as affordable housing with supportive services, utilizing the Low Income Housing Tax Credit program, and

*Whereas*, the residents of Azul 620 will benefit greatly from access to supportive services not currently available and which will enhance their lives, and

*Whereas*, DMA Properties, LLC, is a limited liability company which provides supportive services to families in the state of Texas, and

*Whereas*, DMA Properties, LLC seeks to improve the quality of life for persons residing in the proposed Azul 620 community,

Therefore, Austin DMA Housing IV, LLC (Owner), and DMA Properties, LLC (Service Provider), hereby agree that DMA Properties, LLC, will provide supportive services to the residents of Azul 620 as follows:

#### **I. Services to Be Provided**

Austin DMA Housing IV, LLC, will incorporate resident services as part of its housing mission at the Azul 620 community. All service programs will be coordinated and facilitated by the Manager of Azul 620, in conjunction with the on-site Service Coordinator and the Vice President of DMA Properties, LLC. The basic on-site services to be offered by DMA Properties, LLC, will include, but not be limited to, the following:

1. DMA Properties, LLC will provide courses on topics such as financial planning, character building, annual income tax preparation, and on-site computer training courses at no costs to the residents.
2. DMA Properties, LLC will assist residents in finding employment or volunteer opportunities by coordinating services with local non-profit groups.
3. A Service Coordinator, employed by DMA Properties, LLC, will be available to the residents of Azul 620 15 hours each week. The Service Coordinator will provide the following services Azul 620 residents:
  - Information and referral to other social service agencies that provide adult education programs, scholastic tutoring and specialized counseling.
  - Assistance in planning social activities such as potluck suppers, book clubs, movie nights, and educational programs.

**II. Term of Agreement**

This agreement will commence upon the completion of construction and occupancy of the apartments by eligible residents and will remain in effect for a minimum of five years. It may be renewed in five-year increments, at the option of both parties to the agreement.

**III. Fees for Services**

There will be no charge to the residents for the proposed services. Space for the activities will be provided rent-free in its community spaces. The costs related to the Service Coordinator as identified in Paragraph 3 will be paid to DMA Properties, LLC directly by Austin DMA Housing IV, LLC, the owner of Azul 620, from the property operating budget.

**IV. Parties to Agreement**

The parties to the agreement are:

Owner: Austin DMA Housing IV, LLC  
4101 Parkstone Heights Drive, Suite 310  
Austin, TX 78746

Service Provider: DMA Properties, LLC  
4101 Parkstone Heights Drive, Suite 310  
Austin, TX 78746

Agreed to this \_\_\_\_ day of January 2015.

**Austin DMA Housing IV, LLC**

**DMA Properties, LLC**

By: \_\_\_\_\_  
Diana Mclver, Manager of G.P.

By: \_\_\_\_\_  
Diana Mclver, President/Manager