

REQUEST FOR CITY OF AUSTIN RESOLUTIONS & OTHER REQUIREMENTS
for
2025 9% Competitive Low Income Housing Tax Credits

This is the Application for developers requesting resolutions required by the Texas Department of Housing and Community Affairs (TDHCA) for 9% Low Income Housing Tax Credit applications for the 2025 Cycle. This form and all attachments will be due no later than ***5 P.M. on Friday, December 13, 2024***. *All resolutions being requested are subject to approval by the Austin City Council. Staff reserves the right not to recommend approval for any resolution request. It is anticipated that resolutions will be on the Austin City Council Agenda on February 13, 2025.*

1. Resolutions. Please indicate each applicable resolution requested from the City of Austin.

_____ Resolution of Support or No Objection from the Local Governing Body (to receive the Support Resolution, the development must meet criteria outlined in section 4 below, Preference Criteria)

_____ Twice the State Average Per Capita (will be provided to all Requestors completing this form and providing all attachments if required by TDHCA’s Site Demographic and Characteristics Report)

_____ One-Mile/Three-Year Rule

_____ Limitations on Developments in Certain Census Tracts

_____ Development is located within a census tract that has a poverty rate above 40% for individuals (subject to staff approval)

2. Commitment of Development Funding by Local Political Subdivision. Funding commitments from the City of Austin will be provided to developments in the form of waived fees through the S.M.A.R.T. Housing Program. Letters from the City of Austin regarding waived fees will comply with the requirements of the 2025 QAP and will be provided to applicants if the development qualifies for S.M.A.R.T. Housing Certification. **Applications for S.M.A.R.T. Housing certification go through a separate review process, and are due by Friday, January 10, 2025. Applicants may apply by submitting a [Housing Development Incentives Application](#) online.** For more information on the [S.M.A.R.T. Housing Program](#), email DeAdra Johnson, Project Coordinator, at DeAdra.Johnson@austintexas.gov and copy Brendan Kennedy, Project Coordinator, at Brendan.Kennedy@austintexas.gov.

3. Application Requirements. For the Resolution request to be considered, please certify this Application and include the following information in the Application PDF:

- 1) A brief narrative overview of the proposed development, including specifying who the target population is as defined by TDHCA (Supportive Housing, elderly, or general) and specifying whether the application is intended for Region 7 or the At-Risk Set-Aside.

- 2) A complete Project Summary Form (completed in Excel) attached as a tab in the PDF. [The Project Summary Form is available on Housing's website.](#) **Please also submit the Excel sheet when submitting your application.**
 - 3) If the development will be located in a CRP Area, then provide the name of that CRP, a brief description of the identified revitalization goals of the CRP, a brief description of how the investments in that area together constitute a CRP, and a map of the area and the development's relative location within it. Also, the Requestor **must identify in the Project Summary Form the City of Austin council resolution(s) that created the CRP area.** Attach this information to the Application behind the appropriate tab.
 - 4) Provide an aerial map indicating the Development's location and the distance a resident would have to walk on a paved surface to get to the nearest transit stop. Attach the map to the Application behind the appropriate tab. If you are requesting a Resolution of Support through proximity to transit (option #4 under Preference Criteria), please insert a map demonstrating proximity to the relevant transit route or stop.)
 - 5) Provide a flood plain map generated by www.ATXFloodPro.com with the property parcel identified and the legend displayed showing the various types of FEMA Flood Plain zones, if any. Attach the map to the Application behind the appropriate tab.
 - 6) Provide information about the Developer's experience and development history. Attach this information to the Application behind the appropriate tab.
 - 7) Provide exhibits showing the property's proximity to a park, elementary school, full service grocery store, and public library as defined by the tie breaker factors of §11.7 (2) of the 2025 Qualified Allocation Plan.
 - 8) If located in the ETJ, the application must include the resolution from the applicable county behind the appropriate tab. If the county resolution is pending, it must be obtained and sent to City staff before Council consideration of the city resolution.
 - 9) If the proposed development involves the rehabilitation of a currently occupied development, provide an Excel table of the current rents by unit type and the proposed rents by unit type following the completion of rehabilitation.
- 4) **Preference Criteria.** In order to be eligible for a Resolution of Support, a development must meet **two** of the following criteria. Applications that meet only one of the following criteria will not be eligible to receive a staff recommendation for a Resolution of Support. Please indicate which of the following criteria are being met by the proposed development:
- The development is located on a site owned, or slated to be owned, by the Austin Housing Finance Corporation (AHFC), the City of Austin, or an affiliate of AHFC or the City of Austin.
 - The development is located in a High Opportunity Area, [according to the City of Austin RHDA/OHDA Application Map Series.](#)
 - The development is located in a Displacement Risk area, according to the [Project Connect Displacement Risk Maps](#) (located under "Displacement Risk Maps" tab; all tracts but "Historical Exclusion" are eligible).
 - The development is located within 0.5 miles walking distance of the Project Connect first phase project, according to [Exhibit A](#) of Austin City Council [Resolution No. 20230601-072](#) (including Light Rail Phase 1, Priority Extension, and Future Austin Light Rail); or within 0.5 miles walking distance of [Capital Metro Rapid Bus Routes](#)

(Routes 801, 803, Pleasant Valley, and Expo Center); or within 0.5 linear miles of a Capital Metro Red Line stop.

- Applicant must enter into a Memorandum of Understanding (MOU) for Affordable Housing Homeless Set-Asides with the Homeless Strategy Office (HSO) for supportive housing. Prior to January 24, 2025 applicant must hold a preliminary meeting with HSO staff. In this meeting, the applicant must outline the proposed development, identify proposed service providers, and provide a written commitment to enter into an MOU in order to be eligible for a Resolution of Support under this category.
- The development is a rehabilitation of an existing affordable housing community (must complete Attachment 9 to demonstrate affordable rents; both income-restricted and naturally-occurring affordable housing is eligible).
- No fewer than 70% of the units in the development include 2 or more bedrooms.

5) **CRP Letter Instructions.** If the development is located in what the Requestor believes is a CRP area, and the Requestor intends to submit a local letter to verify the CRP provision, then by **Friday, January 24, 2025** submit to Brendan Kennedy an analysis and explanation as to how and why the Requestor believes that the CRP area meets the requirements of TDHCA's Qualified Allocation Plan, as it pertains to 10 TAC §11.9(d)(7)(A)(v)(I-II). Please contact Brendan Kennedy with any questions about this requirement.

6) **Zoning.** Zoning verification letters can be provided by contacting Brendan Kennedy. Zoning verification letters are provided solely for the purpose of the TDHCA application. The applicant may request that the zoning verification letter detail preliminary eligibility for the Affordability Unlocked bonus program. **However, this letter does not grant automatic Affordability Unlocked certification, and the applicant must ultimately execute a full Affordability Unlocked agreement before applying for site plan and building permits.**

7) **How to Submit.** Applications should be sent by email to HousingIncentives@austintexas.gov, with a copy to Brendan Kennedy at Brendan.Kennedy@austintexas.gov and Josh Rudow at Josh.Rudow@austintexas.gov. **Please include the PDF with all the incorporated attachments and the Excel version of the Project Summary. Links to a shared access file through a web-based platform will also be accepted.** If Requestors are unable to submit by email, Applications may be submitted to Housing Department, 1000 East 11th Street, 2nd Floor, Austin, TX 78702 to the attention of Brendan Kennedy. For more information, contact Brendan Kennedy at 512-978-1594 or by e-mail at Brendan.Kennedy@austintexas.gov.

Deadline to Submit: 5:00 pm, Friday, December 13, 2024

Development Name: _____

The undersigned hereby certifies that the information provided in this Application, including all attachments and supporting materials, is true and correct under penalty of law, including Chapter 37 of the Texas Penal Code titled Perjury and Other Falsification and is subject to criminal penalties as defined by the State of Texas. The undersigned also affirms understanding of Texas Government Code Chapter 552, Public Information Act, which gives the public the right to access government records through public information requests, and acknowledges that this submitted Application will be treated as a government record.

Applicant (Entity Name) to TDHCA _____

Authorized Representative Signature _____

Authorized Representative Name (Print) _____

Authorized Representative Title _____

Date _____

Attachment 1 - Project Narrative

(A brief narrative overview of the proposed development. Specify the TDHCA Target Population and whether the application is intended for Region 7 or the At-Risk Set-Aside.)

Attachment 2 – Project Summary

(Insert a PDF of the Excel Project Summary Form)

Attachment 3 – CRP (if applicable)

*(If the development will be located in a CRP Area, then provide the name of that CRP, a brief description of the identified revitalization goals of the CRP, a brief description of how the investments in that area together constitute a CRP, and a map of the area and the development's relative location within it. Also, the Requestor **must identify the City of Austin council resolution(s) that created the CRP area.**)*

Attachment 4 – Map and Nearest Transit Stop

(Insert a map indicating the property location and the distance a resident would have to walk on a paved surface to get to the nearest transit stop. If you are requesting a Resolution of Support through proximity to transit (option #4 under Preference Criteria), please insert a map demonstrating proximity to the relevant transit route or stop.)

Attachment 5 - Flood Plain Map

(Insert a map generated by www.ATXFloodPro.com with the property parcel identified and the legend displayed showing the various types of FEMA Flood Plain zones, if any)

Attachment 6 - Developer's Experience and Development Background

(Provide resumes and/or detailed narratives of the Development members' relevant experience, especially as it pertains to LIHTCs and affordable housing, and please provide a development experience summary, including the property names, their locations, number of units developed, populations served, years of placement in service, and the financing structures)

Attachment 7 – Tie Breaker Factors

(Provide exhibits showing the property's proximity to a park, elementary school, full service grocery store, and public library as defined by the tie breaker factors of §11.7 (2) of the 2025 Qualified Allocation Plan.)

Attachment 8 – Resolution from County

(If the proposed development is located in the ETJ of Austin, please include the executed resolution from the applicable County Commissioners' Court, as required by TDHCA. If the county resolution is pending, it must be obtained and sent to City staff before Council consideration of the city resolution.)

**Attachment 9 – Rents by Unit Type: Before and After Rehabilitation
(if applicable)**

(If the proposed development involves the rehabilitation of a currently occupied development, attach an Excel table of the current rents by unit type and the proposed rents by unit type following the completion of rehabilitation)