



Memorandum

Date: November 9, 2022

To: Mark Israelson, City Manager

From: Lori F. Schwarz, AICP
Director of Neighborhood Services

Subject: 2023 Housing Tax Credit Process: CRC Recommendations

Requested Action:

Receive presentation and provide direction to Neighborhood Services staff regarding changes to the 2023 Housing Tax Credit (HTC) selection process, as recommended by the Community Relations Commission (CRC), including:

- Adopt/modify application question amendment
- Adopt/modify the amendment of language in the Secondary Consideration Factors Evaluation
- Adopt/modify the use of 2022 Threshold Questions for the 2023 HTC Resolution Applications
- Adopt/modify the commitment of funding in the amount of \$500 to applications receiving a Resolution of Support

TDHCA Qualified Allocation Plan (QAP) Draft for FY2022-23

Neighborhood Services staff have continued to monitor the TDHCA 9% HTC website for: 1) updates to the 2023 Qualified Allocation Plan (QAP) Draft, and 2) updates to the process for review of applications. As of November 1, 2022, the QAP, which specifies information that must be submitted for a HTC application in 2023, has not been finalized; a [draft](#) is published. However, TDHCA has placed the [2023 Draft Site Demographics Report](#) online which state the demographics that the TDHCA will be considering when reviewing 2022 HTC application.

Per the Draft Site Demographic Report’s “2x units per capita” tab, the population that will be used for Collin County during the 2023 HTC process is 1,006,038. Therefore, those Housing De-concentration Factors that pertain to counties with a population over a million will apply to any application under consideration. The Housing De-concentration factors that pertain to the City of Plano for the 2023 TDHCA HTC process include the following:

Rule	9% Competitive	4% Non-Competitive
Proximity of Development > 1,000 feet County population <1M; Same Target Population within 1000 feet Lower Scoring application will be ineligible per TDHCA	Does Not Apply Per TDHCA, County Collin County population = 1,006,038	Does Not Apply

<p>Two Mile Same Year:</p> <p>County population >1M</p> <p>Lower Scoring application will be ineligible per TDHCA</p>	<p>Applies</p>	<p>Does Not Apply</p>
<p>One Award per Census Tract</p> <p>Not affected by County population</p> <p>Lower Scoring application will be ineligible per TDHCA</p>	<p>Applies</p>	<p>Does Not Apply</p>
<p>Census Tracts with More than 20% HTC Units per Total Households:</p> <p>Not affected by County population</p> <p>Currently, only Census Tract 319, which contains a large portion of the CRP area.</p> <p>Additional developments may be allowed with specific approval by City Council.</p>	<p>Applies</p>	<p>Applies</p>

Community Relations Commission Actions:

On October 27, 2022, the Community Relations Commission (CRC) met to discuss possible edits to the HTC Resolution Application form and evaluation process. Specifically, they met to review language with the Secondary Consideration Factors form and other areas for inclusion and/or exclusion to the 2023 process, at the request of some members of City Council.

Below are the suggestions approved by the Commission for recommendation to City Council for approval.

October 27, 2022 Community Relations Commission Meeting Recommendations:

- **Secondary Consideration Factors Evaluation:**

The Commission considered amending the language to the Secondary Consideration Factors evaluation for clarity. Below are the recommended edits approved by commissioners in a vote of 7-0.

“If no to either "a", "b", or both, how many ~~combined total HTC units~~ **total market rate and affordable units** will there be when adding the proposed complex's units and the existing units when the applicable target range listed above?”

- **Threshold Questions and Other Evaluation Considerations:**

The Commission considered the below amendments to threshold questions and overall evaluation. Commissioners voted in favor, 8-0, to not make changes.

Current Zoning Status: Consider the current zoning status of the proposed location for a housing tax credit development when determining whether to provide a Resolution of Support or a Resolution of No Objection.

The Commission recommends that current zoning not be a factor considered when evaluating an HTC Resolution Application. However, applicants would be required to submit documentation that a formal meeting was held with Planning Department as evidenced by a copy of Planning Department's Pre-Application meeting documentation provided by Planning staff to the developer.

Applicant Locality: Take into account whether the applicant is a local developer? Commissioners should define local for clarity during the evaluation, if this is recommended.

The Commission believes that the locality of the developer is secondary to the consideration of longevity and long-term commitment to the community. Considerations to longevity and long-term commitment to the community are included in the current HTC Resolution Application and evaluation process.

Property Management Locality: Consider whether the property management company responsible for overseeing the property after it is built should be local.

The Commission considered whether a preference should be made to applicants that state the property will be managed by a local property management company. The Commission determined that this consideration was similar to the "preference to a local developer" discussion previously held.

City Commitment of \$500: Should the City contribute \$500 to demonstrate a commitment?

The Commission considered whether to remove the City's commitment of providing \$500 in the form of fee waivers for HTC applicants receiving a Resolution of Support from the City. The Commission did not recommend any changes to the current award of \$500 in fee waivers for applications receiving a Resolution of Support.

- **Additional Development Application Question Changes:**

The Commission considered making changes to the application questions. Commissioners voted in favor, 7-0 to make an application question amendment, as stated below:

When reviewing the existing application question, "Was the project completed as proposed, built environment and financing" list in the section inquiring about previous HTC developments, the Commission recommends making the question be a standalone question to provide the applicant room to explain. Additionally, the Commission recommends including "affordable/market rate unit mix" to the same question. These amendments will provide applicants marking "yes" to this question space to explain.

The revised question is shown below.

"Have you had a housing tax credit project that was not completed as proposed in the below areas? • Affordable/Market Unit Mix • Built Environment • Financing

If yes, please explain?"

Next Steps:

Once City Council has confirmed the 2023 City of Plano Housing Tax Credit process at the November 14, 2022 meeting, staff will develop an application for posting on the City's website. Neighborhood Services staff will also schedule virtual training for all potential HTC applicants for the weeks of November 14th and 21st.

Other dates related to the Housing Tax Credit timeline:

- January 10, 2022: 9% HTC applications are due.
- January 20, 2022: CRC will meet to discuss HTC recommendations.
- February 14, 2022: CRC HTC Resolution Recommendations are presented to City Council.

Attachments:

A: October 27, 2022 Community Relations Commission (CRC) Packet

B: 2023 CRC Recommended City of Plano Housing Tax Credit Resolution Application

xc: Jack Carr, Deputy City Manager
Christina Day, Director of Planning
Peter Braster, Director of Special Projects
Michelle D'Andrea, Deputy City Attorney – Development Services
Eric Hill, Planning Manager, Senior
Shanette Eaden, Housing and Community Services Manager

COMMUNITY RELATIONS COMMISSION

PLANO MUNICIPAL CENTER

1520 K AVENUE

October 27, 2022

ITEM NO.	EXPLANATION	ACTION TAKEN
	5:30 p.m. - Dinner – Training Room A	
	6:00 p.m. - Regular Meeting –Training Room A	
1	Call to Order/Pledge of Allegiance	
2	Comments of Public Interest: This portion of the meeting is to allow the public to speak on items of interest or concern. It is not for the purpose of speaking on items that are on the current agenda. The Commission may not discuss these items, but factual or policy information may be provided in response to the comments, and the Commission may choose to place the item on a future agenda. Comments are limited to three (3) minutes per speaker, with a maximum time limit of fifteen (15) minutes for this portion of the meeting. Speakers will be notified when speaking time has expired.	
3	Approval of Minutes from the June 2, 2022 meeting.	
4	Review and Comment on Proposed Changes to the City of Plano Housing Tax Credit Resolution Application and Process	
5	Items for Future Agendas	
	Council Liaisons: Mayor Pro Tem Kayci Prince and Council Member Rick Smith	

ACCESSIBILITY STATEMENT

Plano Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal/L Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Neighborhood Services Department at (972) 208-8150.

I certify that the above notice of meeting was posted on the bulletin board in the Municipal Center, 1520 K Avenue, Plano, Texas on the 24th day of October 2022, at 5:00 o'clock, p.m.

Alisa D. Sydnor
Asst. City Secretary



COMMUNITY RELATIONS COMMISSION MEETING MINUTES

June 2, 2022

COMMISSIONERS PRESENT

Johnny Tseng, Chair
Semida Voicu, Vice-Chair
Tom Adair
Andre Lapeyrolerie
Vidal Quintanilla
Priscilla M. Brown
Amit Warkad
Magesh Kandavadivel
Stephanie Mace

STAFF PRESENT

Shanette Eaden, Housing and Community Services Manager
Nopawn Austin, Senior Housing and Community Services Coordinator
Julianne Pak, Assistant City Attorney III

Chair Johnny Tseng called the meeting to order at 6:05 PM, Thursday, June 2, 2022. A quorum was present.

COMMENTS OF PUBLIC INTEREST

There were no public comments.

AGENDA ITEM NO. 4 APPROVAL OF MINUTES

Commissioner Tom Adair made a motion to approve Minutes from the April 7, 2022, April 14, 2022, April 19, 2022, April 28, 2022, and May 5, 2022 meetings. Commissioner Priscilla Brown seconded the motion, which passed 9-0.

AGENDA ITEM NO. 4 PUBLIC HEARING

A PUBLIC HEARING TO RECEIVE COMMENTS FROM THE PUBLIC REGARDING THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT, HOME INVESTMENT PARTNERSHIP, AND ROBERT W. BUFFINGTON COMMUNITY SERVICES GRANT FUNDS FOR THE 2022-2023 GRANT YEAR AND AT THE CLOSE OF THE PUBLIC HEARING, DISCUSSION AND CONSIDERATION OF THE ALLOCATION OF GRANT FUNDS FOR 2021-2022.

There were no public comments. Ms. Shanette Eaden, Housing and Community Services Manager, began by presenting the agency funding recommendations using the methodologies prescribed by the commission to determine award amounts, based on the applicants' average scores and the Commission's approved consolidated grant process rules, and how the funding adjustment was made.

Once a consensus was reached on which methodology best reflected the consolidated grant process rules, the Commission agreed on the following:

2022 APPLICANT	Federal Funds			City Funds	TOTAL of 2022 FUNDING
	CDBG not subject to Public Service Cap	CDBG subject to Public Service Cap	HOME	BCSG	
City House Inc				\$21,813	\$21,813
Veterans Center of North Texas				\$8,775	\$8,775
Rape Crisis Center of Collin County dba The Turning Point				\$52,972	\$52,972
Samaritan Inn, Inc.				\$58,500	\$58,500
Texas Muslim Women's Foundation, Inc.		\$44,332		\$0	\$44,332
The Family Place, Inc		\$23,049		\$0	\$23,049
Assistance League® of Greater Collin County				\$13,000	\$13,000
Communities In Schools of the Dallas Region, Inc.				\$52,000	\$52,000
Meals on Wheels Collin County				\$52,000	\$52,000
Habitat for Humanity of Collin County	\$40,000		\$120,000	\$0	\$160,000
Court Appointed Special Advocates of Collin County, Inc.				\$46,409	\$46,409
My Possibilities				\$45,104	\$45,104
Boys & Girls Clubs of Collin County		\$42,691		\$0	\$42,691
The Salvation Army, a Georgia Corp. - Plano				\$23,151	\$23,151
BIND - Brain Injury Network of Dallas				\$22,602	\$22,602
Rainbow Days, Inc.				\$27,300	\$27,300
Jewish Family Service of Greater Dallas				\$45,500	\$45,500
Prelude Clubhouse				\$38,656	\$38,656
Hope's Door, Inc. (DBA Hope's Door New Beginning Center)				\$20,475	\$20,475
Health Services of North Texas, Inc.				\$13,650	\$13,650
Rosa Es Rojo, Inc				\$6,825	\$6,825
Family Compass				\$32,608	\$32,608
Sum of Recommended Funding Amounts	\$40,000	\$110,072	\$120,000	\$581,340	\$851,412

Commissioner Adair made a motion to approve the recommended funding request shown in the spreadsheet. Vice-Chair Voicu seconded the motion, which passed 9-0.

**AGENDA ITEM NO. 5
DISCUSSION AND CONSIDERATION OF CREATING A SUBCOMMITTEE FOR THE
HOUSING TAX CREDIT RESOLUTION AND CONSOLIDATED GRANT APPLICATION
PROCESS**

Chair Tseng opened the discussion and explained the functions of a subcommittee. After much discussion, the following commissioners decided to participate in the subcommittee for the Housing Tax Credit Resolution Application Process:

Commissioner Brown
Commissioner Tom Adair
Commissioner Vidal Quintanilla

In addition, the following commissioners volunteered to be a part of the subcommittee for the Consolidated Grant Application Process:

Vice-Chair Voicu
Commissioner Magesh Kandavadivel
Commissioner Stephanie Mace

**AGENDA ITEM NO. 6
ITEMS FOR FUTURE AGENDAS**

No items were requested.

Commissioner Tseng adjourned the meeting at 8:34 PM

Community Relations Commission Chair

CITY OF PLANO
COMMUNITY RELATIONS COMMISSION

October 27, 2022

Agenda Item No. 4

Review and Comment on Proposed Changes to the City of Plano Housing Tax Credit Resolution Application and Process

DESCRIPTION:

The Community Relations Commission (CRC) will discuss the proposed changes to the City's 2023 Housing Tax Credit (HTC) Resolution Application process.

REMARKS:

At the meeting on June 2, 2022, commissioners determined that a subcommittee of themselves would meet to discuss recommended changes for the 2023 HTC Resolution application and evaluation process. Any proposed changes would be brought the full CRC at the October 27th meeting. Due to staff capacity and subcommittee member meeting limitations, the committee was unable to meet prior to this meeting. However, the subcommittee members agreed that the items set forth at the June 2nd meeting could be discussed and finalized during the regular October 24th meeting. Below are the specific areas that the CRC determined need to be clarified for the upcoming 2023 HTC process.

Attachment 1: HTC Resolution Application Secondary Consideration Factors Evaluation

At the January 20th and June 2nd meeting, commissioners determined that wording be refined to clarify the manner in which the total number of HTC units are calculated during the Secondary Consideration evaluation for the 2023 application process. Specifically, when counting the total number of units in an existing tax credit development, should the total number of units in the complex be considered or only the number units that have been designated as tax credit units. A red box has been placed around this area of the Secondary Consideration to ensure all are aware of the area in question.

Attachment 2: HTC Resolution Application Threshold Questions

At the request of various City Council members, commissioners are asked to consider the below areas when determining changes that should be made to the HTC Resolution Application process and more specifically the type of resolution that the City would consider providing.

1. Current Zoning Status: Consider the current zoning status of the proposed location for a housing tax credit development when determining whether to provide a Resolution of Support or a Resolution of No Objection.

2. Applicant Locality: Take into account whether the applicant is a “local” developer? Commissioners should define “local” for clarity during the evaluation, if this is recommended.
3. Property Management Locality: Consider whether the property management company responsible for overseeing the property after it is built “local”?
4. City Commitment of \$500: Should the City contribute \$500 to demonstrate a commitment? In previous years, any application receiving a Resolution of Support was provided a letter of a \$500 commitment in the form of fee waiver(s). HTC applications receive one (1) point on their application if awarded.

City Staff suggests that commissioners consider addressing these areas in the Threshold Questions section of the application evaluation.

Attachment 3: DRAFT 2023 City of Plano HTC Application

The Commission did not request application changes for consideration in their January 20th and June 2nd meetings. However, at the June 2nd meeting, commissioners requested that the required application attachments be reviewed to ensure their usefulness when evaluating HTC Resolution applications.

Attachment 4: 2023 DRAFT TDHCA HTC Application Qualified Application Plan (QAP) – Local Government Support Points

The Texas Department of Housing and Community Affairs (TDHCA) has not published their final 2023 QAP which details what is required for submission of a HTC application, as well as the allocation of application points. Staff has attached and highlighted the sections of the draft QAP that explain application point allocations based on resolution type and Commitment of Funding. The highlighted areas fall within the Commission’s recommendation purview.

RECOMMENDATIONS:

Staff recommends the Commission review, discuss, and make final recommendations for changes to the City of Plano Housing Tax Credit Resolution Application and process. Staff will present recommendations to City Council for approval at their November 14th Preliminary Open Meeting.

- ATT: 1) Secondary Consideration Factors
2) Threshold Questions
3) 2023 DRAFT City of Plano HTC Resolution Application
4) 2023 DRAFT TDHCA HTC Application Qualified Application Plan (QAP) – Local Government Support Points

AGENDA ITEM 4: ATTACHMENT 1

Commission___ Evaluation- Proposed Development A

Secondary Consideration Factors for Resolution Recommendations	Proposed Development (Development Type: Elderly/General Population)
1. a) Distance to nearest TDHCA approved property	
1. b) Distance to a nearest TDHCA approved property for the same target population	
<p>1. Is the development located:</p> <p>a) more than 1,000 feet of any TDHCA approved property, regardless of target population, and</p> <p>b) more than 3/4 of a mile (3,960 feet) of a TDHCA approved property for the same target population</p> <p style="text-align: right;">If yes to "a" and "b" the proposed development will receive 40 points</p>	
<p>If "No" to either "1. a", "1.b", or both: Proposed complex's units and the existing units for the closest TDHCA approved property within 1,000 ft and/or 3/4 of a mile for the same target population:</p>	N/A
<p>If no to either "a", "b", or both, how many combined total HTC units will there be when adding the proposed complex's units and the existing units when the applicable target range listed above?</p> <p style="padding-left: 20px;">If less than 200 units, the proposed development will receive 40 points</p> <p style="padding-left: 20px;">If between 200 and 400 units, the proposed development will receive 20 points</p> <p style="padding-left: 20px;">If more than 400 units, the proposed development may not receive any points</p>	
2. Proposed HTC Rents	Space Intentionally Left Blank
2. Are the proposed rents notably below nearby market rate rental housing of similar size and quality (reference Market Analysis and local vacancy rate provided)? (up to 20 points)	
3. Percentage of handicapped accessible:	
3. Will at least five percent (5%) of the total proposed development's units be handicapped accessible? (5 points)	
4. Community Fit	Space Intentionally Left Blank
4. Will the proposed development fit into the community in the proposed location? (up to 15 points)	
5. Asset to the Community	Space Intentionally Left Blank
5. Will the proposed complex be an asset to the community (up to 20 points)	
Total Points:	
Total Threshold Questions Met:	
Resolutions Recommendation	

To receive a recommendation for a **Resolution of No Objection**, applications must meet Threshold Question # 1 **and** at least two (2) of the remaining threshold questions **and** receive an average score of at least 65

To receive a recommendation for a **Resolution of Support**, applications must meet Threshold Question # 1 **and** at least three (3) of the remaining questions **and** receive an average score of at least 75 or higher.

AGENDA ITEM 4: ATTACHMENT 2

Threshold Questions Evaluation Sheet		Proposed Development A	Proposed Development B	Proposed Development C
1)	Do the units address a housing need or problem identified in the Needs Assessment or Market Analysis sections of the City of Plano’s current Consolidated Plan for HUD programs?			
2)	Is the proposed development located within a half-mile (0.50) walking distance of DART transportation (current or developing public transportation route); or is the proposed development located in a high opportunity area? High opportunity area is defined as an area with area median income (AMI) greater than 80%; or an area with poverty rate of 10% or less.	Space Intentionally Left Blank		
	Located within a half-mile (0.50) walking distance of DART transportation (current or developing public transportation route) OR			
	Located in a High Opportunity Area			
3)	Does the proposed development have at least 20% market rate units?			
4)	Does this development redevelop a multifamily complex or underperforming commercial development?			
5)	Does the development include at least 4 of the below energy efficient or sustainable/ green build components?			
	a) The use of better than R-3 insulation on exposed hot water pipes;			
	b) Energy Star certified windows with Low E glass;			
	c) Energy Star certified HVAC;			
	d) Energy Star certified water heaters;			
	e) Low or no VOC paint;			
	f) One of the following types of insulation used:			
	i. Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (may not be combined with spray foam insulation); or			
	ii. Spray foam insulation exceeding code requirements. (7 Yes)			
	Does the Applicant seek consideration for CRP points?*			
	Total "Yes" Answers:			



AGENDA ITEM 4: ATTACHMENT 3

City of Plano

2023 Housing Tax Credit Resolution of Support Application

Four Percent (4%) Housing Tax Credit Resolution Application

Four Percent (4%) housing tax credit applications are accepted year round. Use one application per resolution request. The applications will be subject to the same evaluation for the threshold criteria as the Nine Percent (9%) applications, with the exception that the four percent (4%) applications are not eligible for the consideration to receive Concerted Revitalization points.

Nine Percent (9%) Housing Tax Credit Resolution Application

Nine Percent (9%) housing tax credit applications must be submitted by 3:00 PM on Monday, January 9, 2023. Use one application per resolution request. Any documents submitted after the deadline will not be considered as part of your application and will not be reviewed.

Required Documents

To be considered for the resolution, you must submit the required documents listed below with your application. Incomplete applications and/or applications missing substantial information will be deemed ineligible.

Please submit **ONLY** the required items below.

All Applications

- Location map showing the site of the proposed development
- Up to 2 informational pages (photos and text allowed) providing additional narrative about the proposed development. Narrative should be written in font no smaller than Arial 11 point on an 8 1/2 x 11 size page.
- Housing Market Study/Proposed Target Population Mix within the area (attach document) Housing market study must have been completed within the last year and includes the following:
 - a. Executive Summary that is no more than approximately two pages that includes:
 - i. The unit mix and number of accessible units; and
 - ii. Average rental rates by number of bedrooms for all multifamily complexes (with 50 units or more) within a 2 mile radius
- Submit the following as Attachments to the Market Analysis:
 - a. Comparable properties (Comps) within 15 miles of the proposed site that include the following for each Comp:
 - i. The exact distance between the Comp and proposed development site;
 - ii. Age of the property; and
 - iii. Rents by bedroom size at the property

Market Analysis Attachments Continued

- b. Every multifamily rental property (with 50 units or more) within a 2 mile radius provide:
 - i. Age of Property; and
 - ii. Rents by bedroom size at the property

- **Community Support Letter(s), if not submitted through the online portal**

All applications are required to submit letter(s) unless the applicant states that there is not a registered neighborhood near the proposed site, per the [City of Plano Neighborhood Resources Map](#). A neighborhood providing a letter of support will need to complete the [Required Neighborhood Support Form](#) to address the following questions:

- a. Has the neighborhood, community organization, letter author, or anyone that has a familial relationship with the said letter author benefited from donations or compensation from the applicant / developer?
- b. Is the person writing the letter or living within the neighborhood a board member for the applicant / developer applying for a resolution?
- c. What is the distance between the neighborhood, community organization or letter author and the proposed site?

Completing the Application

Applicant(s) should complete the application form and respond to the application questions in the boxes/spaces provided for each question. Responses should be concise and address only the items requested.

Application Submission

Applications and required documents must be submitted by email to sottinger@plano.gov. Documents must be readable using Adobe PDF Reader software. Scanned documents must be legible and printable on standard 8.5" by 11" paper.

For 9% HTC applicants wishing to address City Council using a PowerPoint presentation, the presentation should be submitted by email to sottinger@plano.gov by no later than **Wednesday, February 6, 2023**.

Successful application submissions will receive a confirmation email by staff within one (1) business day. Applications submitted without submission receipt email confirming successful receipt of your application(s) will not be considered. Applications delivered by individuals to the City or by mail will not be accepted.

For questions, contact Sandra Ottinger (sottinger@plano.gov) in the Neighborhood Services Department at 972-208-8150.

City of Plano Timeline

Deadline	Action
November 17, 2022	Applicant Informational Session at 3:00 p.m.
November 18, 2022	Applicant Informational Session at 10:00 a.m.
January 9, 2023	9% HTC Resolution Applications are due
January 19, 2023	Community Relations Commission HTC Resolution Meeting
February 13, 2023	City Council Review of HTC Resolution Applications

TDHCA Timeline (Per DRAFT 2023 QAP)

Deadline	Required Documentation
January 2, 2023	Application acceptance period begins
March 1, 2023	Local resolutions and state representative letters due
Early June 2023	Application scores released
July 2023	Final awards

All applicants receiving a Resolution of Support will be provided:

- **Commitment of Development Funding:** A minimum of a \$500 commitment of development funding in the form of a fee waiver; and



City of Plano HTC Resolution Application Threshold Questions

Threshold Evaluation Criteria

The Community Relations Commission (CRC) will use the below threshold questions and information submitted by the developer with the application to determine whether a Resolution of Support or a Resolution of No Objection will be recommended to City Council.

Resolutions of Support

Applications must meet threshold question # 1 and at least 3 of the remaining threshold questions below to receive consideration for a CRC recommendation of a Resolution of Support.

Resolutions of No Objection

Applications must meet threshold question # 1 and at least 2 of the remaining threshold questions below to receive consideration for a recommendation of a Resolution of No Objection.

Threshold Questions – as defined further within the application.

- 1) Do the units address a housing need or problem identified in the Needs Assessment or Market Analysis sections of the City of Plano's current Consolidated Plan for HUD programs?
- 2) Is the proposed development located within a half-mile (0.50) walking distance of DART transportation (current or developing public transportation route); **or** is the proposed development located in a high opportunity area?
High opportunity area is defined as an area with area median income (AMI) greater than 80%; or an area with poverty rate of 10% or less.
- 3) Does the proposed development have at least 20% market rate units?
- 4) Does this development redevelop a multifamily complex or under-performing commercial development?
- 5) Does the development include at least 4 of the below energy efficient or sustainable/ green build components?
 - a) The use of better than R-3 insulation on exposed hot water pipes;
 - b) Energy Star certified windows with Low E glass;
 - c) Energy Star certified HVAC;
 - d) Energy Star certified water heaters;
 - e) Low or no VOC paint;
 - f) One of the following types of insulation used:
 - i. Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (may not be combined with spray foam insulation); or
 - ii. Spray foam insulation exceeding code requirements.

Secondary Consideration Factors for Resolution Recommendations

If a proposed HTC development meets the minimum threshold questions to be considered for a resolution recommendation, then the commission will continue evaluating the proposal under the following secondary factors.

- To receive a **recommendation for a Resolution of No Objection**, applications must meet Threshold Question # 1 and at least two (2) of the remaining threshold questions **and** receive an **average score of at least 65**; and
- To receive a **recommendation for a Resolution of Support**, applications must meet Threshold Question # 1 and at least three (3) of the remaining questions **and** receive an **average score of at least 75 or higher**:

Secondary Consideration Factors:

1. Is the development located, a) more than 1,000 feet of any TDHCA approved property, regardless of target population, and b) more than 3/4 of a mile (3,960 feet) of a TDHCA approved property for the same target population? (If yes to “a” and “b”, the proposed development will receive 40 points)
 - If no to either “a”, “b”, or both “a” and “b” above, how many combined total HTC units will there be when adding the proposed complex’s units and the existing units within the applicable target range listed above?
 - If less than 200 units, the proposed development will receive 40 points;
 - If between 200 and 400 units, the proposed development will receive 20 points;
 - If more than 400 units, the proposed development may not receive any points under this factor.
2. Are the proposed rents notably below nearby market rate rental housing of similar size and quality (reference Market Analysis and local vacancy rate provided)? (up to 20 points)
3. Will at least five percent (5%) of the total proposed development’s units be handicapped accessible? (5 points)
4. Will the proposed development fit into the community in the proposed location? (up to 15 points)
5. Will the proposed complex be an asset to the community (reference the application answers, community support)? (up to 20 points)

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City of Plano
2023 Housing Tax Credit Resolution of Support Application

Select type of Housing Tax Credit Resolution you are requesting:

4% Housing Tax Credit OR 9% Housing Tax Credit

Developer / Applicant Information

Applicant Name:

Address:

City/State/Zip code:

DUNS Number:

Main Contact Person:

Title:

Phone Number:

Email:

Do you have site control or owner's consent to apply for HTC funding on this site?

Yes OR No

Development Partner(s)

List all partners involved in the proposed development including names and roles of each entity (if applicable):

Organization Name	Role in this Project	Main Contact Person

Property Owner & Development Information

Property Owner Information

Owner Name(s):

Address:

City/State/Zip:

Email:

Phone Number:

Development Information

Development Name as it will appear on the TDHCA application:

Ownership Entity as it will appear on the TDHCA application:

Development Address:

Legal Description:

Development Type:

New Construction

Reconstruction

Adaptive Reuse

Rehabilitation

Site Acreage:

Number of Buildings:

Target Population Mix:

Elderly Preference

Individual/Family

Transitional Only

Development Information Continued

Unit Type	Market Rate Units	Affordable Units	Total Number of Units
Number of Units Proposed			
Percentage of Total Units			

How many units are available to each income bracket listed below (i.e., rent level of tenants)?

0-30% AMI 31-50% AMI 51-60% AMI 61-80% AMI Market Rate Total Units

Unit mix/types available:

Efficiency 1 Bedroom 2 Bedrooms 3 Bedrooms 4 Bedrooms Total Units

How many accessible units are included?

Will the development be tax exempt upon completion? Yes No
 If yes, explain:

Will you serve as the property manager after project completion? Yes No
 If no, please explain:

Is the development located:

a) more than 1,000 feet of any TDHCA approved property, regardless of target population
 Yes No

AND

b) more than 3/4 of a mile (3,960 feet) of a TDHCA approved property for the same target population?
 Yes No

Addressing Threshold Questions

Only respond to the application questions in the boxes/spaces provided for each question. Responses should be concise and address only the items requested. Do not respond to questions by referring to supplemental information.

- 1) Explain how the development addresses a housing need or problem identified in the Needs Assessment or Market Analysis sections of the City of Plano's current Consolidated Plan.

Substandard Housing

Age of the Housing Stock

Overcrowded Housing

Housing Cost Burden

Zero/Negative Income

Housing Assistance for Disabled or Victims of Violence

You must provide explanations supporting each item checked above:

2) Is the project located within a half mile (0.5) walking distance of DART transportation (current or developing public transportation route) and/or is the project located in a high opportunity area?

Yes No
If yes, specify Within 0.5 mile High Opportunity

3) Does the development have at least 20% of market rate units?

Yes No

4) Is the proposed project a redevelopment of under-performing commercial development or multifamily complex? Under-performing commercial development includes underused commercial structures (office building, shopping mall/center, and retail), aging commercial centers, and commercial structures that are incompatible with surrounding uses.

Yes No

4-A) What is the current use of the proposed site?

5) Will the development include any of the below energy efficient components or sustainable/green build components? (Minimum of four components is necessary to meet this threshold requirement.)

The use of better than R-3 insulation on exposed hot water pipes

Energy Star certified windows with Low E Glass

Energy Star certified HVAC

Energy Star certified water heaters

Low or no VOC Paint

Choose one of the following types of insulation used:

Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (may not be combined with spray foam insulation), or

Spray foam insulation exceeding code requirements

Are you seeking consideration for Concerted Revitalization Plan area points with this application?

Yes No

Additional Development Information

Site amenities unique to the development, including any landscaping and open space:

Explain below:

Density of Site, specifically dwelling units per acre:

Explain below:

Percentage of green space/landscape area compared to overall land area, excludes site amenities such as pavilions, trails, playgrounds or other impervious areas:

Explain below:

State the square feet of green space per unit:

Explain below:

Is there anything else that you would like the City to know about your proposed project?

Has the applicant completed Housing Tax Credit Project(s), within the past 5 years?

Yes No

Additional Development Information continued

Does the Applicant / Developer have experience building and leasing HTC developments?

Yes No

Please list current or previous HTC properties developed by applicant or developer.

Project Name:				City:	
Name of the Main Responsible Entity:					
Does the applicant or developer serve as property manager for the property?		Yes		No	
Number of Unit	Target Population	Project Budget	Year completed	Average Occupancy rate over the last 12 months.	
Was the project completed as proposed?		Did the property have any property standards/code violations within the first five years of being built? (City may verify)			
a) Built environment		Yes	No		
b) Financing		Yes	No	Yes	No
Please list social services provided to tenants:					

Project Name:				City:	
Name of the Main Responsible Entity:					
Does the applicant or developer serve as property manager for the property?		Yes		No	
Number of Unit	Target Population	Project Budget	Year completed	Average Occupancy rate over the last 12 months.	
Was the project completed as proposed?		Did the property have any property standards/code violations within the first five years of being built? (City may verify)			
a) Built environment		Yes	No		
b) Financing		Yes	No	Yes	No
Please list social services provided to tenants:					

Additional Development Information continued

Please list current or previous HTC properties developed by applicant or developer.

Project Name:				City:	
Name of the Main Responsible Entity:					
Does the applicant or developer serve as property manager for the property?			Yes	No	
Number of Unit	Target Population	Project Budget	Year completed	Average Occupancy rate over the last 12 months.	
Was the project completed as proposed?			Did the property have any property standards/code violations within the first five years of being built? (City may verify)		
a) Built environment			Yes	No	
b) Financing			Yes	No	
Please list social services provided to tenants:					

Project Name:				City:	
Name of the Main Responsible Entity:					
Does the applicant or developer serve as property manager for the property?			Yes	No	
Number of Unit	Target Population	Project Budget	Year completed	Average Occupancy rate over the last 12 months.	
Was the project completed as proposed?			Did the property have any property standards/code violations within the first five years of being built? (City may verify)		
a) Built environment			Yes	No	
b) Financing			Yes	No	
Please list social services provided to tenants:					

Application Submittal Signature

By signing this form, the Applicant authorizes the City of Plano to begin proceeding in accordance with the process for this request. The applicant further acknowledges that submission of an application does not in any way obligate the City of Plano to approve the application and that although the Community Relations Commission (CRC) may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the CRC's recommendation.

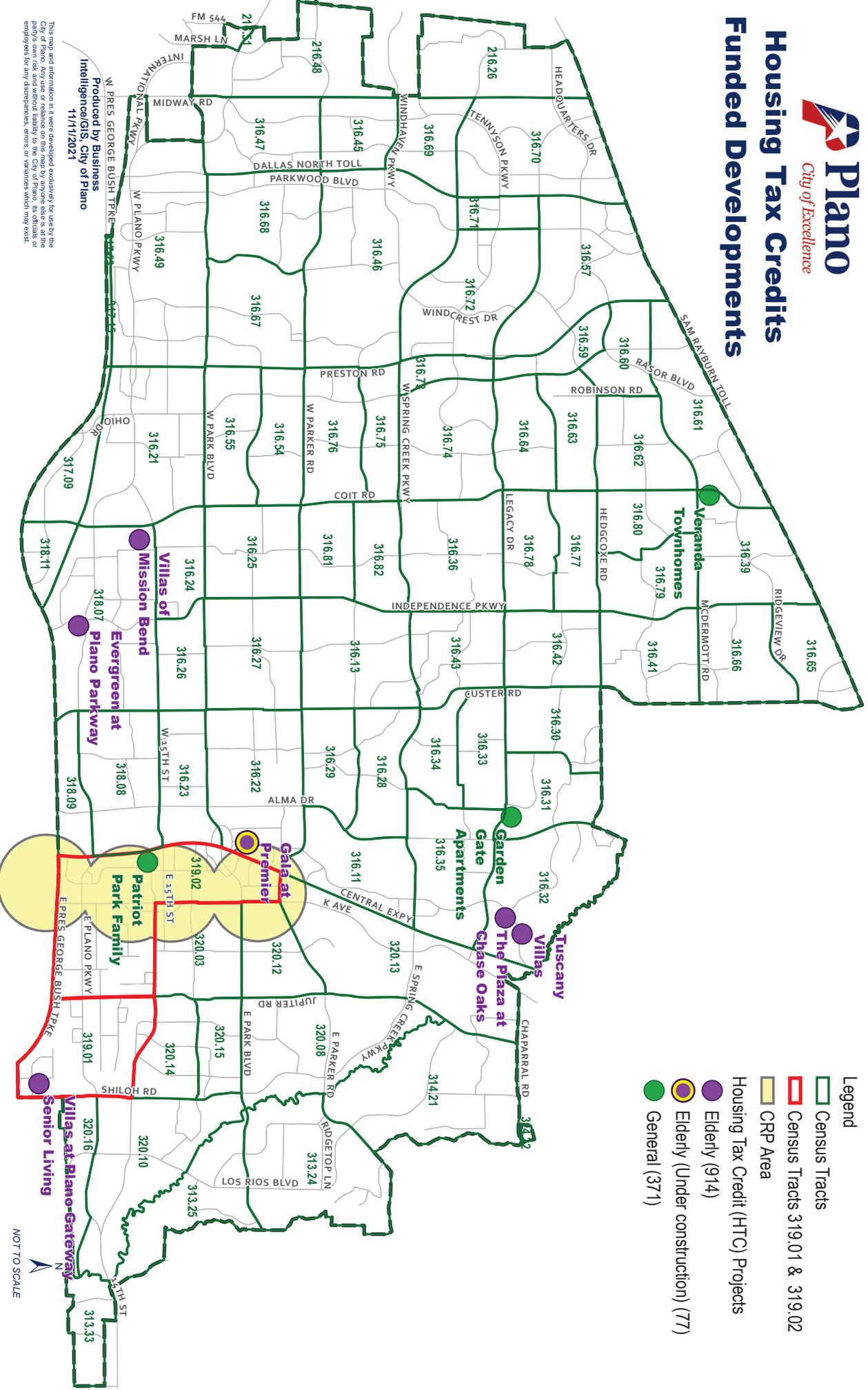
This application cannot be supplemented or amended after submission.

Applicant Signature: _____ Date: _____

Printed Name: _____



Housing Tax Credits Funded Developments



This map and information is developed exclusively for use by the City of Plano, Texas. The City of Plano, Texas, is not responsible for the party's own risk and without liability to the City of Plano, its officials or employees for any discrepancies, errors, or variances which may exist.

Produced by Business Intelligence/GIS, City of Plano
11/11/2021

NOT TO SCALE



Required Neighborhood Support Form

Resident Name (First & Last): _____

Name of Organization or Neighborhood Represented: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of the Proposed Development: _____

A resident / neighborhood / organization providing a letter of support will need to complete this Required Neighborhood Support Form and answer the following questions:

- a. Has the neighborhood, community organization, letter author, or anyone that has a familial relationship with the said letter author benefited from donations or compensation from the applicant / developer? Yes No

If necessary, please explain below

- b. Is the person writing the letter or living within the neighborhood a board member for the applicant / developer applying for a resolution? Yes No

If necessary, please explain below

- c. What is the distance between the neighborhood, community organization or letter author and the proposed site?

Signature: _____ Date: _____

Printed Name: _____

USEFUL LINKS FOR COMPLETING THE CITY OF PLANO HOUSING TAX CREDIT RESOLUTION APPLICATION

[2020-2024 Consolidated Plan](#)

[City of Plano Concerted Revitalization Plan](#)

[Online Community Support Letter Submittal](#)

AGENDA ITEM 4: ATTACHMENT 4

(1) Local Government Support. (§2306.6710(b)(1)(B)) An Application may qualify for up to seventeen (17) points for a resolution or resolutions voted on and adopted by the bodies reflected in subparagraphs (A) - (C) of this paragraph, as applicable. The resolution(s) must be dated prior to Final Input from Elected Officials Delivery Date and must be submitted to the Department no later than the Final Input from Elected Officials Delivery Date as identified in §11.2(a) of this chapter, relating to Competitive HTC Deadlines. Such resolution(s) must specifically identify the Development whether by legal description, address, Development name, Application number or other verifiable method. Resolutions received by the Department setting forth that the municipality and/or county objects to or opposes the Application or Development will result in zero points awarded to the Application for that Governing Body. If a Development site is located partially within a municipality and partially within a county or extraterritorial jurisdiction, positive points will only be awarded if a resolution is obtained from both entities. Such resolutions will be added to the Application posted on the Department's website. Once a resolution is submitted to the Department it may not be changed or withdrawn. For an Application with a proposed Development Site that, at the time of the initial filing of the Application, is:

(A) Within a municipality, the Application will receive points from either:

(i) Seventeen (17) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality supports the Application or Development; or

(ii) Fourteen (14) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality has no objection to the Application or Development.

(B) Within the extraterritorial jurisdiction of a municipality, the Application may receive points under clause (i) or (ii) of this subparagraph and under clause (iii) or (iv) of this subparagraph.

(i) Eight and one-half (8.5) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality supports the Application or Development.

(ii) Seven (7) points for a resolution from the Governing Body of that municipality expressly setting forth that the municipality has no objection to the Application or Development.

(iii) Eight and one-half (8.5) points for a resolution from the Governing Body of that county expressly setting forth that the county supports the Application or Development.

(iv) Seven (7) points for a resolution from the Governing Body of that county expressly setting forth that the county has no objection to the Application or Development.

(C) Within a county and not within a municipality or the extraterritorial jurisdiction of a municipality, the Application will receive points from either:

(i) Seventeen (17) points for a resolution from the Governing Body of that county expressly setting forth that the county supports the Application or Development; or

(ii) Fourteen (14) points for a resolution from the Governing Body of that county expressly setting forth that the county has no objection to the Application or Development.

(2) Commitment of Development Funding by Local Political Subdivision. (§2306.6725(a)(5)) The source of the funding cannot be the Applicant, Developer, or an Affiliate of the Applicant. The commitment of

Development funding must be reflected in the Application as a financial benefit to the Development, i.e. reported as a source of funds on the Sources and Uses Form or reflected in a lower cost in the Development Cost Schedule, such as notation of a reduction in building permits and related costs. Documentation must include a letter from an official of the municipality, county, or other instrumentality with jurisdiction over the proposed Development stating they will provide a loan, grant, reduced fees or contribution of other value that equals \$500 or more for Applications located in Urban subregions or \$250 or more for Applications located in Rural subregions for the benefit of the Development. The letter must describe the value of the contribution, the form of the contribution, e.g. reduced fees or gap funding, and any caveats to delivering the contribution. Once a letter is submitted to the Department it may not be changed or withdrawn. (1 point)

(3) Declared Disaster Area. (§2306.6710(b)(1)(H); §42(m)(1)(C)(i)) An Application may receive ten (10) points if at the time of Application submission or at any time within the two-year period preceding the date of submission, the Development Site is located in an area declared to be a disaster area under the Tex. Gov't Code §418.014.

(4) Quantifiable Community Participation. (§2306.6710(b)(1)(I); §2306.6725(a)(2)) An Application may qualify for up to nine (9) points for written statements from a Neighborhood Organization. In order for the statement to qualify for review, the Neighborhood Organization must have been in current, valid existence with boundaries that contain the entire Development Site. In addition, the Neighborhood Organization must be on record 30 days prior to the beginning of the Application Acceptance period with the Secretary of State or county in which the Development Site is located as of the beginning of the Application Acceptance Period. Once a letter is submitted to the Department it may not be changed or withdrawn. The written statement must meet all of the requirements in subparagraph (A) of this paragraph. Letters received by the Department setting forth that the eligible Neighborhood Organization objects to or opposes the Application or Development will be added to the Application posted on the Department's website. Written statements from the Neighborhood Organizations included in an Application and not received by the Department from the Neighborhood Organization will not be scored but will be counted as public comment.

(A) Statement Requirements. If an organization cannot make the following affirmative certifications or statements then the organization will not be considered a Neighborhood Organization for purposes of this paragraph:

(i) the Neighborhood Organization's name, a written description and map of the organization's boundaries, signatures and contact information (phone, email and mailing address) of at least two individual members with authority to sign on behalf of the organization;

(ii) certification that the boundaries of the Neighborhood Organization contain the entire Development Site and that the Neighborhood Organization meets the definition pursuant to Tex. Gov't Code §2306.004(23-a) and includes at least two separate residential households;

(iii) certification that no person required to be listed in accordance with Tex. Gov't Code §2306.6707 with respect to the Development to which the Application requiring their listing relates participated in any way in the deliberations of the Neighborhood Organization, including any votes taken;

(iv) certification that at least 80% of the current membership of the Neighborhood Organization consists of homeowners and/or tenants living within the boundaries of the Neighborhood Organization; and



City of Plano

2023 Housing Tax Credit Resolution of Support Application

Four Percent (4%) Housing Tax Credit Resolution Application

Four Percent (4%) housing tax credit applications are accepted year round. Use one application per resolution request. The applications will be subject to the same evaluation for the threshold criteria as the Nine Percent (9%) applications, with the exception that the four percent (4%) applications are not eligible for the consideration to receive Concerted Revitalization points.

Nine Percent (9%) Housing Tax Credit Resolution Application

Nine Percent (9%) housing tax credit applications must be submitted by 3:00 PM on Monday, January 9, 2023. Use one application per resolution request. Any documents submitted after the deadline will not be considered as part of your application and will not be reviewed.

Required Documents

To be considered for the resolution, you must submit the required documents listed below with your application. Incomplete applications and/or applications missing substantial information will be deemed ineligible.

Please submit **ONLY** the required items below.

All Applications

- Location map showing the site of the proposed development
- Up to 2 informational pages (photos and text allowed) providing additional narrative about the proposed development. Narrative should be written in font no smaller than Arial 11 point on an 8 1/2 x 11 size page.
- Housing Market Study/Proposed Target Population Mix within the area (attach document) Housing market study must have been completed within the last year and includes the following:
 - a. Executive Summary that is no more than approximately two pages that includes:
 - i. The unit mix and number of accessible units; and
 - ii. Average rental rates by number of bedrooms for all multifamily complexes (with 50 units or more) within a 2 mile radius
- Submit the following as Attachments to the Market Analysis:
 - a. Comparable properties (Comps) within 15 miles of the proposed site that include the following for each Comp:
 - i. The exact distance between the Comp and proposed development site;
 - ii. Age of the property; and
 - iii. Rents by bedroom size at the property

Market Analysis Attachments Continued

- b. Every multifamily rental property (with 50 units or more) within a 2 mile radius provide:
 - i. Age of Property; and
 - ii. Rents by bedroom size at the property

- **Community Support Letter(s), if not submitted through the online portal**

All applications are required to submit letter(s) unless the applicant states that there is not a registered neighborhood near the proposed site, per the [City of Plano Neighborhood Resources Map](#). A neighborhood providing a letter of support will need to complete the [Required Neighborhood Support Form](#) to address the following questions:

- a. Has the neighborhood, community organization, letter author, or anyone that has a familial relationship with the said letter author benefited from donations or compensation from the applicant / developer?
- b. Is the person writing the letter or living within the neighborhood a board member for the applicant / developer applying for a resolution?
- c. What is the distance between the neighborhood, community organization or letter author and the proposed site?

Completing the Application

Applicant(s) should complete the application form and respond to the application questions in the boxes/spaces provided for each question. Responses should be concise and address only the items requested.

Application Submission

Applications and required documents must be submitted by email to sottinger@plano.gov. Documents must be readable using Adobe PDF Reader software. Scanned documents must be legible and printable on standard 8.5" by 11" paper.

For 9% HTC applicants wishing to address City Council using a PowerPoint presentation, the presentation should be submitted by email to sottinger@plano.gov by no later than **Wednesday, February 6, 2023**.

Successful application submissions will receive a confirmation email by staff within one (1) business day. Applications submitted without submission receipt email confirming successful receipt of your application(s) will not be considered. Applications delivered by individuals to the City or by mail will not be accepted.

For questions, contact Sandra Ottinger (sottinger@plano.gov) in the Neighborhood Services Department at 972-208-8150.

City of Plano Timeline

Deadline	Action
November 18, 2022	Applicant Informational Session at 10:00 a.m..
November 21, 2022	Applicant Informational Session at 3:00 p.m.
January 9, 2023	9% HTC Resolution Applications are due
January 19, 2023	Community Relations Commission HTC Resolution Meeting
February 13, 2023	City Council Review of HTC Resolution Applications

TDHCA Timeline (Per DRAFT 2023 QAP)

Deadline	Required Documentation
January 2, 2023	Application acceptance period begins
March 1, 2023	Local resolutions and state representative letters due
Early June 2023	Application scores released
July 2023	Final awards

All applicants receiving a Resolution of Support will be provided:

- **Commitment of Development Funding:** A minimum of a \$500 commitment of development funding in the form of a fee waiver; and



City of Plano HTC Resolution Application Threshold Questions

Threshold Evaluation Criteria

The Community Relations Commission (CRC) will use the below threshold questions and information submitted by the developer with the application to determine whether a Resolution of Support or a Resolution of No Objection will be recommended to City Council.

Resolutions of Support

Applications must meet threshold question # 1 and at least 3 of the remaining threshold questions below to receive consideration for a CRC recommendation of a Resolution of Support.

Resolutions of No Objection

Applications must meet threshold question # 1 and at least 2 of the remaining threshold questions below to receive consideration for a recommendation of a Resolution of No Objection.

Threshold Questions – as defined further within the application.

- 1) Do the units address a housing need or problem identified in the Needs Assessment or Market Analysis sections of the City of Plano's current Consolidated Plan for HUD programs?
- 2) Is the proposed development located within a half-mile (0.50) walking distance of DART transportation (current or developing public transportation route); **or** is the proposed development located in a high opportunity area?
High opportunity area is defined as an area with area median income (AMI) greater than 80%; or an area with poverty rate of 10% or less.
- 3) Does the proposed development have at least 20% market rate units?
- 4) Does this development redevelop a multifamily complex or under-performing commercial development?
- 5) Does the development include at least 4 of the below energy efficient or sustainable/ green build components?
 - a) The use of better than R-3 insulation on exposed hot water pipes;
 - b) Energy Star certified windows with Low E glass;
 - c) Energy Star certified HVAC;
 - d) Energy Star certified water heaters;
 - e) Low or no VOC paint;
 - f) One of the following types of insulation used:
 - i. Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (may not be combined with spray foam insulation); or
 - ii. Spray foam insulation exceeding code requirements.

Secondary Consideration Factors for Resolution Recommendations

If a proposed HTC development meets the minimum threshold questions to be considered for a resolution recommendation, then the commission will continue evaluating the proposal under the following secondary factors.

- To receive a **recommendation for a Resolution of No Objection**, applications must meet Threshold Question # 1 and at least two (2) of the remaining threshold questions **and** receive an **average score of at least 65**; and
- To receive a **recommendation for a Resolution of Support**, applications must meet Threshold Question # 1 and at least three (3) of the remaining questions **and** receive an **average score of at least 75 or higher**:

Secondary Consideration Factors:

1. Is the development located, a) more than 1,000 feet of any TDHCA approved property, regardless of target population, and b) more than 3/4 of a mile (3,960 feet) of a TDHCA approved property for the same target population? (If yes to “a” and “b”, the proposed development will receive 40 points)
 - If no to either “a”, “b”, or both “a” and “b” above, how many total market rate and affordable units will there be when adding the proposed complex’s units and the existing units within the applicable target range listed above?
 - If less than 200 units, the proposed development will receive 40 points;
 - If between 200 and 400 units, the proposed development will receive 20 points;
 - If more than 400 units, the proposed development may not receive any points under this factor.
2. Are the proposed rents notably below nearby market rate rental housing of similar size and quality (reference Market Analysis and local vacancy rate provided)? (up to 20 points)
3. Will at least five percent (5%) of the total proposed development’s units be handicapped accessible? (5 points)
4. Will the proposed development fit into the community in the proposed location? (up to 15 points)
5. Will the proposed complex be an asset to the community (reference the application answers, community support)? (up to 20 points)

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City of Plano
2023 Housing Tax Credit Resolution of Support Application

Select type of Housing Tax Credit Resolution you are requesting:

4% Housing Tax Credit OR 9% Housing Tax Credit

Developer / Applicant Information

Applicant Name:

Address:

City/State/Zip code:

DUNS Number:

Main Contact Person:

Title:

Phone Number:

Email:

Do you have site control or owner's consent to apply for HTC funding on this site?

Yes OR No

Development Partner(s)

List all partners involved in the proposed development including names and roles of each entity (if applicable):

Organization Name	Role in this Project	Main Contact Person

Property Owner & Development Information

Property Owner Information

Owner Name(s):

Address:

City/State/Zip:

Email:

Phone Number:

Development Information

Development Name as it will appear on the TDHCA application:

Ownership Entity as it will appear on the TDHCA application:

Development Address:

Legal Description:

Development Type:

New Construction

Reconstruction

Adaptive Reuse

Rehabilitation

Site Acreage:

Number of Buildings:

Target Population Mix:

Elderly Preference

Individual/Family

Transitional Only

Development Information Continued

Unit Type	Market Rate Units	Affordable Units	Total Number of Units
Number of Units Proposed			
Percentage of Total Units			

How many units are available to each income bracket listed below (i.e., rent level of tenants)?

0-30% AMI 31-50% AMI 51-60% AMI 61-80% AMI Market Rate Total Units

Unit mix/types available:

Efficiency 1 Bedroom 2 Bedrooms 3 Bedrooms 4 Bedrooms Total Units

How many accessible units are included?

Will the development be tax exempt upon completion? Yes No
 If yes, explain:

Will you serve as the property manager after project completion? Yes No
 If no, please explain:

Is the development located:

a) more than 1,000 feet of any TDHCA approved property, regardless of target population
 Yes No

AND

b) more than 3/4 of a mile (3,960 feet) of a TDHCA approved property for the same target population?
 Yes No

Addressing Threshold Questions

Only respond to the application questions in the boxes/spaces provided for each question. Responses should be concise and address only the items requested. Do not respond to questions by referring to supplemental information.

- 1) Explain how the development addresses a housing need or problem identified in the Needs Assessment or Market Analysis sections of the City of Plano's current Consolidated Plan.

Substandard Housing

Age of the Housing Stock

Overcrowded Housing

Housing Cost Burden

Zero/Negative Income

Housing Assistance for Disabled or Victims of Violence

You must provide explanations supporting each item checked above:

2) Is the project located within a half mile (0.5) walking distance of DART transportation (current or developing public transportation route) and/or is the project located in a high opportunity area?

Yes No
If yes, specify Within 0.5 mile High Opportunity

3) Does the development have at least 20% of market rate units?

Yes No

4) Is the proposed project a redevelopment of under-performing commercial development or multifamily complex? Under-performing commercial development includes underused commercial structures (office building, shopping mall/center, and retail), aging commercial centers, and commercial structures that are incompatible with surrounding uses.

Yes No

4-A) What is the current use of the proposed site?

5) Will the development include any of the below energy efficient components or sustainable/green build components? (Minimum of four components is necessary to meet this threshold requirement.)

The use of better than R-3 insulation on exposed hot water pipes

Energy Star certified windows with Low E Glass

Energy Star certified HVAC

Energy Star certified water heaters

Low or no VOC Paint

Choose one of the following types of insulation used:

Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (may not be combined with spray foam insulation), or

Spray foam insulation exceeding code requirements

Are you seeking consideration for Concerted Revitalization Plan area points with this application?

Yes No

Additional Development Information

Site amenities unique to the development, including any landscaping and open space:

Explain below:

Density of Site, specifically dwelling units per acre:

Explain below:

Percentage of green space/landscape area compared to overall land area, excludes site amenities such as pavilions, trails, playgrounds or other impervious areas:

Explain below:

State the square feet of green space per unit:

Explain below:

Is there anything else that you would like the City to know about your proposed project?

Has the applicant completed Housing Tax Credit Project(s), within the past 5 years?

Yes No

Additional Development Information continued

Does the Applicant / Developer have experience building and leasing HTC developments?

Yes No

Please list current or previous HTC properties developed by applicant or developer.

Project Name:				City:	
Name of the Main Responsible Entity:					
Does the applicant or developer serve as property manager for the property?		Yes	No		
Number of Unit	Target Population	Project Budget	Year completed	Average Occupancy rate over the last 12 months.	
Did the property have any property standards/code violations within the first five years of being built? (City may verify)					
Yes No					
Please list social services provided to tenants:					

Project Name:				City:	
Name of the Main Responsible Entity:					
Does the applicant or developer serve as property manager for the property?		Yes	No		
Number of Unit	Target Population	Project Budget	Year completed	Average Occupancy rate over the last 12 months.	
Did the property have any property standards/code violations within the first five years of being built? (City may verify)					
Yes No					
Please list social services provided to tenants:					

Additional Development Information continued

Please list current or previous HTC properties developed by applicant or developer.

Project Name:				City:	
Name of the Main Responsible Entity:					
Does the applicant or developer serve as property manager for the property?		Yes	No		
Number of Unit	Target Population	Project Budget	Year completed	Average Occupancy rate over the last 12 months.	
Did the property have any property standards/code violations within the first five years of being built? (City may verify)					
Yes		No			
Please list social services provided to tenants:					

Project Name:				City:	
Name of the Main Responsible Entity:					
Does the applicant or developer serve as property manager for the property?		Yes	No		
Number of Unit	Target Population	Project Budget	Year completed	Average Occupancy rate over the last 12 months.	
Did the property have any property standards/code violations within the first five years of being built? (City may verify)					
Yes		No			
Please list social services provided to tenants:					

Have you had a housing tax credit project that was not completed as proposed in the below areas?

- **Built Environment** Yes No
- **Financing** Yes No
- **Affordable/Market Rate Unit Mix** Yes No

If yes to any of the above, please explain.

Application Submittal Signature

By signing this form, the Applicant authorizes the City of Plano to begin proceeding in accordance with the process for this request. The applicant further acknowledges that submission of an application does not in any way obligate the City of Plano to approve the application and that although the Community Relations Commission (CRC) may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the CRC's recommendation.

This application cannot be supplemented or amended after submission.

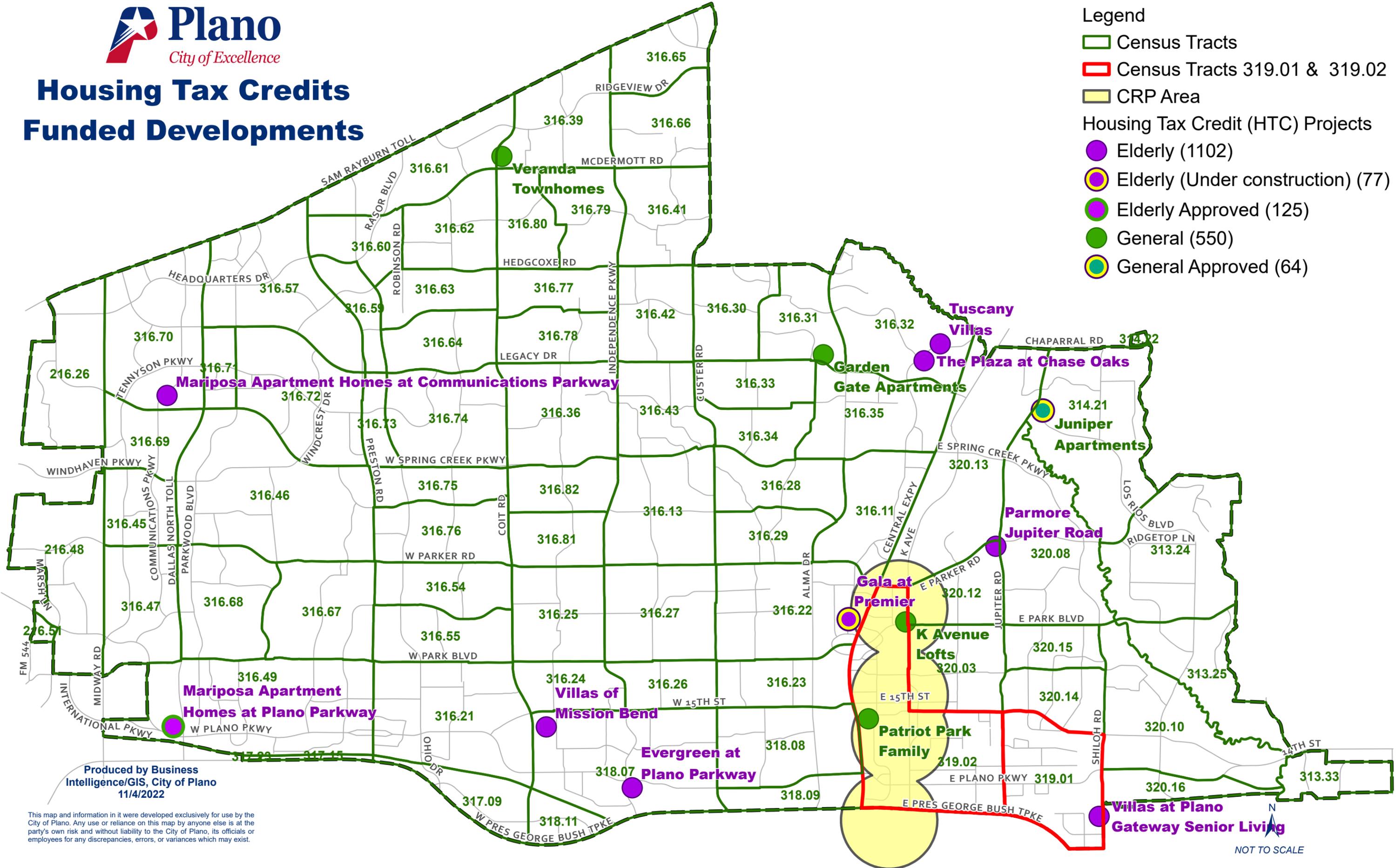
Applicant Signature: _____ Date: _____

Printed Name: _____



Housing Tax Credits Funded Developments

- Legend
- Census Tracts
 - Census Tracts 319.01 & 319.02
 - CRP Area
 - Housing Tax Credit (HTC) Projects
 - Elderly (1102)
 - Elderly (Under construction) (77)
 - Elderly Approved (125)
 - General (550)
 - General Approved (64)



Produced by Business Intelligence/GIS, City of Plano
11/4/2022

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NOT TO SCALE

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Required Neighborhood Support Form

Resident Name (First & Last): _____

Name of Organization or Neighborhood Represented: _____

Address: _____

Phone Number: _____

Email Address: _____

Name of the Proposed Development: _____

A resident / neighborhood / organization providing a letter of support will need to complete this Required Neighborhood Support Form and answer the following questions:

- a. Has the neighborhood, community organization, letter author, or anyone that has a familial relationship with the said letter author benefited from donations or compensation from the applicant / developer? Yes No

If necessary, please explain below

- b. Is the person writing the letter or living within the neighborhood a board member for the applicant / developer applying for a resolution? Yes No

If necessary, please explain below

- c. What is the distance between the neighborhood, community organization or letter author and the proposed site?

Signature: _____ Date: _____

Printed Name: _____

USEFUL LINKS FOR COMPLETING THE CITY OF PLANO HOUSING TAX CREDIT RESOLUTION APPLICATION

[2020-2024 Consolidated Plan](#)

[City of Plano Concerted Revitalization Plan](#)

[Online Community Support Letter Submittal](#)