

FY 2026-2027

Housing Tax Credit RFA Guidebook

Resolutions of Support and No Objection

City of Dallas | Office of Housing & Community Empowerment

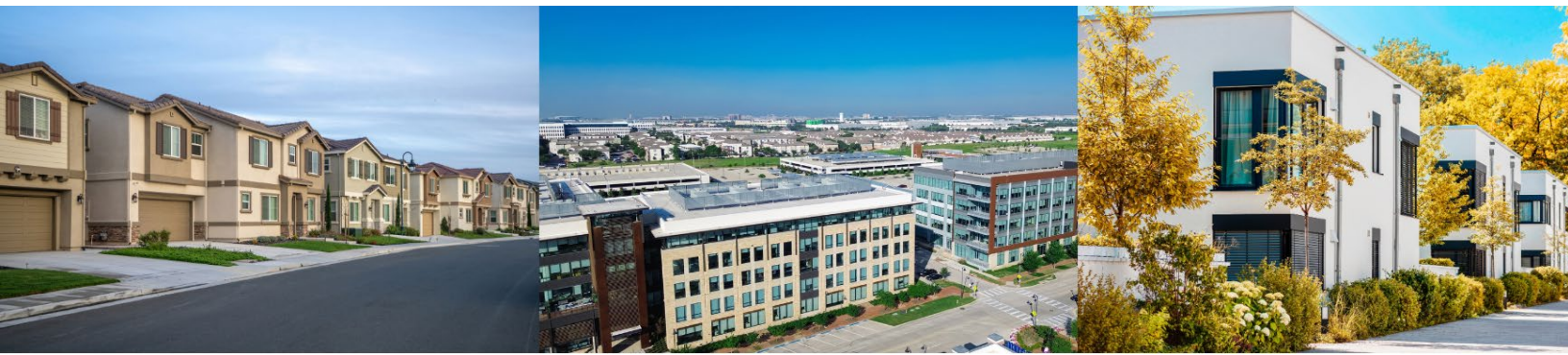


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I. Resolutions of No Objection or Support

City Policy

Under the adopted Dallas Housing Resource Catalog (DHRC), the City established a process and evaluation criteria to guide its approach regarding requests from developers of projects seeking Housing Tax Credits ("HTC") from the Texas Department of Housing and Community Affairs ("TDHCA") for Resolutions of Support (sometimes referred to as "Support") or Resolutions of No Objection (sometimes referred to as "No Objection") from the City. The City's Housing Tax Credit Program Statement found in the DHRC contains the general guidelines for all Housing Tax Credit projects. Comparatively, the Request for Application (RFA) Guidebook is a detailed overview of how the Office of Housing and Community Empowerment (OHCE) staff evaluate HTC proposals for alignment with City-established housing priorities and determine if a proposal should advance for City Council consideration. The RFA Guidebook is updated annually to align with the state of Texas's Qualified Allocation Plan (QAP) for the fiscal year. Developers must consult the state QAP for the full governing requirements to ensure their proposals satisfy all minimum criteria for Low Income Housing Tax Credit consideration.

The HTC Program Statement seeks to support the broad goals of the Dallas Housing Resource Catalog to do the following:

- Create and maintain affordable housing throughout Dallas,
- Promote greater fair housing choices, and
- Overcome patterns of segregation and concentrations of poverty through incentives and requirements.

The City of Dallas Policy for Supporting Housing Developments Seeking Housing Tax Credits can be found here (beginning on page 52): Dallas Housing Resource Catalog - 2026 Stamped.pdf

Review and Recommendation Process

The City will review requests ("Proposals") from developers ("Proposers") using the evaluation criteria listed in the Dallas Housing Resource Catalog via Resolution No. 26-0742, as amended.

The Proposal review process will occur as follows:

1. City staff will review all Proposals that are submitted timely during each quarterly submission period.
2. Staff will first review each Proposal to determine if it is complete. Staff will notify Proposers of any missing or incomplete items. Proposals that are submitted incomplete risk having their review and any Council approval delayed to the following quarter.
3. Staff will next review each Proposal to determine if it satisfies every applicable Threshold requirement. Proposals that do not meet every applicable Threshold requirement will not be reviewed further by Staff, will not be eligible for a staff recommendation of a Resolution of Support or No Objection, and will not be presented to City Council for their consideration.
4. For 9% Proposals that meet every applicable Threshold requirement, Staff will recommend a Resolution of Support and a $500.00 funding commitment to City Council, if Staff has

determined, in its sole discretion, that the Threshold requirements have been met, and either:
    - The Proposal is a Priority Housing Needs Development.
    - The Proposal is not determined to be a Priority Housing Needs Development, but it has been scored by staff and received at least 40 points under the Scoring Factors for Other 9% HTC Applications section.
5. For 4% Proposals that meet all applicable Threshold requirements, Staff will prepare a recommendation to City Council either in support of or in opposition to a Resolution of No Objection.

The recommendation will also address any acknowledgments or requested waivers related to applicable de-concentration factors outlined in the state QAP.

Threshold Criteria

1. Applicable to All 9% and 4%Proposals

- The Development must meet TDHCA minimum site and development requirements,
- The Development must meet TDHCA underwriting standards,
- The Development must contribute to the City's obligations to affirmatively further fair housing,
- The Applicant(s) must have site control (e.g., purchase option, deed),
- If not currently zoned for the intended use, the Applicant(s) must have completed a formal consultation with City Planning staff about the process and requirements for rezoning the site,
- If the proposed Development will be completely or partially tax exempt, the Applicant(s) must provide the source, valuation, and duration of the tax exemption,
- The Applicant(s) must be eligible pursuant to TDHCA standards and City standards: An Applicant(s) is not eligible for any resolution if the Applicant(s) i) is in debt to the City or delinquent in any payment owed to the City, in accordance with Dallas City Code Section 2-36, as amended; ii) is currently in litigation with the City, in any capacity; iii) is in breach or default of any agreement with the City of Dallas, or iv) within the last 10 years has been found liable of violating Chapter 20A (Fair Housing and Mixed Income Housing) or Chapter 46 (Unlawful Discriminatory Practices Relating to Sexual Orientation and Gender Identity and Expression) of the Dallas City Code,
- Before submitting an application, Applicants should attempt to seek input from City Council Members of the District before an application is submitted. The Applicant(s) is required to provide written notice to the Dallas City Councilmember representing the council district in which the proposed Development is located, indicating their intent to apply. In line with the City's Code of Ethics Chapter 124, upon submission of the application, all communication, including oral, written, and/or electronic communication, between the Applicant(s) and the Councilmember, whether direct or indirect (through a representative, employee, or agent), regarding the application must cease.

  Council Member written notifications must be delivered at least 45 days prior to submitting a Proposal to the Office of Housing and Community Empowerment for review. To see a list of additional notifications required by TDHCA as part of the LIHTC application process, refer to the QAP for the current year.

2. Developments Involving Rehabilitation of Existing Housing

- The Proposer must provide a tenant notification and relocation plan that meets the requirements of the Uniform Relocation Act. The plan should clearly explain how residents will be informed, supported, and assisted throughout the rehabilitation process, including timelines, communication methods, temporary housing needs, and any relocation assistance that may be required. Required supplemental documents include:
  - A description of the process used to notify tenants and obtain their input during the preparation of the application.
  - A relocation plan that includes relocation requirements and a relocation budget with an identified funding source.
- The proposed scope of work should be based on a practical assessment of the property's rehabilitation needs. Applicants should provide a clear, detailed narrative explaining the condition of the property, the repairs or improvements needed, and the reasoning behind the proposed scope of work. This narrative should also include estimated costs and any supporting information that helps show how the planned work will address existing issues, including any City code concerns. The scope of work should fully cover all major components of the property–such as the roof, foundation, electrical, HVAC, plumbing, windows, doors, unit interiors, appliances, exterior elements, common areas, security features, and accessibility needs–and outline how these items will be repaired or replaced over the full affordability period. Rehabilitation costs per unit must meet or exceed state minimums.

Priority Housing Needs Developments

Priority Housing Needs Developments are 9% Proposals that, once all threshold requirements are met, may be recommended for support without undergoing scoring.

1. The Proposer will not request more than $5,000,000 in City gap financing.
2. The Proposal includes HFC or PFC participation through site ownership or ownership interest and includes an MOU reserving 10% of units for referrals from the local Continuum of Care or for individuals with Special Housing Needs*.
3. The Proposal involves the redevelopment of existing deed restricted housing.
4. The development is located in a census tract with a poverty rate below 20% and commits at least 5% of total units to individuals with Special Housing Needs*.
5. The development is located within a target area designated by the Office of Economic Development or the Office of Housing and Community Empowerment.

*Special Housing Needs are defined in accordance with the definitions established by TDHCA.

Scoring Factors for Other 9% HTC Applications

Proposals must score a minimum of 40 points to advance for City Council consideration.

Mixed Income Housing Projects (Maximum 20 points)

Proposals including at least 10% of units for households at or below 30% of the Area Median Income (AMI) and a greater share of market-rate (non-income/non-rent-restricted) units, as follows:

Percentage of Market-Rate Units	Points
At least 5% but less than 10% market rate units	5
At least 10% but less than 15% market rate units	10
At least 15% but less than 20% market rate units	15
At least 20% market rate units	20

Proximity to Amenities (Maximum 25 points)

The following matrix shall be used to score the Proposal:

Amenity	1/4 mile or less	>1/4 mile and < 1/2 Mile	1/2 mile and up to 1 mile
*High Frequency Transit	5	3	1
Public Park accessible by sidewalks	5	3	1
**Full Scale Grocery Store	5	3	1
Community/Senior Center or Library	5	3	1
Licensed Day Care	5	3	1
Amenity	**1/2 mile or less**	**>1/2 mile and < 1 mile**	**1 mile and up to 2 miles**
Qualifying Medical Clinic or Hospital	5	2	1
Pharmacy	5	2	1

*High Frequency Transit as defined by Dallas Area Rapid Transit.

**Full scale grocery store is defined as a store of sufficient size and volume to provide for the needs of the surrounding neighborhood including the proposed development; offering a wide variety of fresh, frozen, canned, and prepared foods, including but not limited to variety of fresh meats, fresh produce, dairy products, baked goods, toiletries, a wide variety of household goods, and paper goods.

Resident Services (Maximum of 10 points)

Proposal exceeds TDHCA's 10 point resident services requirement by providing more services than necessary to reach the full 10 points. (5 points)

Proposal will earn the additional 1 TDHCA point by partnering with local nonprofit or governmental organizations by providing on-site space for recurring outreach/education events. The Proposer must also be willing to coordinate these on-site services using existing City of Dallas partnerships, partner organizations, or City-supported facilities and services.

II. Timeline and Submission Requirements for Applications

Notification Deadline	Application Deadline	Housing Committee	City Council
11/15/2026	12/31/2026	Jan-27	Feb-27
2/15/2027	3/31/2027	May-27	Jun-27
5/15/2027	6/30/2027	Aug-27	Sep-27
8/15/2027	9/30/2027	Nov-27	Dec-27

Actual dates TBD and will be updated once 2027 Council meeting dates are released.

Submission Guidelines

Completed applications must be submitted to documents to HousingLIHTC@dallascityhall.com.

For additional information or questions regarding this application, please submit questions to HousingLIHTC@dallascityhall.com.

III. Required Documents Checklist

REQUIRED DOCUMENTS CHECKLIST FOR ALL APPLICATIONS	
Document	Description of Requirement
Application	City provided application form (fully filled out)
Minimum Site Requirements Form (Appendix 1)	If undesirable site features exist, submit a mitigation plan that sufficiently mitigates undesirable site features and supports site eligibility pursuant to TDHCA standards.
Financial Documentation	Attachments: · Development Budget · Affordability & Unit Mix, Rent, Utility allowance, and Operating Cost Projections · Detailed Sources & Uses · 15-year cash flow analysis
Fair Housing Worksheet (Appendix 2)	City provided worksheet must be fully filled out and include a list of citations indicating the sources or data used to complete each section of the worksheet.
Site Control	Evidence of site control (e.g., option, deed, etc.)
Zoning	Attachments: · Mapping snapshot confirming that the site is currently zoned for the intended use. · If the development site is not currently zoned for the intended use, attach evidence of a formal consultation with City Planning staff outlining the process and requirements for rezoning the site.
Information on Tax Exempt Status	Narrative explaining the proposed partnership that will result in a tax-exempt status, the duration of the tax exemption, and an estimate of the property's current taxable value.
Consultation with City Council Member	Attachment: · Proof of written notification to, or a meeting held with, the City Council member representing the district where the proposed project will be located.
Partnerships and Entities	Attachments: · MOUs with all identified partners - including the City of Dallas Housing Finance Corporation, Dallas Public Facility Corporation, qualified nonprofit, or historically underutilized business, if applicable.

Document	Description of Requirement
Proximity to Amenities	Attachments: · Map(s) demonstrating proximity of site amenities. · Citation of what source was used for each map to determine proximity to amenities.
Priority Housing Needs Development	Narrative demonstrating that the Proposal qualifies as a Priority Housing Needs Development.
Additional Required Forms (Appendix 3)	Attachments: · Certificate of Good Standing · Conflict of Interest Questionnaire · Vendor Registration Form (for 9% proposals only)
ADDITIONAL DOCUMENTS FOR SPECIAL CASE APPLICANTS	
Document	Description of Requirement
Tenant Notification and Relocation Plan	Attachments: · For any development with existing tenants that is not subject to the Uniform Relocation Act (URA), the Proposal must include a tenant notification and relocation plan that meets requirements comparable to those established under the URA.
Plan and Cost Review	Attachments: · For any Development involving rehabilitation of adaptive reuse, the Proposer must submit a Plan and Cost Review for the development, including all supporting documentation that formed the basis of the review.

Applications will be considered incomplete if they are missing any of the required elements outlined in this application.

Appendix 1: Minimum Site Requirements

NAME: (PRIMARY CONTACT)	
ADDRESS:	
PHONE: (PRIMARY CONTACT)	
EMAIL: (PRIMARY CONTACT)	
NAME OF AUTHORIZED REPRESENTATIVE:	
AUTHORIZED REPRESENTATIVE PHONE:	
AUTHORIZED REPRESENTATIVE EMAIL:	

Please disclose and provide an explanation of any site features that prevent the Development from meeting TDHCA minimum site and development requirements and attach a mitigation plan. If no issues are listed, the signature on this form certifies that the site and development will meet TDHCA minimum requirements.

This Disclosure contains an additional page of attachments.

Signed:		☐ Authorized Representative
Print Name:		
Date:		

Appendix 2: Fair Housing Worksheet

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City of Dallas Fair Housing Evaluation Form

To be completed by applicant and evaluated by the Fair Housing Division

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GOAL 1 – Increase Access to Affordable Housing in High-Opportunity Areas

1. Poverty & Opportunity Indicators

- Poverty Rate:
- Census Tract Number:
- Poverty Trend (2020–2025):
- Is Project in a High Opportunity Area? ☐ Yes ☐ No
- Adjacent to High Opportunity Area? ☐ Yes ☐ No
- Homeownership Rate of Census Tract:
- Renter Rate of Census Tract:
- Unemployment Rate of Census Tract:

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2. Proximity to Key Amenities

- High-Frequency Transit (mi):
- Public Park Accessible by Sidewalks (mi):
- Full-Scale Grocery Store (mi):
- Community Senior Center or Library (mi):
- Licensed Day Care (mi):
- Qualifying Medical Clinic or Hospital (mi):
- Pharmacy (mi):
- Retail (mi):
- Bike Path:

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3. Additional Area Conditions

Nearby Housing & Safety Indicators

- Public Housing Nearby (Name & Distance):
- Shelters Nearby (Name & Distance):
- Ongoing/Planned City or Private Development:
- Walkability Score:

Crime Incidents

- Crime Incidents (Within ½ Mile):
- Crime Incidents (½–1 Mile):
- Crime Incidents (1–2 Miles):

Multifamily Sites

- Multifamily Sites (Within ½ Mile):
- Multifamily Sites (½–1 Mile):
- Multifamily Sites (1–2 Miles):

Public Housing by Radius

- Public Housing (Within ½ Mile):
- Public Housing (½–1 Mile):
- Public Housing (1–2 Miles):

LIHTC Properties by Radius

- LIHTC Properties (Within ½ Mile):
- LIHTC Properties (½–1 Mile):
- LIHTC Properties (1–2 Miles):

GOAL 2 – Preserve Existing Affordable Housing & Promote Mixed-Income Supply

1. Project Characteristics

- Opportunity Area Classification:
- Affordability Period (Years):

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2. Unit Composition

- Total Units:
- Market-Rate Units:
- Rent-Restricted Units:
  - 80% AMI:
  - 70% AMI:
  - 60% AMI:
  - 50% AMI:
  - 30% AMI:
- **Affordable Units (Number & %):**
- **Income Restrictions (Specify AMIs):**
- **Any Units at or Below 30% AMI?** ☐ Yes ☐ No
- **Affordability Covenant (Years):**
- **Deeper Affordability (Below 50% AMI):** ☐ Yes ☐ No
- **Rent Stabilization Measures:** ☐ Yes ☐ No

GOAL 3 – Accessibility for Persons with Disabilities

1. Unit Accessibility

- Total Accessible Units:
- % of Total Units Accessible:
- Accessibility Standard (ADA/UFAS/Other):
- Distribution Across Unit Types:

2. Universal Design

- Universal Design Features:
- #/% of Units with Universal Design:

3. Policies & Modifications

- RA Policy Included? ☐ Yes ☐ No

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- Description of RA Policy:
- RM Policy Included? ☐ Yes ☐ No
- Deposits/Conditions for Modifications (if any):

4. Accessibility Improvements

- On-Site Improvements:
- Off-Site Improvements:
- Status (Designed/Funded/Proposed):
- Accessible Common Areas:
- Maintenance Plan:
- Consultations with Disability Organizations: ☐ Yes ☐ No

5. Added Accessibility Items

- **Accessibility Compliance (ADA/UFAS/FHA):** ☐ Full ☐ Partial ☐ Pending
- **Planned Resident Engagement or Oversight:**
  - ☐ Resident Advisory Council
  - ☐ Feedback Sessions
  - ☐ None

GOAL 4 – Invest to Increase Opportunity & Prevent Displacement

1. Anti-Displacement Commitments

- Affordability Covenant Description:
- Duration (Years):
- Right-to-Return Policy? ☐ Yes ☐ No
- Eligibility Criteria for Return:
- Outreach Strategy:
- Implementation Plan:

2. Community Benefit Agreements

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- Formal CBA? ☐ Yes ☐ No
- CBA Commitments:
- Alternative Community Benefit Commitments:

3. Area Risk Factors

- Neighborhood Type:
- Current Displacement Pressures:
- How Project Supports Opportunity Without Displacement:
- Anti-Displacement Strategies:
- Project Located in Neighborhood Plus / TIF / Revitalization Area? ☐ Yes ☐ No
- Is Project in a R/ECAP? ☐ Yes ☐ No
- Adjacent to R/ECAP? ☐ Yes ☐ No

4. Resident Stability & Local Benefit

- **Resident Services Supporting Stability:**
  - ☐ Housing Counseling
  - ☐ Legal Aid
  - ☐ Rental Assistance Referrals
  - ☐ Other:
- **Local Hiring / Job Training Commitment:** ☐ Yes ☐ No

GOAL 5 – Resident Support Services & Housing Quality

1. Services Provided

- List of Resident Services:
- Total Number of Services:
- How Resident Input Was Used:
- Date/Method of Resident Engagement:

2. Service Delivery & Partnerships

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- Delivery Model (Onsite / Offsite / Hybrid):
- Partner Organizations:
- Transportation Assistance:
- Digital Access Supports:
- Spaces Provided for Service Delivery:
- Dedicated Service Facilities:
- Feedback Collection Method:
- Additional Quality Commitments:

3. Added Quality-of-Life Enhancements

- **Quality of Life Enhancements Provided:**
  - ☐ Childcare
  - ☐ After-School Programs
  - ☐ Literacy Programs
  - ☐ Digital Access
  - ☐ Financial Coaching
  - ☐ Food Pantry
  - ☐ Notary/Public Services
  - ☐ Other:

GOAL 6 – Increase Access to Information & Resources on Fair & Affordable Housing

1. Policies & Training

- Fair Housing Policy Description:
- Date Adopted or Drafted:
- Staff Roles Responsible:
- Type of Fair Housing Training:
- Training Frequency & Provider:

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2. Outreach & Access

- Outreach Strategy:
- Intended Target Audiences:
- LEP Accommodations:
- Languages Supported:

3. Partnerships & Collaboration

- Partnerships / MOUs:
- Purpose of Each Partnership:
- Additional Collaboration Commitments:

4. Administrative Information

- **Requested City Support:**
  - ☐ Financial Subsidy
  - ☐ Zoning Approval
  - ☐ City Support Letter
  - ☐ Other:
- **Project Name:**
- **Developer Name & Email:**
- **Project Description:**
- **Council District:**
- **School District:**
- **Elementary School:**
- **Middle School:**
- **High School:**

END OF FORM

Appendix 3: Required Forms

The following is a list of forms that must be submitted with the application. Failure to submit required forms will deem the application incomplete.

Included Forms:

- Certification of Good Standing – see below

Forms Available Online:

- Conflict of Interest Questionnaire: https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf.
- Vendor Registration Form: Vendor Registration Form (Revised 03.14.2023) Fillable (002 updated version per LC 12.2.24.pdf

CERTIFICATION OF GOOD STANDING

NAME: (PRIMARY CONTACT)	
ADDRESS:	
PHONE: (PRIMARY CONTACT)	
EMAIL: (PRIMARY CONTACT)	
NAME OF AUTHORIZED REPRESENTATIVE:	
AUTHORIZED REPRESENTATIVE PHONE:	
AUTHORIZED REPRESENTATIVE EMAIL:	

I certify that the Proposer is eligible for this program pursuant to TDHCA standards and City standards and that neither the Proposer, its Affiliates, nor any Project Team members are experiencing or have been served with any of the following within the past ten (10) years:

- Is in debt to the City or delinquent in any payment owed to the City, in accordance with Dallas City Code Section 2-36, as amended
- Is currently in litigation with the City, either as a defendant or plaintiff
- Has been found liable of violating Chapter 20A (Fair Housing) or Chapter 46 (Human Rights and Sexual Orientation) of the Dallas City Code

Signed:		☐ Authorized Representative
Print Name:		
Date:		