



**City Of Dallas**

**Request for Applications (RFA)**

**Resolutions of No Objection/  
Resolutions of Support  
For Housing Tax Credit Developments**

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## I. Resolutions of No Objection or Support

### City Policy

Under the adopted Comprehensive Housing Policy, 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 No Objection (sometimes referred to as “No Objection”) or Resolutions of Support (sometimes referred to as “Support”) from the City.

This HTC policy seeks to support the broad goals of the Comprehensive Housing Policy 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:

<http://citysecretary2.dallascityhall.com/resolutions/2019/06-12-19/19-0884.pdf>

*(Policy starts on page 37.)*

A presentation explaining the HTC policy’s evaluation criteria can be found here:

[https://dallascityhall.com/government/Council%20Meeting%20Documents/b\\_proposed-amendment-to-the-city-of-dallas-comprehensive-housing-policy-to-adopt-a-new-housing-tax-credit-policy\\_060519.pdf](https://dallascityhall.com/government/Council%20Meeting%20Documents/b_proposed-amendment-to-the-city-of-dallas-comprehensive-housing-policy-to-adopt-a-new-housing-tax-credit-policy_060519.pdf)

### Review and Recommendation Process

The City will review requests (“Proposals”) from developers (“Proposers”) using the evaluation criteria listed in the section of the Comprehensive Housing Policy entitled “City of Dallas Policy for Supporting Housing Developments Seeking Housing Tax Credits” adopted on June 12, 2019 via Resolution No. 190884. The following criteria are included in the policy: Threshold, Priority Housing Needs Development, and Scoring Factors for Other 9% HTC Applications.

The Proposal review process will occur as follows:

1. City staff will review all Proposals that are timely submitted 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, completed during a subsequent quarterly review cycle.
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 No**

**Objection or Support, and will not be presented to City Council for consideration.**

4. For both 4% and 9% Proposals that meet every applicable Threshold requirement, staff will recommend a Resolution of No Objection to City Council if staff has determined, in its sole discretion, that the Threshold requirements have been met.
5. For 9% Proposals that meet every applicable Threshold requirement, staff will further review each Proposal to determine if it is a Priority Housing Needs Development. 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 Priority Housing Needs Development criteria have been met.
6. For 9% Proposals that meet every applicable Threshold requirement but that are not Priority Housing Needs Developments, staff will score these Proposals. Staff will recommend a Resolution of Support and a \$500.00 funding commitment to City Council if Staff determines, in its sole discretion, that the Proposal has achieved a score of at least 50 points under the Scoring Factors for Other 9% HTC Applications section.

## Threshold Criteria

### 1. Applicable to All Proposals

- Submission of a complete application to the City;
- The Proposer must have site control (e.g. purchase option);
- If not currently zoned for the intended use, the Proposer must have completed a formal consultation with City Planning staff outlining the process and requirements for rezoning the site;
- The Development must meet TDHCA minimum site and development requirements. If undesirable site features exist, the Proposer must submit a mitigation plan that sufficiently mitigates undesirable site features and supports site eligibility pursuant to TDHCA standards;
- The Development must meet TDHCA underwriting standards;
- The Development must contribute to the City's obligations to affirmatively further fair housing;
- The Proposer must notify existing tenants living at the Development Site at least 45 days prior to submitting the proposal;
- For any Development that is occupied by existing tenants that is not otherwise subject to the Uniform Relocation Act (URA), the development proposal must include a City-approved relocation plan that:
  - Minimizes permanent displacement from the Development. In the event of permanent displacement, Proposers will be required to provide compensation to affected tenants that is otherwise in alignment with URA requirements;
  - Must provide reasonable notice to affected tenants prior to any temporary relocation and covers all reasonable out of pocket costs incurred by tenants as a result of moving from one unit to another within the Development or temporarily vacating their units to allow rehabilitation work to proceed; and
  - Proposer must meet all applicable state, federal, or local laws relating to displacement of tenants.
- For any Development involving rehabilitation or adaptive reuse (i.e. conversion of space originally designed and built for other than residential purposes), the Proposer must submit a Plan and Cost Review for the Development including all supporting documentation that formed the basis of the review;



- For any Development located in a census tract with a poverty rate of 40% or higher, the Development must achieve a minimum score under Resident Services element of the scoring factors below of:
  - 17 points for elderly developments;
  - 23 points for family developments; or
  - 22 points for permanent supportive housing developments; and
- The Proposer must be eligible pursuant to TDHCA standards and City standards:
  - A proposer is not eligible for any resolution if the Proposer 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, either as a defendant or plaintiff; or iii) within the last 10 years has been found liable of violating Chapter 20A (Fair Housing) or Chapter 46 (Human Rights and Sexual Orientation) of the Dallas City Code.

## 2. Developments Involving Rehabilitation of Existing Housing

- The proposed scope of work must be informed by a capital needs assessment (CNA), prepared by a qualified third-party professional that is independent from the Development's architect or engineer, builder/general contractor, or other member of the Development Team. The City will review the CNA and conduct a site visit. The CNA must demonstrate to the City's satisfaction that the initial scope of work is sufficient to address all City code violations (whether formally cited or not). Further, the scope of work, combined with planned replacement reserve funding, must be determined sufficient to address all projected repairs or replacements of the following items through the entire term of the Development's affordability period:
  - All major systems including roof, foundation, electrical, HVAC, and plumbing;
  - Interior and exterior windows and doors;
  - The interiors of all units including the kitchen and bathroom and all major appliances;
  - The exterior of the development, including balconies, walkways, railings, and stairs;
  - Communal facilities such as community rooms, fitness centers, business centers, etc.; and
  - Security features including gates and security cameras.
  - Accessibility

## Priority Housing Needs Developments

1. The development proposal has been selected within the past three years to receive City funding (including federal funds such as HOME, CDBG, etc. or local funding such as General Obligation Bond funding) under a competitive application process administered by the Department of Housing and Neighborhood Revitalization and otherwise remains in compliance with all funding requirements;
2. The proposal includes participation by the Dallas Housing Finance Corporation or City of Dallas Public Facilities Corporation applicable to housing (if created). Such participation must include ownership of the underlying development site by the entity and/or stake in the ownership structure of the development;
3. The proposal involves the redevelopment of public housing owned by the Dallas Housing Authority under the Choice Neighborhoods, Rental Assistance Demonstration, HOPE VI, or other similar HUD programs that may be created;
4. The development proposal is located in a census tract with a poverty rate below 20%;

5. The development proposal is within any area designated as a Redevelopment Reinvestment Strategy Area (RSA) or a Stabilization RSA in this Comprehensive Housing Policy; or
6. Developments with at least 50 units for which the Owner must enter into an MOU with the lead entity of the Continuum of Care by which the project will prioritize at least 20% of units for tenants referred from the Continuum of Care Housing Priority List.

## Scoring Factors for Other 9% HTC Applications

### Mixed-Income Projects (Maximum of 20 points)

Proposals including market rate units (i.e. those without income/rent restrictions) 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

### Qualified Nonprofit or Historically Underutilized Business on Development Team (5 points)

To receive these points, the development team must include a Qualified Nonprofit Organization or Historically Underutilized Business (“HUB”) that has a controlling interest in the development. If ownership is a limited partnership, the Qualified Nonprofit Organization/HUB must be the Managing General Partner with greater than 50% ownership in the General Partner. If ownership is a limited liability company, the Qualified Nonprofit Organization/HUB must be the controlling Managing Member with greater than 50% ownership in the Managing member. Additionally, the Qualified Nonprofit Organization/HUB or its affiliate or subsidiary must be the developer or a codeveloper of the Development.

### Proximity of Amenities to Development Site (Maximum of 25 points)

The following matrix shall be used in scoring the Development under this category:

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	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
Amenity	20 minutes or less	>20 min. and < 40 min.	More than 40 min.
Transit time to Major Employment Center	5	2	0

## Resident Services (Maximum of 25 points)

Service Description	Reference within the 2019 QAP §11.101(b)(7)	Points for City Scoring
<b>Transportation Services</b>		
Min. 3x/week shuttle to grocery/pharmacy or big-box retail; OR daily shuttle during school year to nearby schools not served by school bus system	(A)(i)	3.5
Monthly transportation to community/social events	(A)(ii)	1
<b>Children Services</b>		
High quality PreK program with dedicated space on-site	(B)(i)	4
Min. 12 hours/week organized on-site K-12 programming (e.g. tutoring, after school and summer care, etc.)	(B)(ii)	3.5
<b>Adult Services</b>		
Min. 4 hours/week organized onsite classes for adults (e.g. GED, ESL, financial literacy, etc.)	(C)(i)	3.5
Annual income tax preparation	(C)(ii)	1
Contracted career training and placement partnerships with local employers	(C)(iii)	2
Weekly substance abuse meetings at project site	(C)(iv)	1
<b>Health Services</b>		
Food pantry accessible to residents (on site or via on-request transportation)	(D)(i)	2
Annual health fair	(D)(ii)	1
Weekly exercise classes	(D)(iii)	2
Contracted on-site occupational or physical therapy for elderly or disabled tenants	(D)(iv)	2
<b>Community Services</b>		
Partnership with local law enforcement to provide quarterly activities with tenants	(E)(i)	2
Notary services for tenants	(E)(ii)	1
Min 2x/month arts, crafts, or other recreational activities (e.g. book club)	(E)(iii)	1
Min 2x/month on-site social events (e.g. potlucks, holiday celebrations, etc.)	(E)(iv)	1
Case management for elderly, disabled, or special needs tenants	(E)(v)	3
Weekly home chore and quarterly preventative maintenance for elderly or disabled tenants	(E)(vi)	2
Social Security Act Title IV-A programming	(E)(vii)	1
Part-time resident services coordinator (min. 15 hours/week) or contract for same through local provider	(E)(viii)	2
Education/tuition savings match or scholarship program for residents	(E)(ix)	2

## II. *Timeline and Submission Requirements for Applications*

### Timeline

TIMELINE DESCRIPTION	
Application Deadline	City Council Consideration
January 11, 2019	February
April 12, 2019	May
<b>August 9, 2019</b>	<b>September</b>
October 11, 2019	November

\*\*The 3<sup>rd</sup> quarter submission date has been updated to account for the passage of the policy on June 12, 2019 and the subsequent need to allow Proposers sufficient time to submit a proposal within the 3<sup>rd</sup> quarter review period.

### Submission Guidelines

Submit application and all documents to Avis Chaisson at [avis.chaisson@dallascityhall.com](mailto:avis.chaisson@dallascityhall.com)

For additional information or questions regarding this application, please contact Avis Chaisson at [avis.chaisson@dallascityhall.com](mailto:avis.chaisson@dallascityhall.com) or 214-670-5988



TYPE	REQUIRED ATTACHMENTS FOR THRESHOLD AND SCORING
REQUIRED ATTACHMENTS FOR ALL APPLICANTS	
Application	Submission: available online at: <a href="https://dallascityhall.com/departments/housing-neighborhood-revitalization/Pages/default.aspx">https://dallascityhall.com/departments/housing-neighborhood-revitalization/Pages/default.aspx</a>
Site Control	<b>Attachments:</b> 1. Evidence of site control (e.g. option, deed, etc.)
Minimum Site Requirements	<b>FORM:</b> See Appendix 1 <b>Attachments:</b> 1. If undesirable site features exist, submit a mitigation plan that sufficiently mitigates undesirable site features and supports site eligibility pursuant to TDHCA standards
Proforma	<b>Attachments:</b> 1. Rent, utility allowance, and operating cost projections 2. 20-year cash flow analysis
Partnerships and Entities	<b>Attachments:</b> 1. MOUs with all identified partners - including the Dallas Housing Finance Corporation, City of Dallas Public Facilities Corporation, qualified nonprofit, or historically underutilized business, if applicable.
Proximity to Amenities	<b>Attachments:</b> 1. Map(s) demonstrating proximity of site amenities
Resident Services Checklist	<b>FORM:</b> See Appendix 1
Priority Housing Needs Additional Documentation	<b>Attachments:</b> 1. If the development proposal has been selected within the past three years to receive City funding under a competitive application process administered by the Department of Housing and Neighborhood Revitalization and otherwise remains in compliance with all funding requirements, attach City Council resolution authorizing funding. 2. If the proposal involves the redevelopment of public housing owned by the Dallas Housing Authority under the Choice Neighborhoods, Rental Assistance Demonstration, HOPE VI, or other similar HUD program, attach documentation of development approval. 3. If the development includes 50 or more units of which 20% will prioritize tenants referred from the Continuum of Care Housing Priority List, attach a copy of the MOU with the lead entity of the Continuum of Care. 4. No additional documentation is necessary for projects qualifying as a Priority Housing Needs Development through other methods.
Additional Documents	<b>FORMS:</b> See Appendix 2

TYPE	CONDITIONAL ATTACHMENTS FOR THRESHOLD AND SCORING
REQUIRED ATTACHMENTS FOR SPECIAL CASE APPLICANTS	
Zoning	<b>Attachments:</b> 1. 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.
Tenant Notification	<b>Attachments:</b> 1. If the development site has existing tenants, include a dated copy of the notification to residents or other evidence that tenants were notified at least 45 days prior to submission of this proposal.
Relocation Plan	<b>Attachments:</b> 1. For any Development that is occupied by existing tenants that is not otherwise subject to the Uniform Relocation Act (URA), the development proposal must include a city-approved relocation plan that meets the requirements as set forth in the Comprehensive Housing Policy.
Plan and Cost Review	<b>Attachments:</b> 1. 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.
Capital Needs Assessment	<b>Attachments:</b> 1. For any Development involving rehabilitation of existing housing, attach a capital needs assessment (CAN) prepared by a qualified third-party professional that is independent from the Development's architect or engineer, builder/general contractor, or other member of the Development Team.

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 \_\_pages of attachments.

Signed:		<input type="checkbox"/> Authorized Representative
Print Name:		
Date:		

## Appendix 1: Resident Services Checklist

Check and initial any services that will be provided as a part of your development.

Service Description	Check and Initial
<b>Transportation Services</b>	
Min. 3x/week shuttle to grocery/pharmacy or big-box retail; OR daily shuttle during school year to nearby schools not served by school bus system	<input type="checkbox"/>
Monthly transportation to community/social events	<input type="checkbox"/>
<b>Children Services</b>	
High quality Pre-K program with dedicated space on-site	<input type="checkbox"/>
Min. 12 hours/week organized on-site K-12 programming (e.g. tutoring, after school and summer care, etc.)	<input type="checkbox"/>
<b>Adult Services</b>	
Min. 4 hours/week organized onsite classes for adults (e.g. GED, ESL, financial literacy, etc.)	<input type="checkbox"/>
Annual income tax preparation	<input type="checkbox"/>
Contracted career training and placement partnerships with local employers	<input type="checkbox"/>
Weekly substance abuse meetings at project site	<input type="checkbox"/>
<b>Health Services</b>	
Food pantry accessible to residents (on site or via on-request transportation)	<input type="checkbox"/>
Annual health fair	<input type="checkbox"/>
Weekly exercise class	<input type="checkbox"/>
Contracted on-site occupational or physical therapy for elderly or disabled tenants	<input type="checkbox"/>
<b>Community Services</b>	
Partnership with local law enforcement to provide quarterly activities with tenants	<input type="checkbox"/>
Notary services for tenants	<input type="checkbox"/>
Min 2x/month arts, crafts, or other recreational activities (e.g. book club)	<input type="checkbox"/>
Min 2x/month on-site social events (e.g. potlucks, holiday celebrations, etc.)	<input type="checkbox"/>
Case management for elderly, disabled, or special needs tenants	<input type="checkbox"/>
Weekly home chore and quarterly preventative maintenance for elderly or disabled tenants	<input type="checkbox"/>
Weekly home chore and quarterly preventative maintenance for elderly or disabled tenants	<input type="checkbox"/>
Social Security Act Title IV-A programming	<input type="checkbox"/>
Part-time resident services coordinator (min. 15 hours/week) or contract for same through local provider	<input type="checkbox"/>
Education /tuition savings match or scholarship program for residents	<input type="checkbox"/>

I certify that the above information is true and correct.

Signed: \_\_\_\_\_  Authorized Representative

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2: 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

### Forms Available Online:

- Conflict of Interest Questionnaire: <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>.
- Fair Housing Review Checklist: <https://dallascityhall.com/departments/fairhousing/pages/fair-housing-review-checklist.aspx>





## 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:		<input type="checkbox"/> Authorized Representative
Print Name:		
Date:		