



City Of Dallas

Request for Applications (RFA)

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

## Table of Contents:

I. Resolutions of No Objection or Support .....	3
Review and Recommendation Process.....	3
Threshold Criteria.....	4
Priority Housing Needs Developments .....	5
Scoring Factors for Other 9% HTC Applications .....	6
II. Timeline and Submission Requirements for Applications .....	8
Submission Guidelines.....	8
Required Attachments for Threshold and Scoring.....	9
Conditional Attachments for Threshold and Scoring.....	10
Appendix 1: Minimum Site Requirements .....	11
Appendix 1: Resident Services Checklist.....	12
Appendix 2: Required Forms .....	13
Appendix 2: Certification of Good Standing.....	14

## I. Resolutions of No Objection or Support

### City Policy

Under the adopted Comprehensive Housing Policy as restated in the Dallas Housing Resource Catalog, 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 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:

[https://dallascityhall.com/departments/housing-neighborhood-revitalization/Development\\_NOFA%20documents/CHP\\_Tax%20Credits\\_19-1041.pdf](https://dallascityhall.com/departments/housing-neighborhood-revitalization/Development_NOFA%20documents/CHP_Tax%20Credits_19-1041.pdf)

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. **19-0884**, as amended. 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 their 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 City 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 and include development budget, detailed sources and uses, affordability and unit mix, 30-year cashflow;
- The Development must contribute to the City's obligations to affirmatively further fair housing. The Office of Fair Housing's checklist must be filled out and included in the application. A link to the checklist is below;
- All 9% applicants must register as a vendor with the City of Dallas in order to receive a \$500.00 funding commitment. A link to the vendor registration form is below;
- 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 City of Dallas Housing Finance Corporation or Dallas Public Facility 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 <b>5%</b> but less than <b>10%</b> market rate units	<b>5</b>
At least <b>10%</b> but less than <b>15%</b> market rate units	<b>10</b>
At least <b>15%</b> but less than <b>20%</b> market rate units	<b>15</b>
At least <b>20%</b> market rate units	<b>20</b>

### 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 with 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
Amenity	20 minutes or less	>20 min. and < 40 min.	More than 40 minutes

	less	40 min.	min.
Transit time to Major Employment Center	5	2	0

\*High Frequency Transit service is defined as a transit service arriving every 15 minutes on average from 6 AM to 8 PM seven days a week.

\*\*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 25 points)

Service Description	Reference within the 2024 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 and from nearby schools not served by school bus system for children who live at the development	(A)(i)	3.5
Monthly transportation to community/social events such as mall trips, community theatre, organized tours, etc.	(A)(ii)	1
<b>Children Services</b>		
Provide High quality Pre-K (HQ-Pre-K) 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, recreational activities, mentee opportunities, test preparation, and similar activities that promote the betterment and growth of children and young adults)	(B)(ii)	3.5
<b>Adult Services</b>		
Min. 4 hours/week organized onsite classes for adults (e.g., GED, ESL, financial literacy, health, resume and interview preparatory, etc.)	(C)(i)	3.5
Annual income tax preparation (offered by income tax prep service) or IRS certified VITA (Volunteer Income Tax Assistance) program (offered by a qualified individual) that emphasizes how to claim Earned Income Tax Credit	(C)(ii)	1
Contracted career training and placement partnerships with local work source offices, culinary programs or vocational counseling services; including resident training programs that train and hire residents for job opportunities inside the development	(C)(iii)	2
External partnerships for weekly substance abuse meetings at project site	(C)(iv)	1
Reporting rent payment to credit bureaus for any resident who affirmatively elects to participate, which will be a requirement of the LURA for the duration of the Affordability Period	(C)(v)	2
<b>Health Services</b>		
Food pantry consisting of an assortment of non-perishable food items and common household items accessible to	(D)(i)	2

residents (on site or via on- request transportation) on monthly basis or upon request by resident		
Annual health fair by a health care professional	(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 or first responders to provide quarterly on-site social and interactive 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 who may attend college	(E)(ix)	2



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

REQUEST FOR APPLICATIONS (RFA)			
2024 TIMELINE			
45-Day Tenant Notification Deadline	Application Deadline	City Council Committee*	City Council Consideration
November 13, 2023	December 28, 2023	January 22, 2024	February 14, 2024
February 15, 2024	March 31, 2024	May 21, 2024	June 12, 2024
May 16, 2024	June 30, 2024	August 26, 2024	September 25, 2024
July 18, 2024	September 1, 2024	November 13, 2024	December 11, 2024

\*Council Committee dates may be adjusted as necessary to meet City Council agenda dates.

### Submission Guidelines

Submit application and all documents to [HousingLIHTC@dallascityhall.com](mailto:HousingLIHTC@dallascityhall.com).

For additional information or questions regarding this application, please submit questions to [HousingLIHTC@dallascityhall.com](mailto:HousingLIHTC@dallascityhall.com).

TYPE	REQUIRED ATTACHMENTS FOR THRESHOLD AND SCORING
<b>REQUIRED ATTACHMENTS FOR ALL APPLICANTS</b>	
Application	<b>Submission:</b> Available online at: <a href="https://www.dallas.gov/neighborhood-revitalization/low-income-housing-tax-credits">Housing &amp; Neighborhood Revitalization Low Income Housing Tax Credits (dallascityhall.com)</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
Financial	<b>Attachments:</b> 1. Development Budget 2. Affordability & Unit Mix, Rent, Utility allowance, and Operating Cost Projections 3. Detailed Sources & Uses 4. 30-year cash flow analysis
Partnerships and Entities	<b>Attachments:</b> 1. 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.
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 offering 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 <b>50</b> or more units of which <b>20%</b> 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
<b>REQUIRED ATTACHMENTS FOR SPECIAL CASE APPLICANTS</b>	
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 <b>45</b> 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 forward in the Dallas Housing Resource Catalog (page <b>80</b> )
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 (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.

**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:		<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 and from nearby schools not served by school bus system for children who live at the development	<input type="checkbox"/>
Monthly transportation to community/social events such as mall trips, community theatre, organized tours, etc.	<input type="checkbox"/>
<b>Children Services</b>	
Provide High quality Pre-K (HQ-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, recreational activities, mentee opportunities, test preparation, and similar activities that promote the betterment and growth of children and young adults)	<input type="checkbox"/>
<b>Adult Services</b>	
Min. 4 hours/week organized onsite classes for adults (e.g., GED, ESL, financial literacy, health, resume and interview preparatory, etc.)	<input type="checkbox"/>
Annual income tax preparation (offered by income tax prep service) or IRS certified VITA (Volunteer Income Tax Assistance) program (offered by a qualified individual) that emphasizes how to claim Earned Income Tax Credit	<input type="checkbox"/>
Contracted career training and placement partnerships with local work source offices, culinary programs or vocational counseling services; including resident training programs that train and hire residents for job opportunities inside the development	<input type="checkbox"/>
External partnerships for weekly substance abuse meetings at project site	<input type="checkbox"/>
Reporting rent payment to credit bureaus for any resident who affirmatively elects to participate, which will be a requirement of the LURA for the duration of the Affordability Period	<input type="checkbox"/>
<b>Health Services</b>	
Food pantry consisting of an assortment of non-perishable food items and common household items accessible to residents (on site or via on- request transportation) on monthly basis or upon request by resident	<input type="checkbox"/>
Annual health fair by a health care professional	<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 or first responders to provide quarterly on-site social and interactive 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. <b>15</b> hours/week) or contract for same through local provider	<input type="checkbox"/>
Education/tuition savings match or scholarship program for residents who may attend college	<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 - see below

### Forms Available Online:

- [Conflict of Interest Questionnaire](#)
- [Fair Housing Review Checklist](#)
- Vendor Registration Form



## 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:		