

# Bexar County

## TDHCA Housing Tax Credit Project

### Application for Resolution of Support

*Please read the instructions and review the application carefully before submission.*

**NOTE: Any application submitted with incomplete or missing information will not be evaluated. All pages of the application and required documentation must be submitted.**

Bexar County, through its Department of Community Resources, has formulated a policy that establishes the process to be followed by developers who request Resolutions of Support for proposed Housing Tax Credit projects to be located in Bexar County's Jurisdiction.

All requests for resolutions of support and all required documentation indicated on the application for resolution must be submitted to the Director of Bexar County Department of Community Resources no later January 31, 2017.

Bexar County's review will be based on these factors including but not limited to:

- Location of the project
- Number of proposed housing units
- Number of units restricted for low income, market rate etc.
- The target population to be served by the proposed development
- Consistency with Bexar County Action Plan and Consolidated Plan which can be found at <http://www.bexar.org/497/Reports>
- Percentage and dollar amount of the property value scheduled to be off the property tax rolls
- Total number of years the property value will be off the tax rolls
- Project sponsor/Developer's outreach activities and level of community support for the project from neighborhood organizations, homeowner's associations, school districts and other stakeholders
- Additional services or resources the proposed development will offer to project residents such as an on-site learning center or transportation services
- The number of existing affordable housing units in the project area
- Overall design and construction attributes

Requests will be reviewed and forwarded to members of Commissioners Court for their consideration at Commissioners Court on February 21, 2017. The Department of Community Resources will coordinate Commissioners Court agenda items for approval of resolution requests.

Bexar County's Resolution of Support application can be downloaded at [Bexar County Application for Resolution of Support](#)

## IMPORTANT PROCESS DATES

October/January: Developers of Housing Tax Credit projects in unincorporated Bexar County or in the San Antonio Extraterritorial Jurisdiction must submit an application to the Department of Community Resources by January 31, 2017 to allow sufficient time for staff to review and prepare recommendations for Commissioners Court approval.

January 31, 2017: Completed applications with all required attachments must be submitted to the Director of Department of Community Resources by this date.

February 21, 2017: Resolutions for local support of qualified projects will be taken to Commissioners Court for approval.

Bexar County supports the development of decent, safe, sanitary and affordable housing options and promotes Fair Housing. In general, Bexar County will give preference to projects that:

- Align with the priorities stated in Bexar County's Action, Consolidated Plan and TDHCA's current Qualified Allocation Plan
- Actively involve neighborhood organizations and other stakeholders including, but not limited to, area school districts and homeowners' associations
- Demonstrate quality design / construction.

Applications must be submitted in hardcopy only. Hardcopies should be mailed/delivered to:

Department of Community Resources  
Eddie Ortega, Director  
Attention: Alma R. Perez  
233 N. Pecos, Suite 590  
San Antonio, Texas 78207

Questions regarding the application process should be directed to Alma R. Perez, CDH Manager at (210) 335-6648 or [alma.perez@bexar.org](mailto:alma.perez@bexar.org)

# Bexar County Housing Tax Credit Project Request for Resolution of Support

## General Information

<b>Project name:</b>			
Project address:			
Bexar Precinct:		Is this project in COSA ETJ:	
Project contact:		Title:	
Phone:		Email:	

## Development Team

<b>Developer:</b>			
Contact name:		Title:	
Street address:		City / State / Zip:	
Phone:		Fax:	
Email:			
Developer type please check one:	<input type="checkbox"/> For-profit developer <input type="checkbox"/> Non-profit <input type="checkbox"/> Local housing authority		

<b>Sponsor:</b>			
Contact name:		Title:	
Street address:		City / State / Zip:	
Phone:		Fax:	
Email:			
Sponsor type please check one:	<input type="checkbox"/> For-profit developer <input type="checkbox"/> Non-profit <input type="checkbox"/> Local housing authority		

<b>Owner/partner:</b>			
Contact name:		Title:	
Phone:		Email:	
Related entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	SMWBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Owner/partner:</b>			
Contact name:		Title:	
Phone:		Email:	
Related entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	SMWBE?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Total Development Cost of Project &amp; Developer Fees</b> Include \$ amount, % and how fees are structured in the project.	

Request			
Please indicate what is being requested from Bexar County			
<input type="checkbox"/> Resolution of Support			
<input type="checkbox"/> Other:			
Project Information			
<b>Project name:</b>			
Project address:			
Current zoning:		Census tract:	
Current owner:			
Target Population of Development:			
Total Number of Proposed Housing Units:		Number of Units Restricted for Low Income:	
Has this project previously applied for HTC?			
<input type="checkbox"/> No <input type="checkbox"/> Yes    Date(s):			
Indicate the percentage and dollar amount of the property value scheduled to be off the property tax rolls:			
Briefly describe outreach efforts regarding this project to community stakeholders including neighborhood organizations, neighborhood associations, and local school district. Attach letters of support:			
Briefly describe any additional services or resources the development will offer to residents:			
Project Characteristics			
Please select all that apply:			
<input type="checkbox"/> New construction <input type="checkbox"/> Multi-Family Total # units			
<input type="checkbox"/> Existing unit rehab <input type="checkbox"/> Single-Family Total # units			
<input type="checkbox"/> Elderly <input type="checkbox"/> Group home <input type="checkbox"/> Rental			
<input type="checkbox"/> Commercial <input type="checkbox"/> Single room occupancy <input type="checkbox"/> Lease-to-own			
<input type="checkbox"/> Mixed use development <input type="checkbox"/> Single site <input type="checkbox"/> Scattered site			

Indicate the anticipated number of units per number of bedrooms (BR):					
0-BR	1-BR	2-BR	3-BR	4-BR	Total Units
Are there currently tenants at the project site?					
<input type="checkbox"/> No <input type="checkbox"/> Yes    Number of tenants: _____					
Will the existing tenants remain after project completion?					
<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No    If "No", please explain: _____					

### Site Information

Number of buildings:		Gross building(s) sq.ft.:	
Number of stories:		Net residential sq.ft.:	
Site acreage:		Common area sq.ft.:	
On-site parking spaces:		Commercial area sq.ft.:	
Is there a completed:	Phase I Environmental Assessment?		
Briefly describe the site's environmental condition:			
Does the development conform to the existing neighborhood?	<input type="checkbox"/> N/A <input type="checkbox"/> No    Explain: _____  <input type="checkbox"/> Yes    Explain: _____		
Energy efficiencies provided in project:	<input type="checkbox"/> Energy efficient appliances <input type="checkbox"/> Other: _____ <input type="checkbox"/> LEED Certification <input type="checkbox"/> None		

### Attachments

The following items must be included with the application:	
<input type="checkbox"/> Brief project description	<input type="checkbox"/> Brief market description
<input type="checkbox"/> Site map	<input type="checkbox"/> Site plan
<input type="checkbox"/> Sources and Uses Statement	<input type="checkbox"/> Unit plan
<input type="checkbox"/> Infrastructure assessment	<input type="checkbox"/> Project timeline / development schedule
<input type="checkbox"/> Basic pro-forma	<input type="checkbox"/> Development team Statement of Experience
<input type="checkbox"/> Support letters from the community	<input type="checkbox"/> Property management plan
<input type="checkbox"/> SM WBE engagement plan	<input type="checkbox"/> Fair Housing Marketing Plan
<input type="checkbox"/> Community stakeholders list of who / how / when contacted or engaged	

### Signatures

By signing below, applicant certifies that all information contained in this application is true and correct, to the best of his/her knowledge.

_____ Authorized signature of Developer	_____ Printed Name
_____ Authorized signature of Sponsor	_____ Printed Name