

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 Community Development, 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 Manager of Bexar County Community Development no later January 31, 2018.

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 13, 2018. The Community Development 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 Community Development Department by January 31, 2018 to allow sufficient time for staff to review and prepare recommendations for Commissioners Court approval.

January 31, 2018: Completed applications with all required attachments must be submitted to the Manager of Community Development by this date.

February 13, 2018: 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:

Community Development
Attention: Alma R. Perez, Manager
233 N. Pecos, Suite 320
San Antonio, Texas 78207

Questions regarding the application process should be directed to Mark Boyd, Specialist at (210) 335-6648 or email at mark.boyd@bexar.org.

Bexar County Housing Tax Credit Project Request for Resolution of Support

General Information

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

Development Team

Developer:			
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		

Sponsor:			
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		

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

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

Total Development Cost of Project & Developer Fees Include \$ amount, % and how fees are structured in the project.	

Request

Please indicate what is being requested from Bexar County

- Resolution of Support
- Other:

Project Information

Project name: _____

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?

- No 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:

- New construction
- Existing unit rehab
- Elderly
- Commercial
- Mixed use development
- Multi-Family Total # units
- Single-Family Total # units
- Group home
- Single room occupancy
- Single site
- Rental
- Lease-to-own
- 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
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Are there currently tenants at the project site?

No Yes Number of tenants:

Will the existing tenants remain after project completion?

N/A Yes 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?

N/A
 No Explain:
 Yes Explain:

Energy efficiencies provided in project:

Energy efficient appliances Other:
 LEED Certification 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