

# City of Corpus Christi

## 2024 Application for 9% Low-income Housing Tax Credits Resolutions and Letters

### Application for Resolution of Support for 9% Low-income Housing Tax Credit Projects

To be considered for a Resolution of Support for a 9% Low-income Housing Tax Credit (LIHTC) project as required by the Texas Department of Housing and Community Affairs (TDHCA), applications must be submitted to the City of Corpus Christi (City) by January 15, 2024 by 5:00 p.m. Email the completed application as a PDF to the Planning and Community Development Department at [jenniferb9@cctexas.com](mailto:jenniferb9@cctexas.com). If you have questions about the application, call Jennifer Buxton at (361) 826-3976.

Recommendations for Resolutions of Support will be presented to City Council on February 13, 2024. At that time, City Council may grant a Resolution of Support, a Resolution of No Objection, a Resolution of Objection or take no action. Resolutions of Support will include a \$500.00 contribution to the project to further demonstrate local support. The contribution may be made through fee waivers. Applications that are complete and where the proposed project site meets current zoning requirements, or the project meets the land use identified in the applicable adopted Area Development Plan will be recommended for support. Area Development Plans can be found at [www.cctexas.com/planning](http://www.cctexas.com/planning).

Receiving a Resolution of Support does not guarantee that, if requested, the project will receive HOME Investment Partnerships Program (HOME) or other funds. Awards for HOME funds will be made in August 2024.

To complete the application, compile the information requested below, attach it to this form and sign the form. On this form, next to each item, provide the application page number where the information can be found. Number each page of the application. For ease of completion, unless otherwise stated, the attachments can be compiled from other applications or financing packages if the information is up-to-date, accurate, and the page where the information is located is indicated. Applicants do not need to create new documentation if the information is available in an existing format. Copies of pages from the TDHCA pre-application are acceptable. Staff may contact the application preparer for additional information or clarification.

Required Information:

1. Name and contact information including the business name, phone number and email address for the application preparer
2. Name and contact information including the business name, phone number and email address for the developer's primary contact
3. Name and address of the proposed development including the full legal description, the street address, and the Census Tract
4. Description of the development's proposed ownership structure, include any nonprofit participation
5. Map showing the project location
6. Site control status
7. Describe the action, if any, the City would need to take on behalf of the applicant in order for the application to address site characteristics that meet any of the criteria in TDHCA's 2024 Final Qualified Allocation Plan Subchapter B Site and Development Requirements and Restrictions (i.e. letters regarding proximity to solid waste facilities, railroad tracks, refineries, crime data, etc.)
8. Description of the project including:
  - a. Type such as new construction, rehabilitation, adaptive reuse, etc.
  - b. Target or special population
  - c. Any TDHCA 9% LIHTC set-asides for which the project will be considered
  - d. Number of units by income type, bedroom number and size
  - e. Rent and income targeting by unit type
  - f. Resident and supportive services to be provided with the provider of the services identified
  - g. On-site amenities
  - h. Site plan as complete at the time of this application, an update will be required before the project is presented to City Council
  - i. Architectural drawings as complete at the time of this application, an update will be required before the project is presented to City Council
9. Development costs – use the format provided by TDHCA
10. Development and permanent financing sources and uses – use the format provided by TDHCA and clearly show the use City of Corpus Christi HOME funds if applicable
11. Status of each development and permanent financing source, specify if the project is projected to need HOME funds from the City of Corpus Christi
12. 15-year Operating proforma – use the format provided by TDHCA
13. Competitive housing tax credit selection self-score by point item description – use TDHCA required format

## **Request for Letter Regarding Concerted Revitalization Plan**

To be considered for a letter identifying the project as contributing to the concerted revitalization efforts of the City, submit the information listed below. Email this information as a PDF to the Planning and Community Development Department at [jenniferb9@cctexas.com](mailto:jenniferb9@cctexas.com) by January 15, 2024 at 5:00 p.m. The City does not consider the 5-year Consolidated Plan or the Annual Action Plan to be concerted revitalization plans.

### **Required Information:**

1. Concerted Revitalization Plan Packet – use the packet provided by TDHCA
2. Describe, in detail, how the project contributes to the concerted revitalization efforts of the City

### **Certification**

I certify that I have the authority to submit this application on behalf of the organization I represent and that, to the best of my knowledge, the information submitted is truthful and accurate.

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Signature, Title

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Date