



City of Frisco
Housing Tax Credit (HTC)
Request for Support Application

City of Frisco
972-292-5108
CommDevDiv@friscotexas.gov

Please note: The City of Frisco reserves the right to deny applications that do not coincide with the City's Housing Tax Credit Request for Support and Policy, various strategic and master plans, or policy direction from the Frisco City Council. Before a project will be evaluated, each applicant requesting support must submit a completed application with all attachments in accordance with the timeline prescribed herein.

Application Deadline: Applications are required to be submitted by email. No application will be accepted after 5:00 P.M. on January 9, 2024. Hard copies of the grant application will not be accepted.

Filling out the Application: Applications and required documents must be submitted by email to commdevdiv@friscotexas.gov. Documents must be readable using Adobe PDF Reader software. Scanned documents must be legible and printable on standard 8.5" by 11" paper. A successful application submission will receive an email conformation of receipt within two (2) business days. For questions, contact the Community Development Division at (972) 292-5108 or commdevdiv@friscotexas.gov.

Useful links for completing the City of Frisco's Hosing Tax Credit Request for Support Application:

- [City of Frisco Housing Tax Credit \(HTC\) Request for Support Policy](#)
- [City of Frisco Comprehensive Plan](#)
- [City of Frisco 2020-2024 Consolidated Plan](#)

1. APPLICATION INFORMATION

<input type="text"/>	
Name	
<input type="text"/>	
Address	
<input type="text"/>	
Telephone	
<input type="text"/>	
Contact Person	
<input type="text"/>	<input type="text"/>
Contact Telephone	Contact Email
<input type="text"/>	<input type="text"/>
DUNS#	Federal Tax ID#

For Developers and Partners, check all that apply: For Profit Nonprofit Public Housing Authority

Do you have site control or owner's consent to apply for HTC funding on this site? Yes No

List all partners involved in the proposed development including names and roles of each entity (if applicable):

Organization Name	Role in project	Main Contact Person

In the last ten years:

Have you developed other Housing Tax Credit projects? Yes No

If yes, please attach list of all project names and addresses.



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Have you developed other affordable housing projects? Yes No
If yes, please attach list of all project names and addresses.

Disclose any current or prior lawsuits, claims, or other causes of action against the applicant, developer, and management company that has agreed to manage the property, its directors, officers, and , or employees that result from their activities in securing tax credits, development of low-housing or management of the same. Please attach the disclosure including the names of the parties, the general claims made and any defenses, and the ultimate outcome of the matter.

Do you agree to comply with the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act, as amended, and the Texas Fair Housing Act and will ensure the successive owner(s) agree to be bound to these stipulations, including any management company it uses to operate the project. Yes No

2. PROJECT INFORMATION

<input type="text"/>		
Legal Name of Developer/Entity		
<input type="text"/>		
Name of Proposed Development		
<input type="text"/>		
Physical address of the project		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Census tract #	Council District #	School District

Project type:	General	Senior	Supportive Housing – Special Populations
Applicant Role:	Owner	Developer	Other (list): <input type="text"/>

Housing Tax Credit application for:	9% HTC	4% HTC	
Applicant is requesting Council Resolution:	of Support	Stating No Objection	
Is the property:	New Construction	Renovation	Acquisition/Redevelopment
Site Acreage:	Number of Buildings:		

Total number of Units: How many accessible units are included?

	# of Total Units	# of Market Rate	# of Affordable				\$ Estimated Rent	# SF of Each Unit
			30%	50%	60%	MR		
SRO*								
1 BR								
2 BR								
3 BR								
Total								
% of								
Length of Affordability on the project:							* If 60%, are you using Income?	Yes No

*Single Room Occupancy

Will the development be tax exempt upon completion? Yes No

3. PROJECT NARRATIVE & ATTACHMENT CHECKLIST

A project narrative and attachments must be attached to this application and briefly address, at a minimum, each of the following items:

- a. Preliminary Site Plan.
- b. Location map with “all” multi-family developments highlighting affordable housing within two miles of proposed site.
- c. Census tract map with site identified.
- d. Letter of zoning verification from the City of Frisco’s Development Services Department verifying that the current zoning of the site for the proposed project is compatible with the anticipated use.
- e. Support and/or opposition from community - Describe the impact the project is anticipated to have on surrounding neighborhood and involvement and support from local stakeholders and neighborhood organizations; include a list of stakeholders and neighborhood associations contacted. Attach all letters of support or opposition to your project and/or documentation of each.
 - i. Letter of support and/or opposition from the neighborhood association.
 - II. Letter of support and/or opposition from the school district(s) (if project will be tax exempt).
 - III. Letter of support and/or opposition from the County (if project will be tax exempt).
- f. TDHCA self score - Please attach TDHCA Self-Score Matrix.
- g. Describe tenant population(s), restrictions (e.g. income or age restrictions) and access to supportive services demonstrated through provision of or proximity to community resources – schools, libraries, public facilities, nonprofits, health care and food security, public transit etc. if any, to be provided to or made available to residents.
- h. Provide a list of basic amenities and unit amenities proposed for the project.
- i. Describe the project’s quality of design and construction.
- j. Demonstrate the project’s compatibility and alignment with the priorities stated in the City’s Comprehensive Plan, Future Land Use Map, Consolidated Plan, and any other applicable master and strategic plans adopted by the City of Frisco.
- k. Identify energy efficient measures that exceed the City’s energy code and any sustainable building materials.

4. FINANCIAL NARRATIVE & ATTACHMENT CHECKLIST

A financial narrative for the project must be attached to this application. Please address, at a minimum, each of the following items including supporting attachments:

- a. Project pro forma.
- b. Annual Audit for each partner.
- c. Describe the taxable status of the development. Indicate whether the development will be paying property taxes or if the development will be tax exempt.
- d. If project will be tax exempt, provide:
 - i. A projected loss of property taxes (to each taxing entity and in total) over the 15-year period, and include assumptions and comparable properties utilized;
 - ii. A copy of the fiscal year budget of the tax-exempt partner;
 - iii. A detailed plan explaining how projected revenues are intended to be used by the tax-exempt partner; this should provide sufficient explanation to understand the strategic plan for the projected additional revenue and how it will provide an enhancement or benefit to the community. The plan should also address any community service contributions and investments planned by the tax-exempt partner and for-profit developer.



5. SUBMISSION INFORMATION

Completed applications should be submitted through the Neighborly Software. Before a project will be evaluated, each applicant requesting support must submit a completed application with all attachments.

City of Frisco 2023 Important Dates for 9% Request for Support*:

January 9, 2024: Application Deadline

January 2024: Meeting with applicable staff - Week of 01/16/23

February 6, 2024: Presentation to City Council if applicable

February 20, 2024: Consideration of Resolution(s) at City Council Meeting

Based on annual deadline from TDHCA, specific dates are subject to change.

**Housing Tax Credit 4% Request for Support will complete the same steps above but may be submitted year-round. Applications for the Request for Support for 4% must be submitted at least 60 days prior to when the letter must be submitted by the applicant to TDHCA.*

Applicant must attend all City Council meetings where these Resolutions are discussed. Staff will inform the applicant, using the e-mail addresses provided, of the meeting dates as soon as they are scheduled.

CERTIFICATION

The applicant/developer certifies that the data included in this application and the exhibits attached is true and complete to the best of my knowledge. The statements are made for the purpose of applying to obtain a resolution or resolutions from the Frisco City Council. I understand that false statements may result in forfeiture of benefits and possible prosecution by the City Attorney. The applicant further acknowledges that submission of an application does not in any way obligate the City of Frisco to approve the application.

This application cannot be supplemented or amended after submission.

Legal Name of Developer/Entity

Authorized Officer

Title

Signature

Date