

**REQUEST FOR CITY OF AUSTIN RESOLUTIONS**  
**for**  
**2018 - 9% Competitive Low Income Housing Tax Credits**

This sheet provides a guide for developers requesting resolutions required by the Texas Department of Housing and Community Affairs for 9% Low Income Housing Tax Credit applications for the 2018 Cycle. This form and all attachments will be due no later than close of business on Monday, December 11, 2017. All resolutions being requested are subject to approval by the Austin City Council. It is anticipated that resolutions will be on the Austin City Council Agenda for the February 1, 2018 meeting.

**1. Resolutions. Please indicate which resolutions are being requested from the City of Austin.**

- ☒ Resolution of Support from the Local Governing Body (will be provided to all applicants completing this form and providing all attachments)
- ☒ Twice the State Average Per Capita (will be provided to all applicants completing this form and providing all attachments)
- ☒ One-Mile/Three-Year Rule
- ☐ Limitations on Developments in Certain Census Tracts
- ☐ Development contributing more than any other to the City's concerted revitalization efforts (only **one** application will receive this designation)
- ☐ Project in a Community Revitalization Plan (CRP) Area

**2. Commitment of Development Funding by Local Political Subdivision.** Funding commitments from the City of Austin will be provided to developments in the form of waived fees through the S.M.A.R.T. Housing Program. Letters from the City of Austin regarding waived fees will comply with the requirements of the 2018 QAP and will be provided to applicants if the development qualifies for S.M.A.R.T. Housing Certification. **Applications for S.M.A.R.T. Housing certification go through a separate review process, and are due by January 15, 2018.** For more information on the [S.M.A.R.T. Housing Program](#), email Sandra Harkins, Project Coordinator, at [sandra.harkins@austintexas.gov](mailto:sandra.harkins@austintexas.gov).

**For the request to be considered, please attach the following information:**

- 1) Please complete the attached Project Summary Form (Excel)
- 2) Provide a map (8 ½" x 11") indicating the property location and the distance a resident would actually have to walk on a paved surface to get to the **nearest transit stop**.
- 3) Provide a **flood plain map** generated by [www.ATXFloodPro.com](http://www.ATXFloodPro.com) with the property parcel identified and the legend displayed showing the various types of FEMA Flood Plain zones, if any.
- 4) Provide information about the Developer's Experience and Development Background.

Requests should be submitted to Neighborhood Housing and Community Development, 1000 East 11<sup>th</sup> Street, 2<sup>nd</sup> Floor, Austin, TX 78702 to the attention of Ellis Morgan. For more information, contact Ellis Morgan at 512-974-3121 or by e-mail at [ellis.morgan@austintexas.gov](mailto:ellis.morgan@austintexas.gov). E-mailed submissions are acceptable in PDF format.

**Deadline to Submit: 5:00 pm, Monday, December 11, 2017.**

I certify that, to the best of my knowledge, the attached information provided is true and correct.

Authorized Representative \_\_\_\_\_



Date revised December 19, 2017