

# NOTICE

January 24, 2019

To all Housing Developers requesting a Resolution for the Texas Department of Housing & Community Affairs (TDHCA) Multifamily Uniform Housing Tax Credit Application:

If you are seeking a housing tax credit resolution from Harris County under §11.9(d) of the 2019 Housing Tax Credit Program Qualified Allocation Plan (QAP) and in accordance with Texas Government Code §2306.6710(b) for low-income housing tax credit projects, you must adhere to the following requirements:

Resolution requests **must be submitted in writing on company letterhead** to Daphne Lemelle, Executive Director, Harris County Community Services Department (HCCSD), 8410 Lantern Point Drive, Houston, Texas 77054 by **February 5, 2019**. We will take early submissions. Resolution requests must include the following:

- 1) **Local Government Resolution Templates (No Objection/Support)**, which should include:
  - Applicant name;
  - Address of proposed site;
  - Name of development;
  - Development city/county/extraterritorial jurisdiction; and
  - TDHCA application number.
  - *Note: Please submit both the No Objection and Support templates, available at <https://csd.harriscountytexas.gov/Pages/LIHTC.aspx>.*
- 2) **Letter of Community Support from the State Representative**, which must:
  - Be on the State Representative's letterhead;
  - Be signed by the State Representative;
  - Identify the specific Development; and
  - Express whether the letter conveys support, neutrality, or opposition toward the specific Development.
- 3) **Letter of Notification to a Community or Civic Organization**, which includes:
  - Send a letter of notification to a community or civic organization serving the community in which the Development Site is located and stating support for the specific Development at the proposed location.
  - Provide a copy of the notification letter with your resolution request to HCCSD.  
*Note: Community and civic organizations do not include neighborhood organizations, governmental entities (excluding Special Management Districts), or taxing entities. The community or civic organization must be qualified as tax-exempt and have as a primary (not ancillary or secondary) purpose the overall betterment, development, or improvement of the community as a whole or of a major aspect of the community.*
- 4) **Copy of TDHCA Pre-Application notifications sent to Superintendent and Presiding Officer of the Board of Trustees of School District in which the Development site is located**
  - If a pre-application was not submitted, provide a copy of a notification letter to the Superintendent and Presiding Officer of the Board of Trustees of School District in which the Development site is located.

- 5) **Photograph of a Sign Notifying Community of Intent to Construct a Housing Tax Credit (Multifamily or Senior) Project on the Site** *(not required for rehabilitation projects)*
  - The sign must be at least 3' X 5' facing and within 15 feet of the primary street.
  
- 6) **Holding At Least One Public Hearing to Discuss the Proposed Project in the Area Where the Development Site is Located** *(not required for rehabilitation projects)*
  - Send a public hearing invitation letter or public hearing notice to the Superintendent and Presiding Officer of the Board of Trustees of School District and to a community or civic organization serving the community in which the Development site is located.
  - Send a public hearing invitation letter or notice to social media sites (i.e. Nextdoor, Facebook, Twitter, etc.) inviting the local community to the public hearing.
  - Submit to HCCSD, along with your resolution request, proof of the following outreach activities:
    - a) Public hearing invitation letters or notices to school district and community or civic organization.
    - b) Social media public hearing invitation letter(s) or notice(s) (e.g., screen shot or scanned copy of notice) and name of social media site(s) used for outreach.
    - c) Hearing sign-in sheets, hearing minutes and notices and public comments received.

HCCSD will review all requests to determine consistency with the Harris County *Consolidated Plan, Analysis of Impediments to Fair Housing*, and *Harris County Affordable Multifamily and Senior Housing Concentration Policy*.

HCCSD will submit approved resolutions for the Commissioners Court meeting taking place **February 26, 2019**.

Failure to provide all the required documents and information will make your application ineligible for placement on the Commissioners Court agenda, and **no resolution will be granted**.

Resolutions will be available for pick-up at the HCCSD office **March 1, 2019 after 2:00 pm**. HCCSD can also email a scanned copy to you or directly to TDHCA.

If you have questions, please contact Benita Mahanta at 832-927-4700 or [Benita.Mahanta@csd.hctx.net](mailto:Benita.Mahanta@csd.hctx.net).