



City of Laredo Competitive (9%) Housing Tax Credit Review Policy

The City of Laredo will consider providing a Resolution of Support or a Resolution of No Objection for the State's Low-Income Housing Tax Credit (LIHTC) developments that provide long term, high quality sustainable housing to the city.

I. General Procedures. The City of Laredo has established the following requirements to receive support for a proposed 9% Housing Tax Credit (HTC) project. The procedures below outline the process for applicants that are requesting “a resolution of no objection” or “a resolution of support”.

- (1) To be considered, all applicants must submit to the point of contact for the City of Laredo the HTC Project Application attached hereto.
- (2) During the Review Process, all questions and concerns about this application process must be directed to the City's appointed single point of contact, Tina Martinez, Director of Community Development at mmartinez2@ci.laredo.tx.us or (956) 795-2675. Developers and their representatives are prohibited from communicating with council members outside council meetings regarding their housing tax credit projects during the review process. Owners of the property being acquired for the development are considered representatives of the developer for purposes of this process. These restrictions extend to letters, phone calls, emails, social media, or any contact that results in the direct or indirect discussion of the project review process. Violation of this provision by the developer or developer's agent may lead to disqualification from consideration of a letter of support or no objection. This provision is intended to ensure a fair and equitable review process so that there is no actual or potential situation where one developer secures or attempts to secure an unfair advantage over another developer or creates a situation where there is an appearance of impropriety in contacts between the developer, developer's agent, or developer's consultant and City officials or staff.
- (3) Developers are required to attend a Pre-Application Meeting with planning staff from the Planning and Development Services Department. Each site requires a separate meeting. Any changes to the proposed development as a result of meetings with Planning and Development Services staff will be accepted up to the date the project is being considered by the City Council.
- (4) If applications are considered incomplete, staff will notify the developer of the deficiency and provide five (5) business days to correct the deficiency. If adequate information is not provided timely, the project will not be reviewed.
- (5) All applications will be evaluated and ranked by staff based on the City's Housing Tax Credit Review Policy, which is included in **Section II**.
- (6) City Council will have the final decision about issuing a letter of support or a letter of no objection, and whether to provide development support. Developers are encouraged to attend Council

Committee meetings to respond to any questions about their proposal. During the meeting, developers are permitted to respond to any questions from the Committee members or provide clarification about their project.

II. Criteria. To determine if a proposed LIHTC development meets this standard, staff will evaluate both the proposed development as well as the proposed development entity using the following criteria:

- (1) The proposed developer has a track record of developing and managing high quality LIHTC housing, with hands-on management with characteristics that includes comprehensive tenant screening, lower crime rate than comparable properties in the community, and committed partnerships with local non-profits to provide resident services and activities relevant to the needs of the target population;
- (2) The proposed development should be consistent with the City of Laredo Comprehensive Plan;
- (3) The proposed development should use energy-efficient measures and sustainable building materials.
- (4) The City has a preference for demolishing existing structures and building new housing;
- (5) The City has a preference for developers with experience constructing and owning/managing well maintained, quality properties and a preference for local, on-site property management;
- (6) The City has a preference for developments that serve a mixture of income levels, including market rate units;
- (7) The City has a preference for developments located near jobs and quality childcare;
- (8) The City has a preference for developments with sites that have existing multi-family zoning; and
- (9) The City has a preference for developments that are not seeking a property tax exemption.

The Developer should address how the development entity and the proposed development meet each of these criteria in their request to the City. City staff will evaluate the developer's proposal using these criteria as well as applicable city ordinances and will make a recommendation to the City Council as to whether the proposed development should be considered for a Resolution of Support or Resolution of No Objection.

Consideration of the developer's request for a Resolution of Support or a Resolution of No Objection in no way impacts the City's right to approve, disapprove or modify the developers proposed site plans or to modify.



HOUSING TAX CREDIT PROJECT APPLICATION

The following information will be used to review and rank Housing Tax Credit projects for consideration of City Council support. Please provide the following information in sections as detailed below.

Section I: General Information

- A. Contact Information:** Provide the development name, development company name, and primary contact for the project. Please also provide related partners if known. Provide names, addresses, phone and email for each.
- B. Experience Certificate/Statement:** Provide evidence of the applicant/developer acting in capacity as owner, general partner or developer of at least 100 residential units. Provide resume of major partners and management team.
- C. Organizational Chart & Owner's Ownership Structure:** Include all ownership organizations and key persons within these organizations.
- D. Management:** Describe the anticipated ongoing management of the property including whether there will be onsite property management and if the developer will be the long-term owner.

Section II: Project Description

- A. Project Description and General Information:**
 - a. Type - new construction, demolition and new construction, rehabilitation
 - b. Total number of units
 - c. Number of low-income units by income level
 - d. Number of market rate units
 - e. Number of senior units if applicable
 - f. Bedroom size mix
 - g. Proposed gross rents for low income and market rate units
 - h. Identify if income averaging will be utilized
- B. Preliminary site plan**
- C. List of proposed unit and development amenities**
- D. Zoning:** Identify current and proposed zoning
- E. Units per acre**
- F. Describe any anticipated variances from the Unified Development Code.** Please review carefully – it is highly unlikely that there will be no variances.
- G. Development timeline if awarded credits**

- H. Identify energy efficient measures that EXCEED the City’s energy code**
- I. Identify anticipated sustainable building materials**
- J. Site control:** Provide evidence of site control
- K. Location:** Provide information about proximity to jobs, quality childcare and other resources (i.e. grocery, libraries, etc.), including maps showing the distance from the site to area amenities is appreciated
- L. Poverty rate:** Provide poverty rate for the census tract where the development will be located
- M. Unique:** If applicable, provide a narrative about what is unique about this development, compared to others in the City; be specific

Section III: Outreach & Communication

- A. Community involvement:** Include list of neighborhood associations and the frequency of contact, method of contact, response to outreach, and number of property owners notified. Provide information about outreach to applicable school districts including method of contact, point of contact at the school district, and their response
- B. Describe any outreach to City Council members or State Representatives**
- C. Identify the date of the Pre-Application meeting with Planning and Development Services**

Section IV: Miscellaneous

- A. Brief Financing Narrative/Plan:** Include preliminary project financials, proposed development budget, and development cost per square foot
- B. Provide a statement about whether the development is seeking a tax exemption of any sort of credit or contribution to the city.**
- C. Provide your self-score with a breakdown of the elements that make up what you believe your final score will be.**

Submit PDF application electrically via a Zip File. See instructions below:

1. Locate the **file(s)** or folder you want to **zip** together.
2. Select them by right-clicking on the **file(s)** or folder and select "**Send to**" and then "Compressed (**zipped**) folder" from the dropdown menu.
3. Then attach the Zip Folder to your email to mmartinez2@ci.laredo.tx.us.

If you have any questions concerning this process, please contact Ms. Tina Martinez at mmartinez2@ci.laredo.tx.us.

Note: Exceptions to the above required package contents may be considered on a case-by-case basis.

City of Laredo
Housing Tax Credit Property Inventory

Year	Development Name	Project Address	LIHTC Amt Awarded	Total Units	LIHTC Units	Population Served	Phone #
1994	El Azteca Housing Development	200 Zaragoza	\$271,115	50	50	General	(956) 712-8075
1996	Gallagher Gardens Apartments	5118 Gallagher St.	\$308,684	57	56	General	(956) 717-5800
1998	The Hamilton	815 Salinas Ave.	\$906,932	165	165	Elderly	(956) 722-1411
1998	Villa Del Rio	409 Riverhill Loop	\$1,091,267	250	250	General	(956) 791-5666
2001	Laredo Vista	5606 St. David Lane	\$299,256	160	136	General	(904) 260-3030
2001	Clark's Crossing Apartments	3351 Clark Blvd.	\$777,874	160	120	General	(888) 361-6520
2002	Laredo Vista II	5606 St. David Lane	\$864,275	115	115	General	(214) 521-8766
2010	La Terraza at Lomas del Sur	E. side of Ejido Blvd. (approx. 2000LF S. of the intersection of Ejido Blvd. & Wormser Rd.)	\$1,688,609	128	128	General	(956) 791-7302
2013	River Bank Village	202 Aquero Boulevard	\$1,225,000	152	114	General	(210) 494-7944
2015	Casa Verde Apartments	East side of the 8600 block of Casa Verde Road	\$1,612,000	152	138	General	(210) 494-7944