

# LOW INCOME HOUSING TAX CREDIT (LIHTC)

## APPLICATION FOR SUPPORT AND/OR FUNDING ASSISTANCE

**PLEASE NOTE:** The City of Seabrook reserves the right to fund projects at a lower amount than requested, and the right to deny applications that do not coincide with the City's Low Income Housing Tax Credit Support and Funding Assistance Policy, various strategic and master plans, or policy direction from the Seabrook City Council.

### 1. PROJECT INFORMATION

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**Developer Name**

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**Project Name**

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**Project Address**

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**Census Tract Number**

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**Elementary School Zone**

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**Middle School Zone**

**Project Type:**

General

Elderly

Supportive Housing

**Role of Applicant:**

(select all that apply)

Owner

Developer

Other: \_\_\_\_\_

**Applicant is Requesting City Council Resolution:**

(select all that apply)

of support

stating no objection

**Applicant is Requesting Commitment to Funding:**

Loan

Grant

Reduced Fees

Other: \_\_\_\_\_

**Amount of Loan, Grant, or Reduced Fees Requested:** \_\_\_\_\_

## 2. APPLICANT INFORMATION

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If the applicant is not acting as the developer, please provide all of the information below for the developer, as well as the applicant. If the developer involves multiple entities, is a partnership or joint venture, please provide duplicative information for each, and identify the entity that will serve as the “lead” organization.

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Name

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Business/Street Address

---

City

State, Zip

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Telephone #

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Contact Person

Contact Telephone #

Email Address

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DUNS #

Federal Tax ID #

## 3. PROJECT DESCRIPTION

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Provide a brief project description that addresses items “a” through “s” below.

- a. Indicate the project location by providing an area map with the property highlighted;
- b. Provide a preliminary site plan for the proposed project;
- c. Describe the tenant population, income levels, and services, if any, to be provided to or made available to residents;
- d. List basic amenities and unit amenities proposed for the project;
- e. Describe the taxable status of the development. Indicate whether the development will be paying property taxes or if the development will be tax exempt;
- f. Describe current zoning of property. Include a letter from the City of Seabrook’s Planning Department verifying that the current zoning of the site for the proposed project is compatible with the anticipated use, or include documentation verifying that a request to change current zoning has been submitted;

- g. Include evidence of site control, such as a warranty deed or a current, receipted earnest;
- h. List the proposed number, type, and size of units;

P r o j e c t	Total # of Units	# of Affordable Units	# of Market Rate Units	SF of Each Unit
1 BR				
2 BR				
3 BR				
4 BR				
Total Units				

the total number of units servicing each Area Median Gross Income (AMGI) group and the proposed rents (less utility allowances) for low income units and proposed rents for market rate units;

- j. Demonstrate the project’s compatibility and alignment with the priorities stated in the City’s Comprehensive Plan, Future Land Use Map, and any other applicable master, strategic, and redevelopment or neighborhood plans adopted by the City of Seabrook;
- k. Describe the involvement and support from local stakeholders and neighborhood organizations; include a list of stakeholders and neighborhood associations contacted;
- l. Describe the impact the project is anticipated to have on surrounding neighborhood(s);
- m. Describe the impact the project is anticipated to have on existing affordable housing in the area;
- n. Describe the impact the project is anticipated to have on City infrastructure; including the impact of traffic associated with the proposed project;
- o. Describe the impact the project is anticipated to have on area schools;
- p. Indicate if the project will assist in the elimination of blight, the preservation of environmental assets, and/or enhancement of landscaping;
- q. Summarize the key financials of the project, clearly indicating the total project costs, the amount and intended use of City of Seabrook funds being requested, and preliminary project financials;
- r. Provide a list of other LIHTC projects you have completed or have pending; include information on location, type, number of units, project costs, and project references on former LIHTC projects. Include a list of other LIHTC applications you will be submitting to the Texas Department of Housing and Community Affairs in 2017.

**4. DEVELOPMENT TEAM**

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Identify below the persons or entities anticipated to be involved in the project. Also indicate if any person or entity involved is a disadvantaged, minority or women-owned business enterprise (DBE/MBE/WBE), or if any of the entities are non-profit organizations.

	Development Team Name(s) and Contact Information	Years of Experience	DBE	MBE	WBE	Non-Profit
Owner						
Developer						
Architect						
Engineer						
Construction Lender						
Other Lenders						
General Contractor						
Consultant (if applicable)						
Sub-Contractor						
Sub-Contractor						
Other						
Other						

**5. DEVELOPMENT SCHEDULE**

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Complete the schedule below with anticipated completion dates. Re-order the steps according to the appropriate sequence for your project, and add in any other significant steps integral to your project's development.

	Date(s)
Acquisition and/or holding	
Securing and packaging project financing	
Construction specifications and cost estimates	
Construction bids	
Construction start	
Completion of construction	
Start of Rent-up	
Other:	
Other:	
Other:	

**6. SUBMISSION INFORMATION**

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The Office of Community Development serves as the City’s primary staff and point of contact for all LIHTC programs.

Before a project will be evaluated, each applicant requesting support and/or funding assistance must submit a completed application with all attachments.

**City of Seabrook 2018 LIHTC Important Dates:**

- 12/15/2017 @ 5:00 p.m.            Application Deadline
  
- 01/16/2018                            Presentation from Developer(s) at City Council Work Session
  
- 02/06/2018                            Consideration of Resolution(s) at City Council Meeting

**Completed applications should be submitted to:**

Office of Community Development  
Sean Landis, Director of Community Development  
1700 First Street  
Seabrook, Texas 77586  
281-291-5705

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The applicant/developer certifies that the data included in this application and the exhibits attached hereto are true and correct. Any information found to be misleading will mean automatic disqualification under this Program. (Unsigned/undated submissions will not be considered).

\_\_\_\_\_  
**Legal Name of Developer/Entity**

\_\_\_\_\_  
**Signature of Authorized Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

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