

DALLAS COUNTY HOUSING FINANCE CORPORATION 2025

LOW-INCOME HOUSING TAX CREDIT FINANCED DEVELOPMENT APPLICATION

Effective April 1, 2026

DISCLAIMER: This application is exclusively for Low-Income Housing Tax Credit (“LIHTC”) financed transactions. This is the ONLY application to be used for LIHTC-financed developments. All other deal types, including Workforce Housing partnerships, non-LIHTC Bond transactions, or other financing structures, require separate application documents. Submission of this application for non-LIHTC deals will be rejected.

SELECT ONE OR MORE TO NOTE THE REQUESTED ROLE(S) OF THE CORPORATION:

- General Partner, 9% LIHTC-Financed Transaction
- General Partner, 4% LIHTC and Bond-Financed Transaction
- Bond Issuer, 4% LIHTC and Bond-Financed Transaction

APPLICATION FOR PARTICIPATION

I, the undersigned duly authorized representative of _____ (the "Applicant"), the sponsor of the proposed residential development described in this Application, do hereby make application to the Dallas County Housing Finance Corporation 2025 (the "Corporation").

1. Development Model (Check all that apply):

- Develop, construct and operate a new multi-family rental residential development, tax credit-financed
- Acquire, rehabilitate and operate existing multi-family rental residential development, tax credit-financed
- Acquire, rehabilitate and operate an existing property for adaptive reuse as a rental residential development, tax credit- financed
- Issuance of Bonds by Corporation

2. Declarations:

The Applicant hereby declares and represents as follows:

- (a) The Applicant has submitted herewith a completed copy of Exhibit A—Development Participation Questionnaire. To the best of my knowledge, the information contained therein is true and correct.

(b) The Applicant has submitted the non-refundable application fee of \$5,000.

(c) The Applicant understands that additional fees will be required upon execution of a negotiated Memorandum of Understanding (“MOU”). Failure to timely pay such additional fees may result in termination of this Application.

3. Request for Consideration:

Based on the foregoing, the Applicant requests that the Board of the Corporation invite the Applicant to present the transaction at a public meeting.

FOR USE BY CORPORATION ONLY:

Application No.: 202__-____

Date Received: _____

Application Fee Received: \$ _____

EXHIBIT A TO APPLICATION

DEVELOPMENT PARTICIPATION QUESTIONNAIRE

SECTION I: APPLICANT INFORMATION

1. Full legal name, address and telephone number of the Applicant:

Name: _____
Address: _____
City/State/ZIP: _____
Authorized Representative: _____
Title: _____
Telephone: _____
Email: _____

2. Form of organization of the Applicant (check one):

- For-Profit Corporation Limited Partnership General Partnership
 Sole Proprietorship 501(c)(3) Corporation Governmental Entity
 Limited Liability Company (LLC) Other: _____

3. Does the Development Owner currently exist or is it to be formed?

- Exists (Date of formation: _____)
 To be formed

4. State under whose laws the Development Owner is or will be organized: _____

5. Provide the Name, Title, Form, Address, Phone Number, and Email Address for the Following:

- The primary representative of the Applicant with whom the Corporation should communicate.
- Legal counsel to the Applicant
- Any financial consultant, investment banker, or mortgage banker (if identified)
- Investor and Investor’s Counsel (if identified)
- Corporate officers, if the Applicant is a corporation
- All general partners or managing members, if the Applicant is a partnership or LLC

6. Provide a firm resume and narrative describing the background and experience of the Applicant and any affiliates participating in ownership or service delivery, including the names of all principals. The narrative shall summarize prior and current development, ownership, and management experience of the Applicant and each principal or partner, indicating for each Development: the date, size, type, location, and method of financing.

SECTION II: DEVELOPMENT INFORMATION

1. Development Snapshot

Development Name: _____

Development Owner Name: _____

Development Owner Entity Type: _____

Development Address: _____

City/State/ZIP: _____ Census Tract (11-digit code): _____

Provide a narrative description of the Development. The description must include, at a minimum, the following information:

- Development Type (New Construction, Acquisition/Rehabilitation, or Refinancing)
- Target Population (e.g., seniors or general population)
- Unit Mix with Proposed Rents and AMI Levels (attach detailed rent schedule)
- Proposed Ownership including a proposed organizational chart

2. Development Overview

Year Built (for Acquisition Properties or Adaptive Reuse): _____

Number of Buildings: _____

Total Residential Units: _____

Total Affordable Units: _____

Any Non-Residential Space:

No

Yes. If so, attach a brief explanation.

Approximate size of the Residential Development site:

Acres: _____ or Square Feet: _____

Of the Approximate Size, how much is Anticipated to be for Non-Residential Use (if any): _____

Does the Applicant Own the Development Site?

- No. If no, please provide evidence that the Applicant has site control (e.g., an agreement to purchase the Development Site for the proposed property).
- Yes. If yes, please provide evidence that the Applicant owns the Development Site (e.g. deed).

Provide site documentation including a legal description, site plan and location map with the site highlighted, current zoning designation, photographs of the property (if existing), any existing improvements or structures on the site, and the most recent tax statement, property ID, or CAD website link.

3. Scope of Development and Amenities

Provide a narrative describing the proposed scope of development. The description must address the scope of construction or rehabilitation, any existing improvements, and include a list of the unit features and tenant amenities.

Provide a narrative describing the property’s proximity to community resources, such as schools, grocery stores, and transportation. Inclusion of a detailed plan for any social services or community engagement efforts is encouraged.

Provide a narrative describing the property’s measurable potential for job creation or workforce support. Applicant is encouraged to provide either a detailed plan regarding any direct efforts that will cause job creation, workforce training to be provided to tenants, or an explanation regarding how the Development will improve workforce access to nearby jobs.

If the Development requires tenant relocation, please include general information about the proposed relocation strategy.

4. Property Management

Proposed Property Management Company:

(Note: If the Property Management Company has not been selected, please enter “TBD” and provide the anticipated date of selection)

Address:

City/State/ZIP: _____
Contact Person: _____

Census Tract (11-digit code): _____
Title: _____

Does the Proposed Property Management Company have experience managing affordable housing developments (e.g., LIHTC, Bond, or HUD)?

- No
- Yes

Is the Proposed Property Management Company an affiliate of the Applicant or any of the Applicant's principals?

- No
- Yes

How many units of affordable housing does the Proposed Property Management Company currently manage? _____

Provide a brief resume and narrative describing the background and experience of the Proposed Property Management Company, including their experience with compliance monitoring and reporting. The Corporation reserves the right to approve the Property Manager.

5. Resolution of Support or Resolution of No Objection

Has the proposed Development obtained the required resolution of support or the required resolution of no objection, as applicable.

- No. If not, please provide a projected timeframe to secure such resolution.
- Yes. If so, please provide a copy.

SECTION III: FINANCIAL INFORMATION

1. Operating Projections and Financing Plan

Provide the purchase price (if applicable), estimated total development cost, and proposed plan of financing identifying all funding sources and amounts.

Provide a minimum 15-year operating proforma, rent schedule by unit type and AMI level, market rent comparability analysis and debt service assumptions.

2. Development Budget and Sources

Provide a detailed Development Budget showing all projected costs including but not limited to: Land Acquisition, Hard Costs (Construction/Rehabilitation), Soft Costs, Equipment/Furnishings, Insurance, and Developer Fees.

Provide a Sources and Uses statement identifying all anticipated funding sources including bond proceeds (if applicable); tax credit equity; deferred developer fee; and any grants, loans, or other public or private funds.

SECTION IV: CONSTRUCTION INFORMATION

1. Has construction of the Development begun?
 No (Estimated commencement date: _____)
 Yes (Date construction began: _____)

2. Estimated date of completion: _____

3. Estimated date Development will be available for occupancy: _____

4. Does the Applicant request that the Corporation serve as the General Contractor?
 No. If no, please provide the name, address, and telephone number of the General Contractor and attach information concerning Developments previously completed.
 Yes. If Yes, please provide the name, address, and telephone number of the Prime Subcontractor and attach information concerning Developments previously completed.

5. Phase I Environmental Site Assessment:
 Attached (dated within 90 days)
 Will be provided prior to closing

6. Has the proposed Development been subject to any contractual agreement with a governmental entity regarding an ad valorem tax exemption?
 No
 Yes. If so, please provide a brief explanation.

SECTION V: FINANCING STRUCTURE

1. Proposed business terms*:
Developer Fee Split (Corporation %): _____
Net Cash Flow Split (Corporation %): _____
Sales Proceeds Split (Corporation %): _____
Other proposed fees/income to Corporation (if any): _____

***Please note that consideration of this Application does not constitute a commitment to these terms which will be negotiated.**

2. Estimated aggregate value of ad valorem tax exemption over 15-year period: \$ _____

3. Has the Applicant made application for Section 8 housing choice voucher assistance?

- 100% of units
- Partial %: _____
- None

4. Has the Applicant made or does the Applicant intend to make application for FHA/Fannie Mae/Freddie Mac or other comparable mortgage insurance?

- Yes (Type: _____)
- No

5. Bond structure details (For 4% LIHTC Transactions Only):

Bond Amount: \$ _____

Term (years): _____

Amortization (years): _____

SECTION VI: CERTIFICATIONS

1. The undersigned hereby certifies that:

- (a) All information contained in this Application and any attachment and/or exhibits is true, accurate, and complete to the best of my knowledge.
- (b) The Applicant agrees to comply with all federal, state, and local laws governing tenant selection, leasing, and occupancy.
- (c) Neither Sponsor nor any of its affiliates have received written notice of or have actual knowledge of a default of any agreement with Dallas County and, to Sponsor's actual knowledge, no funds are owed but unpaid by Developer and/or its affiliates to Dallas County.
- (d) Neither Sponsor nor its affiliates are engaged in litigation with Dallas County.

Signature: _____ Date: _____

Print Name: _____ Title: _____

SUBMISSION INSTRUCTIONS

Submit completed application package via email and fees (payable to the Corporation via check). Ensure that 'DCHFC2025' is included in the email subject line:

Dallas County Housing Finance Corporation 2025

500 Elm St., Ste 7600
Dallas, TX 75202
planning.development@dallascounty.org

Also submit copies via email to:

Dallas County Housing Finance Corporation 2025

500 Elm St., Ste 3100
Dallas, TX 75202
Attention: **Jonathan Bazan**- jonathon.bazan@dallascounty.org
Luis Tamayo- luis.tamayo@dallascounty.org

Also submit copies via email to:

Corporation's Legal Counsel:

Coats Rose, P.C.
16000 North Dallas Parkway, Suite 350
Dallas, Texas 75248
Attention: **Mattye Jones**- mjones@coatsrose.com
Paige Mebane- pmebane@coatsrose.com

Also submit copies via email to:

Corporation's Financial Advisor:

CSG Advisors
315 Montgomery Street
San Francisco, CA 94104
Attention: **Nicole Graham**- Ngraham@csgadvisors.com