DALLAS COUNTY HOUSING FINANCE CORPORATION 2025

WORKFORCE HOUSING PARTNERSHIP APPLICATION

Effective September 1, 2026

DISCLAIMER: This application is exclusively for Workforce Housing Partnership developments (mixed income developments, non-tax credit). This is the ONLY application to be used for workforce housing transactions. All other deal types, including LIHTC-financed deals, non-LIHTC Bond transactions, or other financing structures require separate application documents. Submission of this application for LIHTC or other deal types will be rejected.

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):

☐ Workforce housing, (affordable and market rate rent) (non-tax credit) new construction
☐ Workforce housing, (affordable and market rate rent) (non-tax credit) acquisition

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 herewith a completed copy of Exhibit B—Public Benefit Analysis – Self Score. To the best of my knowledge, the information contained therein is true and correct.

(c) The Applicant has submitted the non-refundable application fee of $25,000.

(d) 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 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 applicable/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)
- 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): __________________________
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.

Has the proposed Development previously been subject to any contractual agreement with a governmental entity regarding an ad valorem tax exemption, including but not limited to prior public/private partnership structures?
☐ No
☐ Yes. If so, please provide a brief explanation.

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. Provide a detailed explanation of any direct efforts supporting job creation, workforce training, tenant economic mobility or inclusion, workforce access to nearby employment centers, transit accessibility, or commute reduction. Such analysis may include, but is not limited to, proximity to major employment centers, DART or public transit accessibility, transportation cost burden reduction, and essential workforce housing initiatives. Applicant is encouraged to include supporting maps, studies, analyses, or other documentation.

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:____________________________ Census Tract (11-digit code):____________
Contact Person: ___________________________ Title:_________________________________

Does the Proposed Property Management Company have experience managing affordable housing developments (e.g., Workforce, 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?_________

Has the Proposed Property Management Company had any affordability compliance findings, uncured violations, defaults, material notices of noncompliance, or adverse audit results related to any affordable, workforce, LIHTC, bond-financed, HUD-assisted, or other income-restricted housing development during the past five (5) years?
☐ No
☐ Yes

If yes, please provide a detailed explanation, including the property name, jurisdiction, date, nature of the finding or default, corrective action taken, and current status.

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.

H. Readiness & Eligibility Prerequisites - Maximum 10 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed
Site Control	Fee ownership or executed purchase agreement/ground lease	Binary: 2 points or 0	2	___
Zoning/Entitlements	All required approvals obtained or no discretionary approvals remaining	Binary: 2 points or 0	2	___
Financing Commitments	Financing sources identified with commitment or term sheets	Binary: 2 points or 0	2	___
Development Team Experience	Team has successfully completed comparable affordable housing developments	Binary: 2 points or 0	2	___
Implementation Schedule	Project demonstrates a realistic path to closing and construction within the proposed timeline	Binary: 2 points or 0	2	___
Total		Category capped at 10 points	10	___

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, including projected income streams to the Corporation; rent schedule by unit type and AMI level; debt service assumptions; operating expense, inflation, vacancy, and reserve assumptions; and detailed cash flow waterfall assumptions, including operating cash flow distributions, refinance proceeds, sales proceeds distributions, developer fees, asset management fees, and residual value assumptions. The operating proforma shall be submitted in editable electronic format.

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 proposed origination fee to the HFC, cash flow splits, sales proceeds splits, other revenue to the HFC, any grants, loans, or other public or private funds.

SECTION IV: CONSTRUCTION INFORMATION (New Construction Developments Only)

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 (for New Construction):

☐ Attached (dated within 90 days)

☐ Will be provided prior to closing

SECTION V: FINANCING STRUCTURE

1. Proposed business terms*****:

Origination Fee to be Paid at Closing (Corporation %): ____________

Net Cash Flow Split (Corporation %): ___________________________

Gross 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

SECTION VI: WORKFORCE HOUSING SPECIFIC QUESTIONS

1. Workforce Housing Commitment:
Applicant commits that at least 50% of total units will be reserved for occupancy by households meeting qualifying affordability standards compliant with Chapter 394 of the Texas Government Code. The Developer Proposes the following affordability setasides to be incorporated in the regulatory agreement for the development:

☐ 10% of units at 60% of AMI paired with 40% of units at 80% of AMI
☐ 10% of units at 50% of AMI paired with 40% of units at 100% of AMI
☐ Other (Please Describe): ____

2. Rent Pass-Through Analysis:
Applicant acknowledges that restricted unit rents must be at least 10% below comparable market-rate units, as demonstrated through a current third-party market study, rent comparability analysis, or other independently verifiable market data. Comparable market-rate units should be reasonably similar in unit type, bedroom count, location, and amenity profile.

☐ Acknowledged. Please provide your Rent Pass-Through Analysis

3. Public Benefit Analysis:
Applicant acknowledges and shall submit the self-score analysis utilizing the form attached as Exhibit B. Applicants are encouraged, but not required, to provide additional or internal public benefit analysis, supporting calculations, or documentation demonstrating the measurable public benefit generated by the Development. Additional supporting documentation may be requested to support verification or staff analysis.

☐ Acknowledged

4. Third-Party Underwriting:
Applicant acknowledges responsibility for costs of independent third-party underwriting and market studies as required either by Chapter 394 of the Texas Local Government Code or the Corporation.

☐ Acknowledged

SECTION VII: 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

EXHIBIT B TO APPLICATION

Public Benefit Analysis | Self-Score

SECTION I: DEVELOPMENT INFORMATION

Development Name		Applicant / Sponsor	
Development Type	New Construction / Acquisition-Rehabilitation	Total Residential Units	
Total Affordable Units (#)		Affordable Unit %	
Affordability Set-Asides	e.g., 10% at 60% AMI + 40% at 80% AMI	Weighted Avg. AMI	
Restricted Rent Discount	% below market; attach rent pass-through analysis	Estimated 15-Year Tax Exemption	$
Census Tract / Address		Opportunity / Resource Area	
Board District / Municipality		Transit Access	
HFC Economic Terms		Requested HFC Role	Owner / GP / fee owner / other

SECTION II: PUBLIC BENEFIT SCORECARD

Instructions: Estimated benefits must be distinct, supportable, and non-duplicative. All category subtotals are capped at the stated maximum category score regardless of underlying calculation output. Corporation representatives may independently verify, normalize, adjust, cap, or reject unsupported scoring claims or assumptions. Corporation representatives may request additional documentation or clarification during review.

A. Affordability & Rent Benefit - Maximum 15 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed	Est. Benefit ($)
Weighted Average AMI	Weighted average affordability across all restricted units	1 point for every 2% below 80% AMI	10	___	$____________________
Rent Savings Compared to Market	Average restricted rents versus comparable market rents	Proposed restricted rents meet or exceed at least 10% below comparable market rents = 3 pts	3	___	$____________________
Long-Term Affordability Covenant	Years beyond required 20-year affordability term?	1 point per additional 5-year increment	2	__	$____________________
Total		Category capped at 15 points	15	___	$____________________

B. Workforce Access & Mobility - Maximum 15 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed	Est. Benefit ($)
High-Frequency Transit Access	High-frequency transit stop(s), as defined by DART, within 1/2 mile	7 points if qualifying transit exists	7	___	$____________________
Proximity to Major Employment	Distance to major employment centers	2 points if within 2 miles of 1 major employment center; 4 points if within 2 miles of 3+ centers	4	___	$____________________
Workforce Partnership Bonus	Formal workforce partnership, employer-assisted housing initiative, or essential workforce targeting program	4 points based on demonstrated workforce partnerships or programs	4	___	$____________________
Total		Category capped at 15 points	15	___	$____________________

C. Opportunity & Location Efficiency - Maximum 15 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed	Est. Benefit ($)
Targeted Area Designation	Project is located within a designated eligibility area under an adopted local, county, state, or federal development program. Applicant must identify the applicable program and provide supporting documentation.	10 points if demonstrated in a qualifying area. The Corporation retains discretion to determine whether the designation advances its development objectives.	10	___	$____________________
Community Amenity Access	Grocery store / Public school / Public Park / Healthcare facility / Library/ Community Center	1 point per qualifying amenity within 1 mile	5	___	$____________________
Total		Category capped at 15 points	15	___	$____________________

D. Community & Resident Outcomes - Maximum 15 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed	Est. Benefit ($)
Resident Services Program	Number of committed service categories (e.g. financial capability, Workforce development, Health services, youth programming, senior services, digital access, etc.)	1 point per service category	5	___	$____________________
Childcare / Educational Support	Dedicated resident educational or childcare support	Binary: 3 points or 0	3	___	$____________________
Health & Wellness Services	On-site or coordinated wellness services	Binary: 3 points or 0	3	___	$____________________
Permanent Supportive / Special Needs Units	% of reserved units for vulnerable populations	2 points if ≥5% of total units reserved; 4 points if ≥10% reserved	4	___	$____________________
Total		Category capped at 15 points	15	___	$____________________

E. Economic Inclusion - Maximum 10 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed	Est. Benefit ($)
Local Workforce Hiring	Applicant has adopted and committed to implementing a local hiring plan with measurable goals	Binary: 5 points or 0	5	___	$____________________
Workforce Training / Apprenticeship Programs	Documented workforce development initiative	Binary: 5 points or 0	5	___	$____________________

Total		Category capped at 10 points	10	___	$____________________

F. Sustainability & Operating Efficiency - Maximum 10 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed	Est. Benefit ($)
Green Building Certification	Certification level achieved	ENERGY STAR = 1 pt; LEED Silver / Enterprise Green Communities = 2 pts; LEED Gold = 3 pts; LEED Platinum or equivalent = 4 pts	4	___	$________________
Utility Cost Reduction	Documented resident utility savings	1 point for projected annual savings of $250/unit; 2 points for $500/unit; 3 points for ≥$750/unit	3	___	$_______________
Resiliency & Healthy Building Features	Flood mitigation measures / Stormwater management/ Enhanced indoor air quality systems / EV charging infrastructure / Backup power capability / Accessible green/open space	1 point per qualifying feature, up to 3 points maximum	3	___	$_______________
Total		Category capped at 10 points	10	___	$_______________

G. Public Partnership & HFC Participation - Maximum 10 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed
HFC Economic Participation	Applicant discloses proposed HFC participation, including upfront participation fee, net cash flow participation, and sales proceeds participation	Proposed economic terms meet or exceed HFC requirements = full points	10	___
Total		Category capped at 10 points	10	___

H. Readiness & Eligibility Prerequisites - 10 Points

Benefit Item	Driver Input	Scoring Rule	Max Pts	Pts Claimed
Site Control	Fee ownership or executed purchase agreement/ground lease	Binary: 2 points or 0	2	___
Zoning/Entitlements	All required approvals obtained or no discretionary approvals remaining	Binary: 2 points or 0	2	___
Financing Commitments	Financing sources identified with commitment or term sheets	Binary: 2 points or 0	2	___
Development Team Experience	Team has successfully completed comparable affordable housing developments	Binary: 2 points or 0	2	___
Implementation Schedule	Project demonstrates a realistic path to closing and construction within the proposed timeline	Binary: 2 points or 0	2	___
Total		Category capped at 10 points	10	___

SECTION III: TOTAL SCORE & PUBLIC BENEFIT RATIO

Scoring Category	Pts Claimed	Max	Est. Benefit ($)
A - Affordability & Rent Benefit	________	15	$________________________________
B - Workforce Access & Mobility	________	15	$________________________________
C - Opportunity & Location Efficiency	________	15	$________________________________
D - Community & Resident Outcomes	________	15	$________________________________
E - Economic Inclusion	________	10	$________________________________
F - Sustainability & Operating Efficiency	________	10	$________________________________
G - Public Partnership & HFC Participation	________	10	
H - Readiness & Eligibility Prerequisites	________	10	
TOTAL SCORE	________	100	$________________________________
PUBLIC BENEFIT RATIO	_____________%		Tax Exemption Value: $____________________________
Scores are intended to inform, but not replace, the Corporation's holistic evaluation of each application.			Self-Score ________________________________

SECTION IV: CERTIFICATION

The undersigned certifies that:

1. The information contained in this Exhibit B and all supporting documentation is true, accurate, and complete to the best of Applicant's knowledge.
2. All calculations and analyses are supported by reasonable assumptions and available documentation.
3. Applicants requesting a tax exemption shall provide sufficient information to support the estimated post-development market value or assessed value of the property, including an appraisal, market study, valuation analysis, or other documentation acceptable to the Corporation
4. The Applicant acknowledges that the Corporation may require additional supporting documentation, third-party studies, or independent underwriting to validate the analysis.

Applicant: ________________________________

Authorized Representative: ________________________________

Title: ________________________________

Signature: ________________________________

Date: ________________________________

Supporting Documents That May Be Requested Upon Selection (if not already included in the application package)

The documentation below may be requested by the Corporation to verify specific scoring claims. Unless otherwise noted, applicants are not required to submit these materials with the initial application but should have them available upon request.

A. Affordability & Rent Benefit

- Appraisal, market study, and/or comparable rent analysis supporting market rent assumptions
- Unit-level rent schedule and AMI set-aside worksheet supporting the weighted average AMI and deep affordability calculations
- Draft affordability covenant, or term sheet reflecting any proposed extended affordability commitment

B. Workforce Access & Mobility

- Map documenting proximity to qualifying high-frequency transit stops and major employment centers
- Description and supporting documentation of any workforce partnership, employer-assisted housing initiative, or essential workforce housing program claimed

C. Opportunity & Location Efficiency

- Documentation supporting the claimed targeted area designation (e.g., adopted resolution, ordinance, comprehensive plan, redevelopment plan, or other official designation identifying the applicable local, county, state, or federal program)
- Map documenting proximity to qualifying community amenities

D. Community & Resident Outcomes

- Description of each committed resident service and the organization(s) responsible for providing the service
- Memoranda of Understanding (MOUs), letters of intent, referral agreements, or other documentation supporting committed childcare, educational, health and wellness, or permanent supportive housing services, as applicable

E. Economic Inclusion

- Local hiring plan identifying measurable goals and implementation commitments
- Executed or draft partnership agreements with workforce organizations (e.g., workforce boards, community colleges, apprenticeship programs, or nonprofit training providers)
- Documentation supporting any workforce development or apprenticeship initiative claimed

F. Sustainability & Operating Efficiency

- Green building certification documentation (e.g., ENERGY STAR, LEED, Enterprise Green Communities) or evidence of registration or anticipated certification
- Utility savings analysis, engineering report, or other documentation supporting projected utility savings
- Site plan, building plans, specifications, or project narrative identifying the resiliency and healthy building features claimed

G. Public Partnership & HFC Participation

- Proposed term sheet or summary of HFC economic participation, including developer fee participation, net cash flow participation, sale/refinancing proceeds, and any upfront participation fees
- Development pro forma supporting projected HFC participation and economic benefits
- Post-development appraisal, market value estimate, or other documentation supporting the projected stabilized value of the property, if available

H. Readiness & Eligibility Prerequisites

- Evidence of site control (e.g., deed, executed purchase agreement, option agreement, or ground lease)

- Zoning verification letter or documentation demonstrating that required land use approvals have been obtained or identifying any remaining approvals
- Financing commitment letters, term sheets, or other documentation supporting identified funding sources
- Development team qualifications and experience with comparable developments
- Project schedule identifying anticipated milestones through financial closing and construction commencement