

**LEGAL NOTICE**

Notice is hereby given that on the 4th day of March, 2026, the Dallas County Housing Finance Corporation 2025 will hold a regularly called meeting at 8:30am in the Dallas County Commissioners Courtroom located on the 2nd Floor of the Records Building; Executive/Closed Meeting in the same location, 500 Elm Street, Dallas, Texas, for purposes of:

**\* \* SEE AGENDA AND ADDENDUMS \* \***

If during the course of the meeting covered by this notice the Dallas County Housing Finance Corporation 2025 Board of Directors should determine that a closed or executive meeting or session of the Board or a consultation with attorney as authorized by Chapter 551, Open Meetings, Texas Government Code, will be held by the Board of Directors at the date, hour and place given in the Notice or as soon after the commencement of the meeting covered by this Notice as the Board of Directors may consult with the attorney concerning any and all subjects and for any and all purposes permitted by Chapter 551 including but not limited to Sections 551.071, 551.072, 551.073, 551.074, 551.075 and 551.076.

Should any final action, final decision or final vote be required in the opinion of the with regard to any matter considered in such closed or executive meeting or session or consultation with the Board of Directors attorney, then such final action, final decision or final vote shall be at either:

1. the open meeting covered by this notice upon the reconvening of this public meeting; or
2. at a subsequent public meeting of the Dallas County Housing Finance Corporation 2025 upon notice thereof; as the Board may determine.

On this 25th day of March, 2026, the original of this instrument was filed with the County Clerk of Dallas County, Texas, and the original copy is being posted on the bulletin board in the lobby or foyer of the Commissioners Court – Dallas County Records Building, George Allen Courthouse, and posted to the Dallas County website at [www.dallascounty.org](http://www.dallascounty.org) at \_\_\_\_\_ a.m. on said date.

# Dallas County Housing Finance Corporation 2025

## Board of Directors Meeting

April 1, 2026, at 8:30am

A quorum of the board will be physically present at  
Commissioners Courtroom  
500 Elm St., Dallas, TX 75202

## Agenda

### General session

1. Call to order and Roll Call of Board of Directors
2. Public Comments on General Session agenda items
3. Action: Review and Adopt minutes from the March 4th, 2026 meeting

### Executive session

Confer with Dallas County Housing Finance Corporation 2025 Board Members' legal counsel regarding negotiations concerning:

- i. Catholic Housing Project
- ii. JPI Project
- iii. Sphinx Project
- iv. Project Intake

### General session

1. **Action:** A resolution as presented to facilitate the JPI Torrington project located in the City of Wilmer.

A Resolution by the Board of Directors of Dallas County Housing Finance Corporation 2025 ("DCHFC 2025") authorizing DCHFC 2025 to execute any and all documents, or take any other action, that is necessary or desirable to:

1. Facilitate the development of the Torrington Wilmer Apartments (the "Project"), which consist of affordable housing units comprising the

Torrington Wilmer Apartments and associated amenities to be constructed on land ground-leased from the DCHFC 2025 to Torrington Wilmer, LP (the “Partnership”);

2. Assume the sole member interest in DCHFC 2025 Wilmer GP, LLC, a Texas limited liability company (the “General Partner”), serving as the general partner of the Partnership;

3. To execute an amended and restated agreement of limited partnership of the Partnership and other related documents, which provide the terms and conditions under which the Partnership will conduct its business, including but not limited to the development, rehabilitation and operation of the Project;

4. Cause the Partnership to enter into development financing for the Project; and

5. Cause DCHFC 2025 and/or the General Partner and/or the Partnership to execute any such further documentation as necessary or desirable to allow the consummation of the transactions as more fully described herein.

2. **Action:** A Resolution Authorizing Dallas County Housing Finance Corporation 2025 (“DCHFC 2025”) to Negotiate and Execute a Professional Services Agreement with CSG Advisors as Consultant for Financial Advisory Services
3. **Action:** A Resolution of the Dallas County Housing Finance Corporation 2025 (“DCHFC 2025”) Designating a Public Information Coordinator to Satisfy the Training Requirements of Texas Government Code Section 552.012
4. **Action:** Approval of the Dallas County Housing Finance Corporation 2025 (“DCHFC 2025”) project intake process for Low Income Housing Tax Credit applications.
5. **Discussion:** General discussion, new business, and announcements
6. **Action:** Cadence of meetings and selection of next meeting date.
7. Adjournment

**To Join the meeting Online:**

<https://dallascounty.webex.com/meet/DCCOMMCOURT>

# Dallas County Housing Finance Corporation 2025

## Board of Directors Meeting

March 4, 2026, at 8:30am

A quorum of the board will be physically present at  
Commissioners Courtroom  
500 Elm St., Dallas, TX 75202

## Minutes

### General session

1. Call to order and Roll Call of Board of Directors  
Commissioner Haskett called the meeting to order at 8:46 am.
2. Public Comments on General Session agenda items.  
There was no public comment.
3. Action: Review and Adopt minutes from the February 4th, 2026 meeting  
Motion: Commissioner Proctor; Second: Commissioner Morris. The motion carried unanimously.

**Executive session** – Discussion began at 8:53 am and ended at 10:08 am.

Confer with Dallas County Housing Finance Corporation 2025 Board Members' legal counsel regarding negotiations concerning:

- i. Catholic Housing Project
- ii. JPI Project
- iii. Sphinx Project
- iv. Project Intake

### General session

1. Action: Consider and Approve a resolution authorizing the Dallas County Housing Finance Corporation 2025 (the "corporation") to engage Coats Rose, P.C. as Legal Counsel  
Motion: Commissioner Morris; Second: Commissioner Martinez. The motion carried unanimously.

2. Action: Election of Interim General Manager and Interim Assistant General Manager  
 Motion: Commissioner Morris; Second: Commissioner Proctor. The motion carried unanimously.
3. Action: Approve the Dallas County Housing Finance Corporation 2025 investment policy as matching the Dallas County investment policy as identified in Dallas County Court Order 2025-0326  
 Motion: Commissioner Thornton; Second: Commissioner Martinez. The motion carried unanimously.
4. Action: Consider and approve a resolution authorizing participation in the TexPool Investment Pools and designating authorized representatives; and such other actions necessary or convenient to carry out this resolution.  
 Discussion: The Commission requested clarification. Mr. Tamayo explained that TexPool accounts are used by public institutions to hold any project funding before it is expensed while also generating interest.  
 Motion: Commissioner Martinez; Second: Commissioner Morris. The motion carried unanimously.
5. Discussion: Project intake process - none
6. Discussion: General discussion, new business, and announcements - none
7. Action: Cadence of meetings and selection of next meeting date. The next meeting date will be April 1<sup>st</sup> at 8:30 am.
8. Adjournment – 10:11 am

BOARD CHAIR SIGNATURE:	BOARD SECRETARY SIGNATURE:
Signatures are evidence that these are official minutes	

# DALLAS COUNTY HOUSING FINANCE CORPORATION 2025

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## 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.

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**FOR USE BY CORPORATION ONLY:**

Application No.: 202\_\_-\_\_\_\_

Date Received: \_\_\_\_\_

Application Fee Received: \$ \_\_\_\_\_

DRAFT

# 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: \_\_\_\_\_

Census Tract (11-digit code): \_\_\_\_\_

Contact Person: \_\_\_\_\_

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.

### **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