



To: Development Partners
Re: City of Pittsburgh 2018-2019 9% Low-Income Housing Tax Credit Pre-Application
Date: August 21, 2018

With the increasing volume and competitiveness of applications for the Pennsylvania Housing Finance Agency (PHFA) 9% Low-Income Housing Tax Credit (LIHTC) program, it is critical that local governments be selective with the applications they support. In the interest of vetting each prospective project in a clear and even manner, the City of Pittsburgh (City) and Urban Redevelopment Authority (URA) have developed the attached pre-application that we are sending to potential 2019 LIHTC applicants.

We intend to use the pre-application as a means to allow the City and the URA to rank the potential projects relative to one another. We will then establish an appropriate number to support in pursuing an award of tax credits from PHFA. While all the items outlined in the pre-application are important, the City and URA will place a particular emphasis on the following criteria:

- The experience and capacity of the development team to undertake the specific project;
- The project's readiness to proceed;
- The ability of the project to advance a mixed-income community through the mix of units and/or site selection;
- The utilization of innovative and environmentally sustainable design and construction practices;
- The ability of the project to provide services, features, and opportunities, in addition to housing, that improve the quality of life for residents and the surrounding community;
- How the project contributes to a broader community revitalization plan;
- The creation of construction and permanent employment opportunities;
- How the project works to advance goals under the relevant p4 Performance Measure categories; and
- The amount of public subsidy being requested (total and per-unit).

We are grateful and extremely fortunate to have so many development teams looking to invest in our City by providing high quality affordable housing in our neighborhoods. This is something Pittsburgh desperately needs, so to not be able to support every project is disheartening. However, the reality is that with the increase in interest and decrease in resources, the City of Pittsburgh needs to be more effective and strategic in working with PHFA during this extremely competitive selection process.

Submission Requirements

Please submit four (4) hard copies and one (1) electronic copy (pdf format) of your completed pre-application to Thomas E. Cummings, Director of Housing, Urban Redevelopment Authority, 200 Ross Street, 10th Floor, Pittsburgh, PA 15219 (tcummings@ura.org) no later than Thursday, September 13, 2018, Noon ET. Should you have any questions, please contact either Thomas Cummings, tcummings@ura.org (412-255-6670) or Shaina Madden, smadden@ura.org (412-255-6543).

Thank you for considering to invest in the City of Pittsburgh.

City of Pittsburgh – 2018-2019 Low-Income Housing Tax Credit Pre-Application

In addition to the information requested below, please provide the following materials as attachments to your response:

- *A copy of the completed PHFA Intent to Submit Form;*
- *A copy of the completed PHFA Development Synopsis;*
- *Preliminary plans and renderings;*
- *Preliminary development budget, clearly listing all sources and uses of funds (in a format consistent with the PHFA Multifamily Core Application);*
- *Preliminary 15-year operating budget, cashflow analysis, and narrative (in a format consistent with the PHFA Multifamily Core Application); and*
- *An application fee of \$1,000 made payable to The Urban Redevelopment Authority (URA) of Pittsburgh. For projects that are not supported by the City of Pittsburgh/URA for submission to PHFA in the 2018-2019 LIHTC application round, the fee will be refunded to the applicant.*

We ask that you limit the completed pre-application (exclusive of attachments) to five (5) pages and submit your response to Tom Cummings at 200 Ross Street, 10th Floor, Pittsburgh, PA 15219, no later than Thursday, September 13, 2018 at 12:00 p.m. Should you have any questions related to the pre-application, please direct them to Mr. Cummings at tcummings@ura.org.

Project Name:

Project Location:

- Single Structure Multiple Structures, Contiguous Scattered Site
 High Cost Area, Qualified Census Tract, or Difficult to Develop Area

Development Entity:

Development Entity Partners (Include Ownership Stake):

Consultant (if working with one):

Architect:

Contractor:

Property Manager:

Total Projected Development Cost:

Total Projected Local Funding Request:

Projected Number of Construction Jobs Created:

Projected Number of Permanent Jobs Created or Retained:

Project Background Narrative (can reference the PHFA Development Synopsis):

Does the project meet all of the Application Threshold Criteria, as outlined by PHFA (including the mandatory measures of Enterprise Green Communities Criteria)? Yes No
 If not, please explain why.

Unit Type and Affordability Breakdown:

Income Level	Unit Type						TOTAL
	SRO/Eff.	1 BR	2 BR	3 BR	4 BR	5 BR	
20% AMI							
40% AMI							
50% AMI							
60% AMI							
80% AMI							
Market Rate							
TOTAL							

How many accessible units does the development include?

Are there Section 811 units? If so, how many?

Will the development convert to homeownership after 15 years? Yes No

Please select the Preferences & Set-Asides from PHFA the development will pursue:

- | | |
|---|--|
| <input type="checkbox"/> General Occupancy | <input type="checkbox"/> Strategic Investment |
| <input type="checkbox"/> Senior Occupancy | <input type="checkbox"/> Community Revitalization/Mixed Income |
| <input type="checkbox"/> Preservation | |
| <input type="checkbox"/> Supportive Housing | <input type="checkbox"/> Nonprofit |
| <input type="checkbox"/> Innovation in Design | <input type="checkbox"/> Request for Additional Tax Credits |

Please explain how the development will expand residents' quality of life. This can be evidenced through a combination of site location (e.g. proximity to transit, employment centers, or other amenities), building features and amenities (e.g. low utility costs; indoor air quality), and supportive services (e.g. case management; employment center).

Please explain if the development is serving an underserved area for affordable housing (e.g. low poverty rates; limited affordable housing options; high owner-occupied market).

Does the development expect to use income averaging pursuant to Section 42(g)(1)(c) of the Internal Revenue Service (IRS) Code? Yes No

Please explain how the development will benefit the larger community and how it fits into a broader community revitalization plan. Has there been any community outreach regarding this development?

Please explain how the development incorporates environmentally sustainable concepts and design standards (e.g. Enterprise Green Communities Criteria, LEED, Energy Star Standard, Net Zero, Passive House, etc.).

Does the development include any URA or City owned parcels? Yes No
If so, provide a list.

Will the development require zoning variance(s)? Yes No
If so, please describe the variance(s) needed including the anticipated time frame for obtaining the required variance(s).

Please explain how the development aids the City of Pittsburgh's efforts to affirmatively further fair housing.

Please complete and submit the p4 self-evaluation worksheet to explain how the development works to advance goals under the p4 Performance Measures. You can find a document outlining the Performance Measures [here](#), with the self-evaluation worksheet beginning on Page 54.

Please explain any other relevant features of the development that may not have been addressed above.