



To: Development Partners
Re: City of Pittsburgh 20 -202 9% Low-Income Housing Tax Credit Pre-Application
Date: October 16, 2020

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 the URA obtain an understanding of how many and which deals may be seeking a commitment of URA financing and/or land in the PHFA application. Therefore, we have developed a pre-application for 2020-2021 LIHTC applicants who have projects located inside the City limits to complete.

We intend to use the pre-application to understand the size, scope, and financial commitment needed for the projects in the City and to see if the URA/City has the resources for all applicants. As we review the applications, we will look at the follow 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; 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. However, the reality is that with the increase in interest and decrease in resources, the URA needs to be more effective and strategic in reviewing the potential projects for the LIHTC round.

Submission Requirements

Please submit an electronic copy (PDF format) or link to digital file location (e.g. Dropbox/Smartsheet) of your completed pre-application to Shaina Madden, Assistant Director of Residential and Consumer Lending (smadden@ura.org) no later than Monday, November 9, 2020, 4pm ET. Should you have any questions, please contact Shaina Madden, smadden@ura.org (412-926-4054).

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

City of Pittsburgh – 2020-2021 Low-Income Housing Tax Credit Pre-Application

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

- 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);
- URA MWBE narrative, you can find a document outlining the requirements [here](#);
- URA Minority Workforce Inclusion narrative, you can find a document outlining the requirements [here](#);
- Evidence of community support/input for the project; and
- An application fee of \$500 made payable to The Urban Redevelopment Authority (URA) of Pittsburgh. Please send checks to:

URA/Dollar Bank Lockbox
P.O. Box 3455
Pittsburgh, PA, 15230-3455

The URA will request copies of the following items post submission to PHFA:

- A copy of the completed PHFA Intent to Submit Form; and
- A copy of the completed PHFA Development Synopsis.

We ask that you limit the completed pre-application (exclusive of attachments) to five (5) pages and submit your digital response to Shaina Madden at smadden@ura.org, no later than Monday, November 9, 2020 at 4:00 p.m. Should you have any questions related to the pre-application, please direct them to Jessica Smith Perry at Jsmithperry@ura.org or Shaina Madden at smadden@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:

- General Occupancy
- Senior Occupancy
- Preservation
- Supportive Housing
- Innovation in Design
- Strategic Investment
- Community Revitalization/Mixed Income
- Nonprofit
- 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.).

Please describe the current (and future) site control strategy. Yes No
Does the development include any URA or City owned parcels? 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 explain any other relevant features of the development that may not have been addressed above.

The Urban Redevelopment Authority of Pittsburgh abides by all applicable laws and regulations regarding nondiscrimination and refrains from discriminating on the basis of age, race, color, religious creed, ancestry, national origin, sex, sexual orientation, gender identity, gender expression, political or union affiliation, and/or disability. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of any of the above factors under the loan and grant programs operated by the Urban Redevelopment Authority of Pittsburgh.