



**CITY OF MESA**  
**Department of Housing and Community Development**

**NOTICE OF INTENT TO APPLY FOR LIHTC TAX CREDITS**

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***Notice to all Low-Income Housing Tax Credit (LIHTC) development teams.***  
***These required procedures are effective immediately with the***  
***FY 19/20 LIHTC application process for all proposals in Mesa, Arizona.***

Pursuant to A.R.S. §35-728(C), the Arizona Department of Housing (ADOH) is required to notify where the project is located and request that the local government provide a letter of acknowledgement and consent to the project. The local government is required to notify ADOH within thirty (30) calendar days from the date of the letter. ADOH will consider the review and consider the local government's response and determine whether it conflicts with A.R.S. §35-728(C), and/or whether any objectionable characteristics can be mitigated, before making a final determination on the project's eligibility for an award of LIHTC tax credits.

*All LIHTC projects, whether or not seeking funding or project support from the City of Mesa, must give the City's Housing and Community Development Office **NOTICE OF INTENT TO APPLY FOR LIHTC TAX CREDITS** and complete the LIHTC project profile brief for public review/comment and submission to City Council for consideration.*

LIHTC applicants seeking financial support from the City must also submit a [Housing Production Application](#) under the rental guidelines.

The City of Mesa 2019-2020 HOME Program funding application period will be open from November 5, 2018, through December 20, 2018, 5 p.m. The [Funding Schedule](#) includes dates for training and public hearings. As a result of the new HOME rules, the Housing and Community Development Division has updated the policies for this program. To access the policy and procedure manual and guidelines, please see the [HOME Investment Partnership Program](#) page.

LIHTC applicants, **whether or not seeking funding from the City**, should consult and seek support from the councilperson of the district where the project will be located, as well as seek and obtain support from the local neighborhood group representing the neighborhood where the project will be located. LIHTC applicants should be prepared to present their project proposals upon request. The City reserves the right to require any additional information as needed.

For additional information, contact Mr. Ra'Chel'Ni Mar'Na, MA, at (480) 644-3020  
[Rachelni.Marna@mesaaz.gov](mailto:Rachelni.Marna@mesaaz.gov)

**All applications for FY 2019-2020 HOME and LIHTC projects must be submitted (both hard copy and electronic copy) to:**

**Submit hard copy to City of Mesa Housing & Community Development, Attn: HOME Program Manager, 20 E. Main, Suite 250, Mesa, AZ 85201**

**Submit electronic copy (flash drive, CD-ROM, or email to [homeprogram@mesaaz.gov](mailto:homeprogram@mesaaz.gov))**



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**PROJECT INFORMATION**

Date:

Project Name:

Project Address:

*Street Address*

*City*

*State*

*Zip*

**DEVELOPER INFORMATION**

Development Entity:

*Developer*

Developer Address:

*Street Address*

*City*

*State*

*Zip*

Principal Contact:

*Name*

*Phone (O)*

*Phone (M)*

*Fax*

*Email:*

*Website:*

**DEVELOPMENT TEAM**

	Name	Address	M/WBE	Section 3
			Yes No	Yes No
Developer:				
Builder:				
Attorney:				
Tax Accountant:				
Architect:				
Engineer:				
Property Management:				
Neigh. Outreach Coord:				

**PRIOR DEVELOPMENTS:**

Project Name	Location	LIHTC	# of Units	Total Dev. Cost
		Yes No		
		Yes No		
		Yes No		
		Yes No		
		Yes No		



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**SITE INFORMATION**

Form of Site Control:          Option                  Contract                  Deed  
 Date of Acquisition:                                  Arms-Length Transaction:      Yes          No

**CITY OF MESA FUNDING AND SUPPORT**

City Funding Support:          Yes          No *(If yes, Amount requested):*

Other City Support Requested:  
*(Examples: rezoning, permitting, site control, designation letters)*

City Council District:                                  City Councilperson:

At a minimum, has the Developer met with the Councilperson of the district where the project is located?      Yes                  No *(If yes, please indicate date of meeting.)*

Has the Developer received support from the neighborhood group representing the neighborhood where the project is located?      Yes                  No *(If yes, please attach a letter of support)*

**OVERVIEW**

**Narrative:** *(Briefly describe your proposed LIHTC project. Please describe community and Council feedback (both pro and con) for your proposal and how the team plans to respond).*

**PROPERTY DESCRIPTION:**

The unit composition will include:

Bldg. total square footage:

Residential square footage:

0 BD/	bath =	units	Market Rate:	Yes	No
1 BD/	bath =	units	Market Rate:	Yes	No
2 BD/	bath =	units	Market Rate:	Yes	No
3BD /	bath =	units	Market Rate:	Yes	No
4BD/	bath =	units	Market Rate:	Yes	No

Total Units:                          Total Market Rate Units:

The project Total Development Cost (TDC):                          \$                          per sq.ft.

The total Construction Cost (Hard Cost):                          \$                          per sq.ft.

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Has this project been submitted to the City of Mesa Dept of Planning and Zoning: Yes No

PROJECT FUNDING

LIHTC Credits:
Bond Financing:
Tax Exempt: Yes No Issuer/Source: Type:
Construction/Permanent Financing:
Arizona Department of Housing:
Other:
City of Mesa:
Total:

SUPPORTIVE SERVICES

Are supportive services being offered: Yes No

(If yes, describe the clientele and the services to be provided)

OTHER PROJECT ISSUES / HIGHLIGHTS:

A hard copy of this application must be submitted to: City of Mesa Housing and Community Development Office, 20 E. Main Street, Suite 250, Mesa, AZ 85201 Attn: HOME Program Manager. In addition, an electronic copy must be submitted (via a flash drive or CD-ROM), or email to homeprogram@mesaz.gov.

SIGNATURE:

Printed Name:
Title:
Date: