



DEPARTMENT OF ECONOMIC DEVELOPMENT

701 North 7th Street, Ste. 421
Kansas City, Kansas 66101

Phone: (913) 573-5730
Fax (913) 573-5745

Application for Low Income Housing Tax Credits Development

The application must be fully completed and have the required documentation to be accepted

Date: _____, 20__

APPLICANT INFORMATION

Applicant _____ Phone No (____) _____

Applicant Address _____ E-mail _____

City _____ State _____ Zip Code _____

Name of Project _____

Proposed Project Address _____ Kansas City, KS. _____

¹Parcel Number _____

Developer _____ Phone No (____) _____

CURRENT OWNER OF THE PROPOSED DEVELOPMENT PROPERTY

Name _____ Address _____

City _____ State _____ Zip Code _____

Phone No: (____) _____ Email _____

DEVELOPMENT DESCRIPTION

New Construction _____ Rehabilitation _____ Total No. of Units _____

L/M/W Business Enterprise - Yes _____ No _____ Subcontractor _____ Supplier _____

Is the development within a TIF Redevelopment District? Yes _____ No _____

Name of TIF Redevelopment District _____

20% of the units below 50% _____ or 40% of the units below 60% _____

²Proposed market rate unit number _____ what is the percentage _____%

Proposed tax credit unit number _____ what is the percentage _____%

Area Medium Income (AMI) for the development area \$ _____

¹An aerial of the project area showing the outline of the parcel(s) must be submitted. If more than one parcel, attach a list of parcel number within the project area.

²The Unified Government requires all development proposals to have a minimum of 25% market rate units.

Family-unit complex_____ Scatter-site single family_____ Senior- Assisted_____ or
Independent_____ Mixed-use_____ Alternative-use_____

Existing project or structures – Yes _____ No _____ Type _____

If an existing project, indicate the existing tenant mix

Tenant displacement - Yes ___ No ___

If yes, how many tenants _____ do you have a ¹displacement plan? Yes ___ No ___

¹Attach a separate sheet and summarize the displacement plan

PROJECTED RENT RANGES

\$_____ (1 Bedroom) \$_____ (2 Bedroom)

\$_____ (3 Bedroom) \$_____ (4 Bedroom)

¹DEVELOPMENT BUDGET (Short Budget)

Property Acquisition Cost \$_____

Rehabilitation Cost \$_____

New Construction Cost \$_____

Exterior Cost \$_____

Cost per Unit \$_____  the percentage of the budget _____
(all units)

Soft Cost \$_____

TOTAL COST \$_____

¹Attach a detailed budget in binder(s)

TYPE OF RESOLUTION

4% Bond Inducement Resolution _____ or 9% Resolution of Support _____

What is the annual estimated tax credit that could be received \$_____

Show your DETAILED formula below:

For example, a new construction development, with eligible costs of \$10 million and 50% low-income units could receive an annual tax credit of \$450,000 ($\$10,000,000 * 9% * 50%$).

NEIGHBORHOOD CONTACT

What is your strategy for neighborhood involvement?

¹Names of local business owners, neighborhood group and neighbors you have contacted:

- 1) _____ Phone No: (____) _____
- 2) _____ Phone No: (____) _____
- 3) _____ Phone No: (____) _____
- 4) _____ Phone No: (____) _____

¹Provide letters as described from the list in the Local Review Criteria in the 3 binders

DEVELOPER'S EXPERIENCE

Submit a formal property and tenant management plan, which at a minimum includes:

- Enforcement and control measures
- A future maintenance and reserve plan, as part of its operating plan
- Indicate how the ability and experience necessary to complete and operate the proposed project will be attained
- Management team and their qualifications managing similar projects

Submit a complete list of all previous developed and operated similar market-rate development or tax credit development within and outside the Kansas City metro area, and includes the following:

- ¹A list of codes and police enforcement violations against each property and how the violations were corrected

¹Submission of documentation is a pre-requisite requirement and is for information purposes only to review how an applicant takes care of complaints. The submission of documentation does not disqualify any application from moving forward in the process.

REQUIREMENT

- A pre-application meeting is required prior to the submittal of the application. Call 913.573.5733 for an appointment to set a time and date for a pre-application meeting. A letter will be sent out prior to the meeting describing the documentation needed for the meeting
- After the pre-application meeting this application and three ¹binders of the Local Review Criteria must be submitted for a review to award ²points
- When submitting land scape, site plans or renderings, they must be of professional quality and professional document size not less than 24" x 36"
- A pre-application meeting, a review of the application and Local Review Criteria, and all Commission meetings must take place ³75 days prior to the State of Kansas application deadline. Typically, the State of Kansas reviews applications at the beginning of February of each year
- A summary of the project addressed to the Director of Community Development must be submitted with the application
- No applications will be accepted past the due date

¹Binders must include the Local Review Criteria for Review of Housing Tax Credit Proposals – Unified Government of Wyandotte County/Kansas City, Kansas document. Each criteria point must direct the reviewer to the part of the document containing the appropriate information (page number, tabbed section, etc.). If no information pertains to a particular criteria point it may be left blank.

²A minimum of 80 points must be achieved to advance the application

³This falls within the holiday season so plan well in advance

PERFORMANCE

A performance agreement for development and a deposit for assurance that the project will be completed in accordance with the application, Local Review of Criteria and all stipulations and contingencies approved by the Full Commission are required.

The performance agreement and a deposit for assurance are due when tax credits are approved for the project.

(a) For projects under \$2 million - (1) Local Not-for-Profits \$1000.00, (2) Not-for-Profits other than local \$2000.00, (3) Local developers \$2000.00 and (4) Non-local developers \$3000.00

(b) For projects between \$2-5 million - (1) Local Not-for-Profits \$2000.00, (2) Not-for-Profits other than local \$3000.00, (3) Local developers \$3000.00 and (4) Non-local developers \$4000.00

(c) For projects over \$5 million - (1) Local Not-for-Profits \$3000.00, (2) Not-for-Profits other than local \$4000.00, (3) Local developers \$4000.00 and (4) Non-local developers \$5000.00

Local Not-for-Profit means those within Wyandotte County

Local developers mean those within the immediate metro area