

# NOTICE

December 22, 2014

To all Housing Developers requesting a Resolution for the Texas Department of Housing & Community Affairs (TDHCA) Uniform Multifamily Tax Credit Application:

If you are seeking a Resolution from Harris County under §11.9(d)(1) of the QAP and in accordance with the Texas Government Code §2306.6710(b) for tax credit projects, you must adhere to the following timeline:

- Resolution requests must be submitted in writing on company letterhead to David B. Turkel, Executive Director, Harris County Community Services Department (HCCSD), 8410 Lantern Point Drive, Houston, Texas 77054 by February 16, 2015. We will take early submissions.
- The resolution requests must include: Both resolution templates (support/non-objection) and supporting documentation; Name of development, Development owner information; Location address; Type of development (senior or general multifamily); Number of units; and TDHCA application number.
- All requests should provide support from: 1). Local Independent School District, 2). Local State Representative or Senator, and 3). Any local Civic Association or Neighborhood Association (if applicable). Please provide a copy of these entities letter of support with your request.
- All requests will be reviewed to determine consistency with the Harris County PY2013-2017 Consolidated Plan and its Housing Concentration Policy.
- Resolutions will be submitted by HCCSD staff to the Commissioners Court Meeting on March 10, 2015.
- Failure to provide all the required information will make your application ineligible for placement on the Commissioners Court agenda and no resolution will be granted.
- Approved resolutions will be available for pick-up at the HCCSD office after March 16, 2015.
- **Important Note:** There is only one Commissions Court meeting (3/10/2015) where resolutions will be signed. No resolutions will be granted after this date.
- If you have questions regarding the process to request a resolution, please contact Walter M. Peacock at 713-578-2000 or [walter.peacock@csd.hctx.net](mailto:walter.peacock@csd.hctx.net).

## Attachments

- Attachment A: Resolution forms (Support/Non-Objection)
- Attachment B: Harris County Affordable Multi-Unit Family and Senior Housing Concentration Policy