



Office of Economic Development
Dallas City Hall
1500 Marilla St. Room 2CN
Dallas, Texas 75201
(214) 671-9821
<http://www.dallas-ecodev.org>

City of Dallas

Office of Economic Development

TIF Project Funding Application

Name of Project

<<insert conceptual image of project here>>

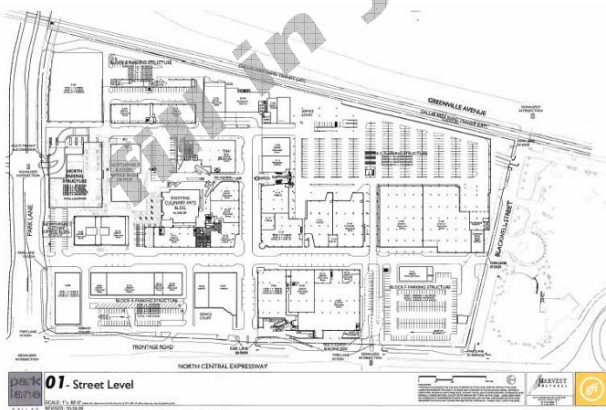
Name of Applicant

Project Summary

Instructions for summary: The project summary is a one- or two-page description of your project. Include 1) type of project and location, 2) number of units, 3) square footage (total and by use), 4) amount of private investment, 5) amount of public investment, 6) requested TIF funding, 7) a conceptual site plan, 8) elevations, and 9) any other relevant descriptive information.) Delete the example below and fill in your project's information.

Candelabra Development Local RE Investments, L.P. Example TIF District March 2010

- The proposed project is a mixed use, transit oriented development. The proposed development plan includes approximately ____ square feet of retail space, a ____ room boutique hotel, ____ apartment units, ____ for-sale units, ____ square feet of office space, and a \$ ____ million investment in parking structures. Pedestrian friendly streets with enhanced sidewalks and landscaping and improved connections to the nearby DART Station will be integrated into the project.
- The private investment for all phases will be approximately \$ ____ million including a Phase I investment of approximately \$ ____ million. The project will include a public infrastructure investment of approximately \$ _____. The requested TIF incentives, up to \$ ____ million, are based on the costs of:
 - environmental remediation
 - demolition of existing structures and facilities
 - park and open space improvements
 - infrastructure improvements - sidewalks, lighting, streets, landscaping and utilities
 - design and engineering
- Neighborhood Grocery has committed to opening a ____ square foot store.
- Portions of the project are anticipated to open in fall 2011 and the remainder by 2013.
- The project is an endeavor of Local RE Investments, L.P. (an affiliate of Local RE Incorporated of Dallas).



Instructions:

- **PLEASE NOTE:** Prior to completing this application, please call Area Redevelopment at 214-670-1686 to set up an informal meeting to discuss your project and potential TIF eligibility. At that time, you will also be assigned a TIF analyst to guide you through the TIF application process.
- Turn in the completed application (along with all forms and documents) to your assigned TIF analyst. A complete application consists of one hard copy (and supporting electronic copies) of the application and all documents. (See checklist below.) The hard copy of the application and its supporting documents should be gathered together and put in a three ring loose leaf binder. Put the name of the project on the spine and a cover sheet on the front of the binder. The electronic documents should either be burned to a CD or submitted via e-mail to your assigned TIF analyst.
- Be sure to include all requested attached documents. The application review can begin but not be completed without all requested documents.
- After you have submitted a complete application your TIF analyst may contact you to schedule a short meeting to discuss your project.
- The information in this application is subject to an Open Records Request. If you prefer your application to be held confidential, please clearly indicate so on each document. If requested, the Office of Economic Development will protect confidentiality of this information to the extent allowed by law. In addition, anything submitted becomes the property of the City of Dallas and may be used, for example, on marketing materials or on our website
- If you have any questions, please contact Area Redevelopment at 214-670-1686.

TIF Application Checklist

Note: The TIF application process requires various supporting documents corresponding to each section. After you complete the form and collect the documents required for each section, please use the checklist below to ensure that your application is complete.

Item	Electronic Copy	Hard Copy
Required Project Documents:		
P1. Project summary sheet: <i>(This is a one- or two-page description of your project. Include 1) type of project, 2) number of units, 3) square footage, 4) amount of private investment, 5) amount of public investment, 6) requested TIF funding, 7) a conceptual site plan, 8) elevations, and 9) any other relevant descriptive information.)</i>		
P2. Site plan <i>(Show both public and private improvements. Preliminary site plan is fine.)</i>		
P3. Elevations for all street frontages <i>(Should show your project in some detail)</i>		
P4. Landscaping plans <i>(Show location and types of plantings, trees, walkways, street furniture, etc. Focus on the landscaping in the public right of way.)</i>		
P5. Building materials <i>(Show images of the types of materials used in both public and private improvements, such as façade materials, roofing materials, types of bricks (if used), etc.)</i>		
P6. Unit mix (Residential projects only) <i>(show number, size, type, and price of each unit type)</i>		
P7. Location map <i>(The map should generally indicate the subject property boundaries and include readily recognized reference points.)</i>		
P8a. Private and public investment expense schedules <i>(These schedules should show all planned private and public investment expenses. See example in Appendix.)</i>		
P8b. Public investment description <i>(This document should describe in some detail all of the proposed public investment items in the expense schedule (Item P8a). For example, describe the scope of the utility and site infrastructure work. Refer to drawings and/or site plans as necessary.)</i>		
P9a. Five year pro forma <i>(Show project funding gap without TIF funding.)</i>		
P9b. Five year pro forma <i>(Show project viability with TIF funding.)</i>		
P10. Affirmative Fair Housing Marketing Plan <i>(Residential projects only. See Appendix. Please note that this portion can be completed later if the marketing information is still to be determined)</i>		
P11. Metes and bounds description <i>(from a state Registered Professional Land Surveyor)</i>		
P12. Land ownership documents:		
P12a. Copy of recorded deeds showing ownership of the tract(s) of land involved, stamped with the volume and page.)		
P12b. Copy of option and/or purchase contracts for each parcel <i>(if applicable)</i>		
P12c. Copy of mortgage promissory note(s) for each parcel <i>(if applicable)</i>		

Project Documents (continued)	Electronic Copy	Hard Copy
P12d. Copy of land lease for each parcel <i>(if applicable)</i>		
P13. Copy of recorded parcel plat(s) locating the tract(s) of land <i>(This should show the nearest street intersection or recorded addition corner and be stamped with the volume and page.)</i>		
P14. Tangible business personal property schedule <i>(if applicable)</i>		
Critical Applicant Documents:	Electronic Copy	Hard Copy
A1a. Company resume <i>(One page history of other, similar developments the applicant or its close affiliates have done.)</i>		
A1b. Qualifications of project staff <i>(One paragraph describing the qualifications of each principal staff member involved with the project.)</i>		
A2. Attach the applicable documents based on the form the applicant company takes.		
If applicant is a corporation or is affiliated with a corporation:		
A2a. Articles of incorporation		
A2b. Certificate to do business in the State of Texas <i>(issued by the Office of the Secretary of State)</i>		
If applicant is a partnership:		
A2d. Partnership agreement		
If applicant is a sole proprietorship:		
A2e. DBA certificate		
A3. Attach the applicable documents based on the form any affiliated company(ies) take(s).		
If affiliate is a corporation or is affiliated with a corporation:		
A3a. Articles of incorporation		
A3b. Certificate to do business in the State of Texas <i>(issued by the Office of the Secretary of State)</i>		
If affiliate is a partnership:		
A3d. Partnership agreement		
If affiliate is a sole proprietorship:		
A3e. DBA certificate		
A4. Financial statements (submit BOTH A4a and A4b OR submit A4c only):		
A4a. Audited balance sheets (2 years)		
A4b. Annual income statements (2 years)		
OR A4c. Federal income tax return (2 years)		
A5. Surety or bonding information (if applicable)		
A6. Bankruptcy information (if applicable)		
A7. Prior/pending litigation information (if applicable)		
A8. Tax payment information (if applicable)		
A9. W-9 (please fill out and attach a W-9 form)		
A10. Certification Regarding Undocumented Workers (see Appendix)		

Section 1: General Project Information

Project name:		Application date:	
General location of project:		TIF District:	
Street address of project:	City: Dallas	State: TX	ZIP:

Section 2: General Applicant Information

Name of applicant: <i>(as registered)</i>			
Name of parent company/ affiliates: <i>(if applicable)</i>		Website:	
Preparer: <i>(person who can answer questions about this document)</i>		E-mail:	
Street, City, State, ZIP		Phone:	

Section 3: Planned Demolition

Will any buildings on the property be demolished? <i>(If yes, fill out chart below. Add rows and/or additional pages as necessary.)</i>					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Address	Type of Use	Square Footage	Year Built	Number of Employees	Number of Residents

Section 4: Project Summary

(If multi-phase project, fill out for all phases.)

Type of project: <i>(mixed use, retail, hotel, residential, office, etc.)</i>			
Property acquisition date: <i>(estimated or actual)</i>	Projected construction start: <i>(building permit issued)</i>	Projected construction finish: <i>(final CO issued)</i>	
Number of phases:		Total acquisition cost :	
Project site acreage:		Total private improvement cost :	
Number of parcels:		Total public improvement cost :	
Number of proposed buildings:		Total current DCAD value:	
Total building square footage:		Total assessed value (per DCAD) at completion:	
		Total amount of TIF funding requested:	

Section 5: Planned Building Area by Use

(fill out for each building or phase; add additional sheets as necessary)

	Sq Feet *	Units	Parking
Hotel rooms			Structured:
For sale residential			On site surface:
For rent residential			On street:
Retail			Other _____
Office			Total:
Live/work			Building Heights
Showroom			Number of stories (above ground):
Warehouse			Number of basement/sub surface levels:
Back of house/common area			Building height (feet) for tallest building:
Other:			
Total space			

*Square footage should be measured centerline to centerline. Include only air-conditioned space when tallying hotel, residential, office, and retail space.

Attach the following project-related documents:

_____P1. Project summary sheet: *(This is a one- or two-page description of your project. Include type of project, number of units, square footage, private investment, public investment, requested TIF funding, images, elevations, and other relevant descriptive information. This summary will be used as a hand out to briefly describe your project to relevant staff members, Council members, and the Mayor.)*

_____P2. Site plan *(Show location of both public and private improvements. Preliminary or conceptual site plan is fine.)*

_____P3. Elevations for all street frontages *(Should show your project in some detail)*

_____P4. Landscaping plans *(Show location and types of plantings, trees, walkways, street furniture, etc. Focus on the landscaping in the public right of way.)*

_____P5. Building materials *(Show images of the types of materials used in both public and private improvements, such as façade materials, roofing materials, types of bricks (if used), etc.)*

_____P6. Residential projects only: Unit mix *(show number, size, type, and price of each unit type)*

_____P7. Location map *(The map should generally indicate the subject property boundaries and include readily recognized reference points.)*

Section 6: Planned Total Costs and Values

(Fill out for each phase. Attach additional sheets as necessary.)

	<u>Year 1</u>	<u>Year 2</u> <i>(if applicable)</i>	<u>Year 3</u> <i>(if applicable)</i>	<u>Year 4</u> <i>(if applicable)</i>	<u>Total</u>
Acquisition cost					
Estimated private improvement ¹ construction cost					
Estimated public improvement ² construction cost					
Total construction cost					
DCAD value of site <i>(before construction)</i>					
Estimated DCAD appraised value <i>after completion</i>					
Estimated total market value <i>after completion</i>					

Total amount of TIF funding requested³: \$

Attach the following project-related documents:

_____ P8a. Development cost schedule ^{1, 2} *(This schedule should show all planned private and public improvement expenses and all funding sources, including funding requests. Totals in chart above should match attached schedules. See example in Appendix.)*

_____ P8b. TIF funding description³ *(This document should divide the proposed TIF funding request by TIF category. Within each category, describe in some detail all of the proposed TIF funding items in the expense schedule (Item P8a). For example, describe the scope of the utility and site infrastructure work, park space, streetscape work, environmental work, etc . Refer to drawings and/or site plans as necessary.)*

_____ P9a. Five year pro forma *(Show project **funding gap without** TIF funding.)*

_____ P9b. Five year pro forma *(Show project **viability with** TIF funding.)*

_____ P10. Affirmative Fair Housing Marketing Plan *(See Appendix)*

Notes:
¹Private improvements include all construction (and construction-related) expenses on the **private** side of the property line, including building construction, landscape, water and sewer lines, etc.
²Public improvements include all construction (and construction-related) expenses on the **public** side of the property line, including sidewalks, landscaping, street trees, pedestrian lighting, water and sewer, etc.
³TIF funding may, depending on project needs, include both public improvements and other categories of funding, such as affordable housing, parking structures, relocation expenses, grants for high density developments, park construction, environmental remediation, façade restoration, etc. Please consult the Final Plan for your district for individual district categories. The final plans are available on our website at <http://www.dallas-ecodev.org/incentives/tifs-pids/index.htm>.

Section 7: Site Information

(Fill out for each parcel or block of parcels. Attach additional sheets as necessary.)

Is this the <i>main parcel</i> or an <i>additional parcel</i> ?		<input type="checkbox"/> Main parcel	<input type="checkbox"/> Additional parcel
DCAD account number:			
Street address:			
Current use:			
Size of current building(s):			
Acreage:			
Estimated purchase price:			
Does applicant <u>own</u> project site, have an <u>option to purchase</u> , have a <u>contract to purchase</u> , or plan to <u>lease</u> project site?			
If applicant owns:			
Date of purchase:			
Mortgagors:			
Outstanding balance of existing mortgages:			
If applicant has an option to purchase:			
Date option contract signed:			
Date of option expiration:			
If applicant has a contract to purchase:			
Date purchase contract signed:			
Closing date:			
If the applicant will lease the project site:			
Legal name of owner as noted on deed:			
Name of signatory for contract:			
Owner's notification address:			
Attach the following project-related documents: <i>Preliminary review can be conducted prior to submitting these documents. They must be submitted prior to TIF board review.</i>			
_____ P11. Metes and bounds description (from a state Registered Professional Land Surveyor)			
_____ P12. Land ownership documents:			
_____ P12a. Copy of recorded deeds showing ownership of the tract(s) of land involved, stamped with the volume and page.			
_____ P12b. Copy of option and/or purchase contracts for each parcel (if applicable)			
_____ P12c. Copy of mortgage promissory note(s) for each parcel (if applicable)			
_____ P12d. Copy of land lease for each parcel (if applicable)			
_____ P13. Copy of recorded parcel plat(s) locating the tract(s) of land (This should show the nearest street intersection or recorded addition corner and be stamped with the volume and page.)			

Section 8a: Employment and Economic Impact Data

Employment Data. Please provide best estimates for the following:

Number of FTE employees in buildings planned for demolition:		Estimated number of K-12 children <i>displaced</i> as a result of pre-construction demolition:	
Construction employment <i>(Full time equivalents):</i>			
New full time jobs <i>retained</i> in Dallas:		New part time jobs <i>retained</i> in Dallas:	
New full time jobs <i>relocated</i> to Dallas:		New part time jobs <i>relocated</i> to Dallas:	
Existing full time jobs <i>created</i> in Dallas:		Existing part time jobs <i>created</i> in Dallas:	
Number of employees at facility: <i>(currently in Dallas)</i>		Estimated number of K-12 children in families <i>currently</i> in Dallas:	
Number of employees at facility: <i>(relocating to Dallas)</i>		Estimated number of K-12 children in families <i>relocating</i> to Dallas:	
New business personal property: <i>(include furniture, fixtures, machinery, equipment, etc.)</i>		Estimated annual retail sales: <i>(if applicable)</i>	
New business personal property depreciation rate:		Estimated annual hotel occupancy receipts: <i>(if applicable)</i>	
Value of taxable inventory: <i>(if applicable)</i>		Gross annual revenue: <i>(if applicable)</i>	
		Percent of budget to be spent locally: <i>(if applicable)</i>	

Section 8b: Minority and Women Owned Business Enterprise (M/WBE) Participation:

It is the policy of the City of Dallas to involve qualified Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts. The purpose of the BID Plan is to ensure participation of locally owned certified M/WBEs in City procurement and contracting opportunities and to develop the local business base through the award of contracts and purchases to locally owned businesses.

All TIF fund recipients must follow the procedures established by the Business Development and Procurement Services Department to ensure that locally owned, certified M/WBEs are offered an opportunity to bid on City-funded contracts (generally the public improvements portion of TIF projects). In addition, TIF fund recipients are encouraged to provide qualified, local, certified M/WBEs an opportunity to bid on privately-funded development and construction work. More information is available here: http://www.dallascityhall.com/business_development/index.html.

Applicants are encouraged to contact the Business Development and Procurement Services Office directly:

Rosalind Dickerson
Dallas City Hall
1500 Marilla Street, Room 3F North
Dallas, TX 75201
(214) 670-3326

Attach the following project-related documents:

_____ P15. Tangible business personal property schedule *(if applicable)*

Section 9: Applicant Contact Information

Applicant		Secondary Contact:	
Legal name of Applicant:		Company name:	
Signatory name:		Contact Name:	
Title:		Title:	
Street address:		Street address:	
City, state, ZIP		City, state, ZIP	
Office phone:		Office phone:	
Cell phone:		Cell phone:	
Fax:		Fax:	
E-mail address:		E-mail address:	

Addresses for Notification

Applicant (if different from above)		Legal Counsel	
Name:		Name:	
Title:		Title:	
Company name:		Firm name:	
Street address:		Street address:	
City, state, ZIP		City, state, ZIP	
Office phone:		Office phone:	
Cell phone:		Cell phone:	
Fax:		Fax:	
E-mail address:		E-mail address:	

Principals of Applicant Company (if applicable)

Name	Title	Full address	Phone

Attach the following applicant-related documents:

_____A1a. Company resume (One page history of other, similar developments the applicant or its close affiliates have done.)

_____A1b. Qualifications of project staff (One paragraph describing the qualifications of each primary staff member involved with the project.)

Section 10: Company Information (Applicant only)

Is applicant a (circle one): Sole proprietorship partnership corporation

(Please fill out the relevant section, below):

If applicant is a sole proprietorship, complete the following:

Name of sole proprietorship: _____

Date sole proprietorship was established: _____

If applicant is a partnership, complete the following:

Applicant is a (check one): General partnership Limited partnership

Date of partnership agreement: _____

Has applicant done business in the State of Texas: Yes No

If yes, please state date, location, and type of business conducted:

Date: _____ Location: _____ Type of business: _____

List the following for each general or limited partner:

<u>Name</u>	<u>Street Address</u>	<u>City, State, ZIP</u>	<u>Phone</u>

If applicant is a corporation, complete the following:

State of incorporation: _____ Date of incorporation: _____

Is applicant authorized to do business in the State of Texas? Yes No

Applicant is a (check one): publicly held corporation privately held corporation

If publicly held, how and where is stock traded: _____

List the following for each officer and director of the applicant:

<u>Name</u>	<u>Title</u>	<u>Street Address</u>	<u>City, State, ZIP</u>	<u>Phone</u>

Attach the following applicant-related documents based on the form that the applicant company takes:

If applicant is a corporation or is affiliated with a corporation:

_____ A2a. Articles of incorporation

_____ A2b. Certificate to do business in the State of Texas
(issued by the Office of the Secretary of State)

If applicant is a partnership:

_____ A2d. Partnership agreement

If applicant is a sole proprietorship:

_____ A2e. DBA certificate

Section 11: Company Information (Affiliated Companies)

(Fill out for each company affiliated with the applicant)

Is affiliated company a (check one): Sole proprietorship partnership corporation

(Please fill out the relevant section, below):

If company is a sole proprietorship, complete the following:

Name of sole proprietorship: _____

Date sole proprietorship was established: _____

If company is a partnership, complete the following:

Applicant is a (check one): General partnership Limited partnership

Date of partnership agreement: _____

Has applicant done business in the State of Texas: Yes No

If yes, please state date, location, and type of business conducted:

Date: _____ Location: _____ Type of business: _____

List the following for each general or limited partner:

<u>Name</u>	<u>Street Address</u>	<u>City, State, ZIP</u>	<u>Phone</u>

If company is a corporation, complete the following:

State of incorporation: _____

Date of incorporation: _____

Is affiliated company authorized to do business in the State of Texas? Yes No

Applicant is a (circle one): publicly held corporation privately held corporation

If publicly held, how and where is stock traded: _____

List the following for each officer and director of the applicant:

<u>Name</u>	<u>Title</u>	<u>Street Address</u>	<u>City, State, ZIP</u>	<u>Phone</u>

Attach the following affiliated company-related documents based on the form that the affiliated company takes:

If affiliate is a corporation or is affiliated with a corporation:

_____ A3a. Articles of incorporation

_____ A3b. Certificate to do business in the State of Texas *(issued by the Office of the Secretary of State)*

If affiliate is a partnership:

_____ A3d. Partnership agreement

If affiliate is a sole proprietorship:

_____ A3e. DBA certificate

Section 12: Financial Information

The Applicant, owner-corporations of Applicant, and any person or business entity guaranteeing the performance of the Applicant must attach a complete report, prepared in accordance with generally accepted accounting practices, reflecting current financial condition. The report must include audited balance sheets and audited annual income statements for each of the two most recent years. Note: if Financial Statements are **unaudited**, submit last two years' Federal Income Tax Returns). (*Attach reports as documents A4a through A4c.*)

Has any surety or bonding company ever been required to perform upon applicant's (or affiliate's) default? (<i>If yes, attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has applicant (or affiliate) ever been declared bankrupt? (<i>If yes, state date, court jurisdiction, under which bankruptcy chapter, amount of liabilities, and amount of assets.</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has applicant (or affiliate) been involved in prior or pending litigation, liens, or claims against the applicant, as they pertain to applicant's experience with the development of real estate? <i>Provide on attached sheets detailed information regarding ALL prior or pending litigation, liens, or claims against the Applicant, as they pertain to Applicant's experience with the development of real estate.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the applicant (and affiliate) current on all payment of taxes (i.e., City, County, School, payroll, sales, etc.?) (<i>If not, please explain on attached sheets.</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Federal Tax ID Number/EIN (<i>applicant</i>):		Location of IRS Center where Federal Income Tax returns filed:	
Applicant's City of Dallas Vendor number: (<i>all TIF funding recipients must register as a Vendor with the City of Dallas</i>)			

Attach the following applicant-related documents:

A4. Financial statements (submit BOTH A4a and A4b OR submit A4c only):

_____ A4a. Audited balance sheets (2 years)
_____ A4b. Annual income statements (2 years)
OR _____ A4c. Federal income tax return (2 years)
_____ A5. Surety or bonding information (if applicable)
_____ A6. Bankruptcy information (if applicable)
_____ A7. Prior/pending litigation information (if applicable)
_____ A8. Tax payment information (if applicable)
_____ A9. W-9 (please fill out and attach a W-9 form)

Section 13: Assurance Regarding Conflicts of Interest or Gifts to Public Servants

Conflict of Interest:

Dallas City Code states that "each elected or appointed official should take no actions that could benefit the official personally at the unwarranted expense of the city, avoiding even the appearance of a conflict of interest, and to exercise prudence and good judgment at all times." Accordingly, Dallas employees and officials recuse themselves from any action that could be considered a conflict of interest. If you know of any city officials or employees who may have a conflict of interest on this project, please list the name, City position held, and a description of the conflict for each person.

Name	City Position Held	Description of Conflict

To the best of my knowledge, other than the people listed above, no City of Dallas Council member, no member of a City board of commission, nor any City employee would have any financial interest, direct or indirect, in any assistance which may be provided to the Applicant or its affiliates for the project described herein.

Signature:		Date:	
Name:			
Title:			
Name of company:			
Street address:			
City, State, ZIP code:			
Phone number:			

Gifts to Public Servants:

I understand that the City may immediately terminate any contract to provide assistance for the project described herein if the Applicant has offered, conferred or agreed to confer any benefit upon a City employee or official, that the City employee or official is prohibited by law from accepting. A "benefit" is understood to mean anything reasonably regarded as economic gain or economic advantage, including benefit to any other person in whose welfare the beneficiary is interested.

Signature:		Date:	
Name:			
Title:			
Name of company:			
Street address:			
City, State, ZIP code:			
Phone number:			

Section 14 –Application Process and Appendix

Application Process and Background Information

Tax Increment Financing Background:

Tax increment financing is a mechanism to finance new public improvements in a designated area in order to stimulate new private investment and increase real estate value. A portion of the tax increment generated by the new investment is paid into a special district fund and then used to finance TIF projects.

TIF Project Process:

- Pre-application meeting is held to discuss the TIF application and review process.
- Applicant submits a full TIF funding application.
- Staff reviews application and requests additional information when necessary.
- Staff prepares a formal terms sheet outlining an offer of potential TIF incentives subject to Council approval.
- Final terms are negotiated between staff and the developer.
- Developer signs terms sheet.
- Project goes before the appropriate TIF Board (and TIF committees, if applicable). If the TIF Board approves the project, the Board directs staff to negotiate a development agreement and forward recommendation to City Council. (If the TIF Board does not approve the project, the Board will often make suggestions for an amended application.)
- Based on the terms sheet, Office of Economic Development staff work with the City Attorney's office on a development agreement (and applicant has an opportunity to review before execution). The development agreement outlines the amount of private investment, public improvements required, repayment terms and any special provisions required. (Please note: All staff recommendations and negotiated terms in no way commit the city to funding a particular project. The final decision rests with Council.)
- City Council considers authorization of the development agreement and intent to dedicate TIF funds to repay the developer for TIF improvements. If City Council approves, City and developer execute the development agreement.
- The developer has two options for bidding and constructing public improvements. The developer can utilize the public bid process or can privately bid the construction of the public improvements. Both methods are subject to the City's requirements for M/WBE participation goals.
- Developer follows all agreed upon terms to complete all private improvements and public improvements and to fund and execute an operating and maintenance agreement for all public improvements.
- TIF payments for projects are made on an annual basis subject to disbursement priorities for each TIF district and subject to TIF funding availability. TIF-eligible expenses will only be repaid if TIF increment is available and all other conditions of the agreement are met.

TIF Eligible Expenses:

TIF eligible expenses vary by district, but some examples are below:

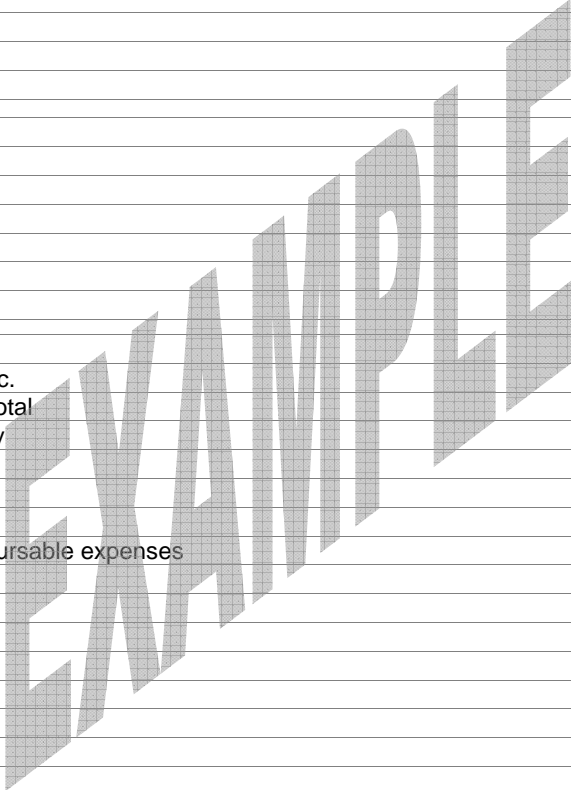
- Water & sewer improvements
- Storm drainage
- Paving
- Streetscape (including wide sidewalks, trees, pedestrian lighting, etc. in the public right of way or easements)
- Park and open space improvements
- Overhead utility burial
- Environmental remediation (including demolition related to environmental remediation)
- Historic façade improvements

Please ask your assigned TIF analyst for a list of TIF eligible expenses for your district.

P8a. Example Expense Schedule

(Please add or adjust line items as necessary. Produce one schedule for each phase or portion of the project.)

Private Costs	Amount
Land/Building:	
Land Cost (Acquisition)	
Other Cost (specify)	
Less Pad/Land Sales	
Total Land Acquisition	\$
Hard Costs:	
Site work	
Building construction costs	
Garage construction costs	
Hard cost contingency	
Other hard costs (specify)	
Total Hard (total construction)	\$
Soft Costs:	
Marketing expenses, advertising, etc.	\$
Architects/Engineers/Consultants Total	\$
Appraisal, market study, & feasibility	
Legal & Accounting	\$
Loan expenses	\$
Title & Closing Costs	
Consulting/Developer Fee & Reimbursable expenses	\$
Environmental/Soils	\$
Property Taxes	\$
Security	\$
Surveys	\$
Other soft costs (specify)	\$
Soft cost contingency	\$
Total Soft Costs	\$
Public Costs	
Environmental/Demo	
Environmental Site Assessment	\$
Engineering	\$
Other environmental/demo (specify)	\$
Total Environmental/Demo	\$
Streetscape/utilities:	
Sidewalks	\$
Landscaping	\$
Utilities	\$
Lighting	\$
Architectural/Engineering:	\$
Other:	\$
Total Streetscape	\$
Other:	
Façade restoration	\$
Park/plaza construction	\$
Other (describe)	
Total Other	\$
Total Development Costs (private plus public)	\$



P8a (continued)Sources	
<u>Incentives Requested</u>	
TIF incentives	\$
Public infrastructure	\$
Environmental expense	\$
Affordable housing	\$
Parks and open space	\$
Total TIF incentives requested	
Historic tax credits (if any)	\$
Other grants (if any)	\$
Total incentives requested	\$
<u>Funding Sources</u>	
Equity	\$
Construction loan	\$
Mezzanine loan	\$
Other funding	\$
Public incentives (from list above)	\$
Total development funding (total sources)	\$
<u>Analysis:</u>	
TIF as % of total costs	%
Total cost per square foot (all costs)	\$
Hard construction only per square foot	\$

Exhibit ____
Certification Regarding the Employment of Undocumented Workers

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) The business receiving any public subsidies provided pursuant to this agreement, or a branch, division, or department of the business, does not and will not knowingly employ undocumented workers. For purposes of this Certification, “Public Subsidies” means grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, fee waivers or rebates, land price subsidies, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, matching funds, tax refunds, tax rebates, or tax abatements. For purposes of this Certification, “Undocumented worker” means an individual who, at the time of employment, is not:

- (A) lawfully admitted for permanent residence to the United State; or
- (B) authorized under law to be employed in that manner in the United States.

(2) If, after receiving the Public Subsidies provided herein, the business entity or a branch, division, or department of the business, is convicted of a violation under 8 U.S.C. Section 1324a(f), the business shall repay the amount of the Public Subsidy with interest, at the rate and according to the terms provided by this agreement under V.T.C.A. Government Code § 2264.053 (Vernon 2007), not later than the 120th day after the date the City notifies the business of the violation.

This certification is a material representation of fact upon which reliance was placed when this agreement was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by V.T.C.A. Government Code § 2264 (Vernon 2007).

DEVELOPER:

[Developer name]

By: _____
[Person’s name], [title]

CITY OF DALLAS

AFFIRMATIVE FAIR HOUSING MARKETING PLAN



**COMPLETE FORM AND SUBMIT TO:
FAIR HOUSING OFFICE**

**CITY HALL • 1500 MARILLA ST., RM 1BN • DALLAS, TEXAS 75201
Ph. (214) 670-3247 • Fax (214) 670-0665**

1. INTRODUCTION

The Affirmative Fair Housing Marketing Program requires that each City Assisted Housing Provider carry out an affirmative program to attract prospective buyers or tenants of all minority and non-minority groups to the housing that the applicant is providing. These groups include Whites (Non-Hispanic) and members of minority groups: African-American, Hispanics and others in the Dallas, Texas area who may be subject to housing discrimination on the basis of race, color, religion, sex, national origin, handicap or familial status.

2. APPLICATION AND PROJECT IDENTIFICATION

A. APPLICANTS:	B. PROJECT OR APPLICATION NUMBER
NAME:	NUMBER OF UNITS AVAILABLE: _____
ADDRESS (include city, state and zip code):	NUMBER OF UNITS LEASED OR SOLD: _____
TELEPHONE NUMBER:	PRICE OR RENTAL RANGE OF UNITS: FROM \$_____ TO: \$_____
C. PROJECT NAME:	D. FOR MULTIFAMILY HOUSING ONLY: <input type="checkbox"/> ELDERLY <input type="checkbox"/> NON-ELDERLY
PROJECT ADDRESS:	E. APPROXIMATE STARTING DATE: ADVERTISING: _____ OCCUPANCY: _____
	F. NAME OF MANAGING AGENT:
CENSUS TRACT: _____	ADDRESS (include city, state and zip code):

3. TYPE OF AFFIRMATIVE MARKETING PLAN

- Project Plan Annual Plan (For single family scattered site units)
NOTE: a separate Annual Plan must be developed for each type of census tract in which the house is to be built.
 Minority Area White (non-minority area) Mixed Area (with _____% minority residents)

4. DIRECTION OF MARKETING ACTIVITY

Indicate below which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts.

White African-American Hispanic Other

5. MARKETING PROGRAM

A. COMMERCIAL MEDIA

Check the media to be used to advertise the availability of the housing.

Newspaper(s)/Publication(s) Radio TV Billboard(s) Other (Specify)_____

NAME OF NEWSPAPER RADIO OR TV STATION (1)	RACIAL/ETHNIC IDENTIFICATION OF READERS/AUDIENCE (2)	SIZE/DURATION OF ADVERTISING (3)

B. BROCHURES, SIGNS AND HUD'S FAIR HOUSING POSTER

(1) Will brochures, leaflets or handouts be used to advertise? Yes No If yes, attach a copy or submit when available. (2) For project site sign; indicate sign size _____ x _____; Logotype size _____ x _____. Attach a photograph or project sign or submit when available. (3) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the Sales/Rental Office(s); Real Estate Office(s); Model Units; Other _____

C. COMMUNITY CONTACTS

To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organization listed below that are located in the housing market area or SMSA. If more space is need attach an additional sheet. Notify FHO of any changes in this list. Attach a copy of correspondence to be mailed to these group/organizations. (Provide all requested information)

NAME OF GROUP/ ORGANIZATION (1)	RACIAL/ETHNIC IDENTIFICATION (2)	APPROXIMATE DATE OF CONTACT PROPOSED CONTACT (3)	PERSON CONTACTED OR TO BE CONTACTED (4)
ADDRESS AND TELEPHONE NUMBER (5)	METHOD OF CONTACTS (6)	INDICATE THE SPECIFIC FUNCTION GROUP/ORGANIZATION WILL UNDERTAKE IN IMPLEMENTING THE MARKETING PROGRAM (7)	

6. FUTURE MARKETING ACTIVITIES (Rental Units Only)

Check the block(s) that best describe future marketing activities to fill vacancies as they occur after the project has been initially occupied.

- Newspapers/Publications Radio TV
 Brochures/Leaflets/Handouts Site Signs Others (Specify)

D. OCCUPANCY GOALS

	GOALS			CURRENT STATUS	
Race/Ethnic Origin:	African-American	_____ %		Race/Ethnic Origin:	African-American _____ %
	Hispanic	_____ %			Hispanic _____ %
	White	_____ %			White _____ %
	Other	_____ %			Other _____ %

7. EXPERIENCE AND STAFF INSTRUCTIONS (Attach description on separate sheet)

- A. Indicate any experience in marketing housing to the group(s) identified as least likely to apply Yes No
 B. Indicate training to be provided to staff on federal, state and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.

8. ADDITIONAL CONSIDERATIONS:

--

9. By signing this form, the applicant agrees, after appropriate consultation with FHO, to change any part of the plan covering a multifamily project to assure continued compliance with the City of Dallas Affirmative Fair Housing Marketing Program.

FOR FHO'S USE ONLY		SIGNATURE OF PERSON SUBMITTING PLAN
APPROVAL BY:	DISAPPROVAL BY:	
SIGNATURE:	SIGNATURE:	NAME (Type or print):
NAME (Type or print):	NAME (Type or print):	TITLE:
TITLE:	TITLE:	COMPANY:
DATE:	DATE:	DATE: