

Memorandum



DATE June 21, 2019

CITY OF DALLAS

TO Honorable Mayor and Members of the City Council

SUBJECT **Additional Information on Staff Costs Associated with Processing Applications for Support or No objection for Low Income Housing Tax Credits**

As requested on June 5, 2019, in response to the briefing describing changes to the Comprehensive Housing Policy for Low Income Housing Tax Credits (LIHTC), City Council requested additional information on staff costs associated with processing requests for support or no objection from applicants pursuing LIHTC for new development or renovation projects. Following is a chart of staff costs organized by responsibilities and per hour cost associated with processing the applications.

Activity Performed Per Application	Project Manager's Time		Executive's Time		Total
	Hrs.	Est. Cost	Hrs.	Est. Cost	
Average per hour charge	\$30.77 x 2		\$66.35		
Draft Request for Applications (RFA)	6.5	\$400.00	6.5	\$431.27	\$831.27
Post RFA	5	\$307.70	1	66.35	\$374.05
Review Proposal	12	\$738.48	4	265.4	\$1,003.88
Draft AIS & Resolution			5.5	\$364.92	\$364.92
Draft Briefing to Committee			5.5	\$364.92	\$364.92
Draft Letters to Texas Department of Housing and Community Affairs (TDHCA)	1	\$61.54			\$61.54
Totals for Staff & Grand Total	24.5	\$1,507.72	22.5	\$1,493	\$3,000.58

The review process is currently administered with involvement of two project managers and one executive. The City typically receives five to seven applications annually for 4% and 9% tax credits. Based on the calculations above, reviewing LIHTC applications is

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estimated to cost the City between \$15,000 and \$21,000. This estimate does not include a breakout of fixed costs associated facilities and overhead.

For additional details please contact David Noguera, Director Housing and Neighborhood Revitalization by email at David.noguera@dallascityhall.com or by phone at 214-670-3619.



Michael Mendoza

Chief of Economic Development and Neighborhood Services

C:

T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
M. Elizabeth Reich, Chief Financial Officer
Laila Alequresh, Chief Innovation Officer
Liz Cedillo-Pereira, Chief of Equity and Inclusion
Directors and Assistant Directors