

CITY OF CHARLOTTESVILLE

"A World Class City"

Department of Neighborhood Development Services

City Hall Post Office Box 911
Charlottesville, Virginia 22902
Telephone 434-970-3182
Fax 434-970-3359

www.charlottesville.org



NOTICE TO ALL INTERESTED PARTIES

October 5, 2011

The City has recently adopted a policy regarding City support for the VHDA Low Income Housing Tax Credit (LIHTC) program. Specifically, the City will now require all individuals, business groups and other organizations who are seeking Virginia Housing and Development Authority (VHDA) approval of housing tax credits to submit information about their proposal to the Department of Neighborhood Development Services (NDS) no later than December 1st of each year.

The purpose of this submittal is to ensure timely review of proposed LIHTC applications (as required by VHDA) by the Charlottesville Housing Advisory Committee (HAC) to ensure City Council action on requested support and financial assistance (if applicable) by the first meeting in March of the upcoming year.

Information regarding LIHTC proposals should be submitted to the City's Housing Development Specialist in NDS and should include the following information at a minimum:

1. Name of individual(s), business or other organization requesting City review, along with the address, phone number, e-mail address, and contact person name.
2. Proposed project costs showing sources and uses, along with amount (if any) being requested from the City.
3. Address and map showing proposed location of the project to be submitted to VHDA, with sufficient detail to determine what property will be utilized / impacted.
4. Description of the proposed project to include number of units to be constructed, various income levels of target rental households, on-site amenities to be offered, type of construction materials to be used, and basic description of why the project is important in this location and what the City would gain by supporting the request.
5. Any other information considered to be relevant to allow the City to review the request and make a determination of 1) non-support / objection, 2) no objection, 3) general support, or 4) support with pledge of financial assistance.

All information should be submitted to the City of Charlottesville Housing Development Specialist located at 610 East Market Street; Charlottesville, VA 22902. Information can be hand delivered or mailed to P.O. Box 911; Charlottesville, VA 22902. Questions should be directed to Ms. Kathy McHugh at 434-970-3315 or via e-mail to mchughs@charlottesville.org.