



Tax Credit Allocation Committee

ATTACHMENT 12 Construction and Design Description Regulation 10322(h)(11)

This attachment should be a detailed narrative description of the proposed project's construction and design including how the design will serve the targeted population.

Include basic information about the project:

- number of buildings, stories per building, units per building, any elevator access
- building construction, foundation, and exterior type(s)
- building area uses (residential, community/common, commercial)
- housing type and how the design will serve the targeted population
- number of units and bedroom types, accessibility features
- number and size of manager unit(s) and market rate units
- description of any plans for employing desk or security staff in lieu of manager units
- if market rate project is built concurrent with the proposed project, provide a brief description of the market rate development
- if proposing a project to include senior housing in combination with non-senior housing, provide a third party legal opinion stating that the project complies with fair housing law
- parking (number of spaces, carports, accessibility)
- site amenities (examples: community and common areas, laundry, gated access, security, recreational areas, pool, community garden, etc.)
- sustainable and green building elements
- multi-phase projects should provide information about other phase sites (previously built or proposed) and any shared areas, services, management, etc. These may require prior approval by TCAC.
- summary of any planned parcel subdivisions or parcel merging, if not described elsewhere in the application
- description of any existing structures
- Rehabilitation projects should also include:
 - history of previous retrofits or renovations, overall physical condition of the building(s)

Site mitigation requirements and complex or costly structural or site/topographical requirements should be included in the description of unique features.

The narrative must also include an explanation of any required demolition and off-site improvements, as well as a detailed construction breakdown of these expenses. Off-site improvement costs must be separated out into the following categories:

- (1) General off-site costs (off-sites that do not immediately border the project site)
- (2) Project-specific off-site costs (off-sites that immediately border the project site)
 - A) Off-site costs meeting the requirements under TCAC Regulation Section 10325(c)(9) as public contributions of off-site costs.
 - B) Other off-site costs that do not meet the requirements under TCAC Regulation Section 10325(c)(9) as public contributions of off-site costs.

Within each category, provide a list of off-sites and their individual costs. Specific costs must be listed out to total the subtotals for each category. Each cost should also be identified as being included or excluded from eligible basis and whether or not they meet the public contributions of off-site cost requirements of TCAC Regulation Section 10325(c)(9). The grand total of the costs and basis must be consistent with the total amount shown in the Sources and Uses Budget.