
INSTRUCTIONS FOR REQUESTING

GICH Letter of Support

2024 Funding Cycle for LIHTC



City of Thomasville
Planning Department
229.227.7001

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Letter to Applicants

Wednesday, February 21, 2024

To whom it may concern:

The City of Thomasville and the local Georgia Initiative for Community Housing (GICH) Committee have observed increased interest in our community from parties hoping to secure funding through the Low-Income Housing Tax Credit (LIHTC) program administered through the Georgia Department of Community Affairs (DCA).

The City of Thomasville and GICH Committee recognize that the right LIHTC development can be a transformative catalyst for affordable housing initiatives and neighborhood revitalization in our community. While we welcome and encourage quality development in Thomasville, we want the next LIHTC development in our community to intentionally advance locally driven plans and priorities.

As a certified alumni GICH community, we are afforded a unique opportunity to endorse one LIHTC application each funding cycle. Should they so elect, the Thomasville GICH Committee (with agreement from the City of Thomasville Mayor and Council) may provide a letter of support endorsing one project within the city limits. The letter of support earns additional points for the applicant's submission to DCA as prescribed in the annual Qualified Allocation Plan (QAP). Under no circumstances shall more than one letter of support be issued per funding cycle.

Requests for the annual GICH Letter of Support shall be submitted to the City of Thomasville Planning Department and shall include:

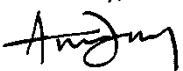
- Project Narrative
- Developer Experience
- Impact Statements
- Project Design Details

Detailed submittal requirements, review timelines, and scoring criteria are attached to provide clear guidelines for developers who would like to be considered for the Thomasville GICH Letter of Support.

In order to thoroughly review all proposals, the City of Thomasville and GICH Committee request that proposals be submitted no later than **5:00pm on Friday, March 15, 2024**. The Thomasville GICH Committee and City of Thomasville Planning Department will evaluate each submittal based on all applicable criteria included in the attached scoring rubrics.

Any questions should be directed to the Thomasville GICH Committee Primary Contact, Anna Day at (229) 227-4008 or anna.day@thomasville.org.

Sincerely,



Anna Day
Community Planner, City of Thomasville
Primary Contact, Thomasville GICH Committee

Submittal Requirements

The City of Thomasville established the following minimum submittal requirements for applicants seeking the GICH letter of support for their LIHTC proposal to DCA:

Project Narrative

- Include the project name and location (street address & tax parcel ID number), identify the applicant(s) and a primary point of contact, and provide a list of all requested letters from local stakeholders
- Include a detailed description of project (i.e., unit mix/numbers, building types, land use, etc.) and an outline of proposed project components and approach (i.e., timeline, zoning changes, compliance, etc.).
- Specify if the project site is located within a National Register and/or locally designated historic district, urban redevelopment areas, or other special districts or planning areas.
- Describe the need for affordable housing in the area of your proposed site and the target population to be served.

Developer Experience

- Provide an overview of the project team and core partners, including an organizational chart, funding resources, investors, and the like.
- Describe the team's experience managing LIHTC projects and provide examples of past LIHTC projects (or other affordable housing projects) with corresponding references.
- Specify how your prior development experience relates to the proposed project site in Thomasville (i.e., projects that were located within a historic district or URA, included adaptive reuse, etc.).
- Please list any LIHTC projects you've completed in Thomasville, other GICH communities, or Georgia and corresponding references.

Impact Statements

- Describe how your LIHTC proposal is consistent with local affordable housing priorities and needs. Relevant local plans and assessments include the local GICH Work Plan and Thomasville Blueprint 2028 Comprehensive Plan. Please indicate if your project is proposed within any special districts or planning areas and describe how your proposal aligns with their respective goals.
- Provide a Community Engagement Plan describing how you will obtain citizen input from residents affected by your proposed LIHTC project (relevant groups may include: current residents in proposed site of development/redevelopment, residents of surrounding neighborhoods, the Thomasville City School district, community organizations, and other local stakeholders).
- Describe your local partnerships and involvement within Thomasville and be sure to specify any agencies or organizations that are represented on the GICH Committee. Please submit copies of any formal agreements with Thomasville affordable housing stakeholders or other local entities.

Project Design Details

- Provide your proposed conceptual plan or site plan.
- Please include proposed architectural, landscape, and/or streetscape renderings.

Review Timeline

DCA's Annual LIHTC Application Cycle

JULY – OCTOBER

DCA listening sessions

OCTOBER

draft QAP released by DCA

FEBRUARY

final QAP issued

MAY/JUNE

LIHTC applications due to DCA

NOVEMBER/DECEMBER

awards announced

Review Cycle for GICH Letter of Support

FEBRUARY

update & upload application packet to city website

MARCH

developers' submittals due to planning department;
review team reviews and scores proposals

APRIL

developer presentations to GICH and community;
review team determines final recommendation

MAY

if project is appropriate, issue letter of support;
notify developers of submittal status

Key Dates for Applicants

March 15 | Request for GICH Letter Due

Proposals shall be submitted to the City of Thomasville Planning Department no later than 5:00pm on Friday, March 15, 2024. An email confirming receipt of the submittal shall be sent to the contact person provided by the applicant.

April 17 | Project Presentations

After proposals are scored by the review team, developers with a score of 100 or above¹ will be invited to present information on the proposed development and answer questions from the GICH Committee and public.

April 22 | Final Recommendation

Final recommendations will be brought before City Council by the Planning Department (on behalf of the GICH Committee) with a request for Council to formally support GICH's selection and project endorsement.

April 25 | Letter of Support Issued

If one project is determined to be a desirable development, the GICH Committee's letter of support² and the City's letter agreeing to the issuance of the GICH letter will be provided to the preferred developer. All other applicants will receive an email informing them of their status.

May 17 | Final Application to DCA Due³

¹ Total possible score of 150 points; please see scoring criteria for more details.

² The letter of support shall be executed (signed) by the GICH community's primary or secondary contact on record with the University of Georgia Housing and Demographic Research Center as of the date provided in the annual QAP.

³ DCA reserves the right to extend the deadline under extenuating circumstances.

Scoring Criteria

It is important to the City of Thomasville that LIHTC development in our community is of the highest standard. Proposals that are designed to preserve and enhance existing neighborhoods, while demonstrating consistency with the City’s existing housing goals and policies, are highly desired.

The GICH Committee will use a “Substantive Criteria” to review each application, and staff from the Planning Department will use a “Design Criteria” to review each application. Points will be allocated as outlined below and detailed in the corresponding scoring rubrics.

The combined scores will determine which applicants will be invited to present their proposal before the final determination is made as to which project will receive the GICH Letter of Support. A minimum score of 100 points is required to be considered for the GICH Letter of Support.

Substantive Criteria	Points	% of 150
Consistency with Housing Goals	20	13%
History & Management Experience	20	13%
Local Partnerships	10	7%
Community Engagement	10	7%
Overall Desirability & Need	20	13%
Economic & Sociologic Impact	20	13%
Total Substantive Points	100	67%

Design Criteria	Points	% of 150
Site Selection & Location	5	3%
Housing Choice & Inclusivity	5	3%
Accessible Mixed-Uses	5	3%
Civic, Green, and Recreation Spaces	5	3%
Connectivity	10	7%
Streetscape	10	7%
Architectural Aesthetic	10	7%
Total Design Points	50	33%

Total Substantive Points	100	67%
Total Design Points	50	33%
Overall Total Possible Points	150	100%



Substantive Criteria

Scoring Rubric for Letter of Support

Primary Applicant/Organization:

Contact Person:

Name of Reviewer:

Date Reviewed:

Consistency with Local Priorities

Scale	Scoring Criteria	Score
20	The proposal is consistent with local affordable housing priorities and needs as described in the GICH Work Plan and the Blueprint 2028 Comprehensive Plan. The proposal also demonstrates consistency with relevant special districts and planning areas.	
10	The proposal is consistent with some local affordable housing priorities and needs and cites some relevant special districts and planning areas.	
0	The proposal is not consistent with local affordable housing priorities and needs and cites no relevant special districts or planning areas.	
Score for "Consistency with Local Priorities"		____/20

Comments:

History and Management Experience

Scale	Scoring Criteria	Score
20	Applicant has 10 or more years successfully managing LIHTC-funded projects and demonstrated success managing LIHTC-funded projects in Georgia.	
15	Applicant has 1 to 9 years of experience successfully managing LIHTC-funded projects and demonstrated success managing LIHTC-funded projects in Georgia.	
10	Applicant has 1 to 9 years of experience successfully managing LIHTC-funded projects and demonstrated success managing LIHTC-funded projects, but not in Georgia.	
0	Applicant has no experience managing LIHTC-funded projects.	
Score for "History and Management Experience"		____/20

Comments:

Local Partnerships		
Scale	Scoring Criteria	Score
10	Applicant has formal partnerships and involvement with affordable housing stakeholders in Thomasville. Applicant submitted evidence of formal partnerships and engagement.	
5	Applicant has partnerships and involvement with affordable housing stakeholders, but has no formal agreement describing partnerships.	
0	Applicant has no local partnerships.	
Score for "Local Partnerships"		____/10
Comments:		
Community Engagement		
Scale	Scoring Criteria	Score
10	Applicant's Community Engagement Plan is thorough, identifies important and relevant stakeholders, utilizes best practices in community engagement, and has a reasonable timeline of completion.	
5	Applicant's Community Engagement Plan identifies some relevant stakeholders, outlines some methods of community engagement, and has a reasonable timeline of completion.	
0	Applicant's Community Engagement Plan lacks detail, has an unreasonable timeline, outlines ineffective methods of community engagement, or was not submitted.	
Score for "Community Engagement"		____/10
Comments:		
Overall Desirability and Need		
Scale	Scoring Criteria	Score
20	Proposed project site is located in a high priority investment area and the applicant demonstrates how the development serves a specific constituency of the community that needs affordable housing options.	
10	Proposed project site is not in a high priority investment area, but documentation demonstrates a lack of affordable housing stock and market demand for more options.	
0	Inadequate to no documentation was provided to justify location site or establish need.	
Score for "Overall Desirability and Need"		____/20
Comments:		

Economic and Sociological Impact		
Scale	Scoring Criteria	Score
20	Overwhelmingly positive effect on the community at large with little or no potential negative impact resulting from the development.	
15	Positive effect on community at large with a mild chance of negative impacts resulting from the development.	
10	Positive effect on the community with a greater chance of negative impacts resulting from the development.	
5	The likelihood of positive effects of the development only slightly outweighs potential negative impacts.	
0	Negative impacts outweigh positive impacts.	
Score for "Overall Desirability and Location"		<u> </u> /20
Comments:		
Total Substantive Criteria Score		
<u> </u> /100 points		
Comments:		



Design Criteria

Scoring Rubric for GICH Letter of Support

Primary Applicant/Organization:

Contact Person:

Name of Reviewer:

Date Reviewed:

Site Selection and Location

Points	Scoring Criteria (Select One)	Score
5	Retrofit Development. Adaptive reuse of previously developed site where a new development pattern could better serve the surrounding communities and city as a whole.	
4	Neighborhood Infill / Urban. This includes infill on land that is thoroughly integrated within an existing neighborhood. Such development uses existing streets, water and sewer, nearby schools, and other infrastructure.	
3	Greenfield Development / Urban. This includes development on vacant lands within an urban area of the city. Such development is designed to be integrated within, and possibly uplift the surrounding neighborhood. While most of the infrastructure is new, the community is surrounded by existing streets, water and sewer service, nearby schools, and other services.	
2	Greenfield Development / Suburban. This includes development on previously vacant lands in suburban areas. Such areas are surrounded by large transportation corridors comprised of auto-centric development. The neighborhood may or may not be integrated with the surrounding community. As a result, pedestrian activity in and around these developments is severely hampered.	
1	Development in sensitive and critical lands. Floodplains, unstable slopes and soils, wetlands, wildlife corridors and natural habitats.	
Total "Location" Points		____/5

Comments:

Housing Choice and Inclusivity

Points	Scoring Criteria	Score
0 - 4	Without crossing a major thoroughfare, and within walking distance (1/4 mile) of the center of the project (using existing streets, sidewalks, or paths), one will find:	

	<ul style="list-style-type: none"> detached single family detached two-family (duplex) townhouse or rowhouse other multifamily with interior entrances other multifamily with exterior entrances live / work accessory dwelling units <p>One of the above = 1 point Two of the above = 2 points Three of the above = 3 points Four or more of the above = 4 points</p>	
1	The proposed development introduces a new housing type and increases variety of housing options in the area	
Total "Housing Choice & Inclusiveness" Points		____/5
Comments:		
Accessible Mixed-Use (Non-Residential)		
Points	Scoring Criteria	Score
0-4	<p>Without crossing a major thoroughfare, and within walking distance (1/4 mile) of the center of the project (using existing streets, sidewalks, or paths), one will find:</p> <ul style="list-style-type: none"> Retail and Service (convenience, grocery, pharmacy, hardware, gas, department stores, specialty, dry cleaner, etc.) Restaurants Entertainment (movies, theaters, music and performance venues, etc.) Educational facilities (childcare, schools, colleges, universities) Private clubs (not open to the public) and their associated recreational facilities Religious (churches, cemeteries, etc.) Civic buildings (post office, library, museum, community center, etc.) Offices (not counting home-based) Medical (hospital, clinic, private offices) <p>One or two of the above categories = 1 point Three or four of the above categories = 2 points Five or six of the above categories = 3 points Seven or more of the above categories = 4 points</p>	
1	The proposed development includes at least one non-residential use that provides commercial, civic, institutional and/or other activities and services	
Total "Accessible Mixed-Use" Points		____/5
Comments:		

Civic, Green, & Recreation Spaces		
Points	Scoring Criteria	Score
0-4	<p>Without crossing a major thoroughfare, and within walking distance (1/4 mile) of the center of the project (using existing streets, sidewalks, or paths), one will find:</p> <ul style="list-style-type: none"> • Pocket Park or Garden • Plaza • Square • Green • Community Park • Regional Park or Sports Complex • Greenway / trail • Playgrounds or Small Sports Fields • Other publicly accessible recreational and open spaces <p>One of the above = 1 point Two of the above = 2 points Three of the above = 3 points Four or more of the above = 4 points</p>	
1	The proposed development incorporates civic, green, and/or recreational space that is accessible to the surrounding community	
Total "Civic, Green, & Recreation Spaces" Points		____/5
Comments:		
Connectivity		
Points	Scoring Criteria	Score
2	The proposed project supports increased connectivity to the community as a whole	
2	The project fits within the existing street network without needing significant new construction	
2	The project increases connectivity options for pedestrians and bicyclists	
2	The development appears to be inclusive to the larger community instead of exclusive	
2	The project is located within ¼ mile of existing personal services and activities	
Total "Connectivity" Points		____/10
Comments:		

Streetscape		
Scale	Scoring Criteria	Score
2	The proposed streetscape elements effectively fit into the existing network	
2	The project's block and street pattern conform with the surrounding neighborhood	
2	Sidewalks are present and continuous along all public frontages and sidewalks connect with existing streets and pathways	
2	On-street and private parking are addressed effectively in a manner than maximizes pedestrianism	
2	The continuity of built-out frontages is appropriate given the surroundings	
Total "Streetscape" Points		____/10
Comments:		
Architectural Aesthetic		
Points	Scoring Criteria	Score
1-4	The architecture displays contextual harmony with historical, vernacular design, and building practices <i>Excellent = 4 points, Good = 3 points, Needs Improvement = 2 point, Lacking = 1 points</i>	
1	The architecture of the project matches the surrounding community	
1	The building elements, scale, massing, and proportions are appropriate for the area	
1	The proposed density is appropriate for the surrounding area and potentially increased traffic effects are reasonable	
1	The developer is using high-quality, durable building materials	
1	The proposal includes adaptive reuse or preservation of existing building(s)	
1	The proposed development architecturally pleasing	
Total "Architectural Aesthetic" Points		____/10
Comments:		
Total Design Criteria Score		
____/50 points		
Comments:		