



To Whom It May Concern:

Over the last several years, the City of Warner Robins has seen significant interest from developers hoping to receive Federal Low-Income Housing Tax Credit Program funding. Project proposals and applications for these projects are submitted to the Georgia Department of Community Affairs (DCA) for consideration.

Applicants are judged using a highly competitive, point-based scoring system developed by DCA. Final applications to DCA are due **May 19, 2023**. Project criteria and funding decision authority are determined at the State level. Nevertheless, as a GICH community, the City of Warner Robins can provide input to DCA on proposed projects that would be located within the City limits.

DCA's funding award decisions are made on a point-based scoring system with specific criteria. Should they so elect, the Warner Robins Housing Team and Warner Robins Governing Authority, may forward a letter of support endorsing one project for the 2023 application cycle. Letters of support are highly coveted by project developers because it results in one scoring point being awarded to the application/project. Commonly referred to as the GICH Letter, the correspondence states that the project is located within the City limits and meets the City's affordable housing goals.

Due to the importance of such a letter of support from the City, the following criteria shall apply to projects proposed for location within the Warner Robins City limits. Requests for a letter of support shall be submitted to the Community and Economic Development Department and shall include:

1. A list of all letters requested from the City of Warner Robins: This list includes but is not limited to City Departments, staff, and Council. This includes the GICH Letter.
2. Background information detailing the developer/applicant's history and experience with tax credit projects. This information should include examples of past projects, examples of past GICH coordination, and contact information for at least three references from previous projects. Preferably, the developer/applicant will have examples of similar projects that are located near Warner Robins.
3. A discussion of all project approach elements, including:
  - a. A bullet-point timeline of the proposed project.
  - b. If the proposed plan requires a change in zoning or additional review by a City Commission or Committee, list the desired changes or needed reviews (i.e. zoning amendment) and any timeline considerations. Warner Robins staff will assist the applicant with determining timeline items related to zoning or other matters that require adherence to advertising, hearing notices or other regulations.
  - c. Applicants should state with specificity the means and methods by which they will accomplish compliance with all City regulatory, statutory and other requirements applicable to the proposed project. Examples of the requirements include but are not limited to zoning regulations, development agreement terms, and

infrastructure components. Significant weight will be given to information provided under this item.

4. A description of project components that meet the City of Warner Robins' expectations for high quality and innovative design that benefits adjacent development as well as the entire surrounding community. In addition to the standard review process outlined in items 1-3, above, the applicant shall submit the following items for review:
  - a. Proposed concept and/or site plan and a written statement highlighting specific design attributes and anticipated land uses. The developer shall also specify the maximum number of residential units and commercial square footage desired, as well as building types (single-family house, townhouse, apartment house, mixed use, etc.) To the maximum extent practicable, future site plans submitted as part of the approval and permitting process shall be in substantial compliance with this initial plan and statement.
  - b. Proposed renderings showing building elevations and a written statement highlighting the specific design attributes shown (streetscape, facades, frontage elements, construction materials). Similar renderings for streets and civic spaces are preferred. To the maximum extent practicable, these submittals will be referenced as part of the approval and permitting process.
  - c. As stated in sections (a.) and (b.) above, the resulting development shall be constructed and completed in accordance with plans and statements submitted as part of this procedure.
5. An impact statement, not to exceed 3 pages in length, that details projected outcomes of the project. Specifically, the impact statement should address alignment with goals of the Houston County Joint Comprehensive Plan. In addition, consider the impacts of the proposed project on connectivity, land use, recreation, housing choice. Finally, discuss the economic impact on the community, particularly on low-income individuals.

The City of Warner Robins realizes that development-related activity is a fluid process. In order to thoroughly review all materials and request any additional information or clarification, the City requires that the information requested in this letter be submitted not later than **April 1, 2023**. The Warner Robins Housing Team and Community and Economic Development Department will evaluate each submittal based on the completeness and quality of responses.

Final applications to DCA are due on **May 19, 2023**.

Any questions should be directed to the City of Warner Robins Community & Economic Development Director, (478) 293-1012, khogan@wrga.gov, 610 Watson Boulevard, Warner Robins Ga 31088.

Sincerely,

Kate Hogan  
Director of Community and Economic Development