



CITYOFKILLEEN

LOW-INCOME HOUSING TAX CREDIT (LIHTC) PROGRAM

APPLICATION FOR SUPPORT AND/OR FUNDING ASSISTANCE

PLEASE NOTE: The City of Killeen reserves the right to fund projects at a lower amount than requested, and the right to deny applications that do not coincide with the City’s Consolidated Strategic Plan, various strategic and master plans, or policy direction from the Killeen City Council.

1. PROJECT INFORMATION

Developer Name

Project Name

Project Address

Census Tract #

Elementary School

Middle School

High School

Project Type:

General

Elderly

Supportive Housing

Role of Applicant:

(select all that apply)

Owner

Developer

Other: _____

Applicant is Requesting City Council Resolution:

(select all that apply)

of support

stating no objection

Applicant is Requesting Commitment to Funding:

Loan

Grant

Reduced Fees

Other: _____

Amount of Loan, Grant, or Reduced Fees Requested:

2. APPLICANT INFORMATION

If the applicant is not acting as the developer, please provide all of the information below for the developer, as well as the applicant. If the developer involves multiple entities, is a partnership or joint venture, please provide duplicative information for each, and identify the entity that will serve as the “lead” organization.

Name

Business/Street Address

City

State, ZIP

Telephone #

Contact Person

Contact Telephone #

Email Address

DUNS #

Federal Tax ID #

UEI #

3. PROJECT DESCRIPTION

Provide a brief project description that addresses items “a” through “u” below. Attempt to limit responses to 150 words or less for each lettered response.

- a. Demonstrate the project’s compatibility and alignment with the priorities stated in the City’s Consolidated Strategic Plan, Comprehensive Plan, Future Land Use Map, and any other applicable master, strategic, and redevelopment or neighborhood plans adopted by the City of Killeen;

- b. Indicate the project location by providing an area map with the property highlighted;
Include document as attachment **3B**

- c. Provide a preliminary site plan for the proposed project;
Include document as attachment **3C**

- d. Describe the tenant population, income levels, and services, if any, to be provided to or made available to residents;

- e. List basic amenities and unit amenities proposed for the project;

- f. Describe the taxable status of the development. Indicate whether the development will be paying property taxes or if the development will be tax exempt;

- g. Describe current zoning of property. Include a letter from the City of Killeen’s Planning Department verifying that the current zoning of the site for the proposed project is compatible with the anticipated use (**include as attachment 3G.1**), or include documentation verifying that a request to change current zoning has been submitted (**include as attachment 3G.2**);

- h. Include evidence of site control, such as a warranty deed or a current, receipted earnest money;
(**include as attachment 3H**);

- i. List the proposed number, type, and size of units; number of market rate and SF of units.

	Total # of Units	# of Affordable Units	# of Market Rate Units	SF of Each Unit
1 BR				
2 BR				
3 BR				
4 BR				
Total Units				

- j. Provide the total number of units servicing each Area Median Gross Income (AMGI) group and the proposed rents (less utility allowances) for low income units and proposed rents for market rate units;

- k. Describe the involvement and support from local stakeholders and neighborhood organizations; include a list of stakeholders and neighborhood associations contacted and include any letters of support (**attach lists as 3K.1 and letters of support as attachment 3K.2**);

- l. Describe the impact the project is anticipated to have on surrounding neighborhood(s);

- s. List other LIHTC projects you have completed or have pending; include information on location, type, number of units, project costs, and project references on former LIHTC projects.

List other LIHTC applications you will be submitting to the Texas Department of Housing and Community Affairs in their most current program year.

- t. Provide information on the number and type of local contracting opportunities associated with the proposed development (construction or other type of contract).

All applications for consideration must meet the current Housing Tax Credit Program Qualified Allocation Plan issued by the Texas Department of Housing and Community Affairs, §11.1 General - §11.10 Third Party Request for Administrative Deficiency for Competitive HTC Applications.

4. DEVELOPMENT TEAM

Identify below the persons or entities anticipated to be involved in the project. Also, indicate if any person or entity involved is a disadvantaged, minority or women-owned business enterprise (DBE/MBE/WBE), or if any of the entities are non-profit organizations.

	Development Team Name(s) and Contact Information	Years of Experience	DBE	MBE	WBE	Non-Profit
Owner						
Developer						
Architect						
Engineer						
Construction Lender						
Other Lenders						
General Contractor						
Consultant (if applicable)						
Sub-Contractor						
Sub-Contractor						
Other						
Other						

5. DEVELOPMENT SCHEDULE

Complete the schedule below with anticipated completion dates. Re-order the steps according to the appropriate sequence for your project, and add in any other significant steps integral to your project’s development.

	Date(s)
Acquisition and/or holding	
Securing and packaging project financing	
Construction specifications and cost estimates	
Construction bids	
Construction start	
Completion of construction	
Start of Rent-up	
Other:	
Other:	
Other:	

6. SUBMISSION INFORMATION

The Community Development Department serves as the City’s primary staff and point of contact for all LIHTC programs. Before a project will be evaluated, each applicant requesting support and/or funding assistance must submit a completed application with all attachments.

Completed application should be submitted to:

City of Killeen Community Development Department
Tiffanie McNair, Executive Director of Community Development
P.O. Box 1329 or 802 North Second Street- Bldg. E, 1st floor Killeen, Texas 76541 254-
501-7847 or tmcnair@killeentexas.gov

The applicant/developer certifies that the data included in this application and the items attached hereto are true and correct. Any information found to be false or misleading will lead to automatic disqualification under this Program application. Unsigned/undated submissions will not be considered.

ROUNDTONE DEVELOPMENT, LLC

Legal Name of Developer/Entity



Signature of Authorized Officer

02/03/2026

Date

President

Title