



CITY OF LEWISVILLE

PUBLIC FACILITY CORPORATION SCREENING CHECKLIST

LAST UPDATED 11/2022

Purpose of the Checklist

Completing the City of Lewisville Public Facility Corporation Screening Checklist is the first step in exploring the benefits of an economic partnership with the City of Lewisville.

The checklist is designed to collect high-level information about your firm and your proposed project, including the status of the proposed project and the benefits that the proposed project would deliver to Lewisville.

The checklist also asks you to indicate your preliminary interest in a PFC partnership (with or without bond inducement). However, all PFC partnerships are subject to staff review and approval by the PFC Board of Directors and all bond inducements are subject to approval by the City Council.

City's PFC Housing Priorities

The City of Lewisville prioritizes the preservation and construction of high-quality, affordable housing units that are located close to amenities, transportation, and jobs. Applicants for PFC partnerships should be aware that the City prioritizes the following:

- Acquisition and rehabilitation of existing multifamily rental units that are in need of significant capital investment.
- Construction of new rental housing units near the Highland Village/ Lewisville Lake, Old Town, and Hebron light rail stations.
- Projects that provide affordable rents for a full range of low- and moderate income households, including households earning less than 50% AMI.
- Projects that offer social services and that do not discriminate against applicants based on source of income.

Completing the Checklist

The checklist is 2 pages long and should take 10-15 minutes to complete. If you have any questions about the application, please contact Christina Williams, Economic Development Manager, at cwilliams@cityoflewisville.com.

Staff Review of the Checklist

Upon receiving a completed checklist, City of Lewisville staff will review the checklist and schedule a time to meet with you.

After meeting with City staff, one of three things may occur:

1

If your project aligns with City priorities/policies and the status of the project demonstrates that a PFC partnership would be timely, you will be invited to submit a formal PFC Partnership Application, which collects much more detailed information.

2

If your project aligns with City priorities/policies but the project is in the exploratory/conceptual phase, you will not be invited to submit a formal PFC Partnership Application, but you will be encouraged to submit an updated City of Lewisville PFC Screening Checklist once your project has moved beyond the exploratory/conceptual phase.

3

If your project does not align with one or more City of Lewisville priorities or policies, you will be informed of the decision.

Checklist

Project Information

Project Name

Proposed Project Address

Authorized Representative

Full Name and Title

Email Address

Phone Number

Business Address

Project Narrative

The City of Lewisville recognizes that you may be in the early stages of conceptualizing your Project. Please note any elements of your Project that are tentative or unknown. Provide a brief project narrative, including:

Description of the Project, including the reason why Lewisville was selected as a finalist site.

Project timeline.

The proposed unit mix and affordability mix, investment amount (including per unit cost) and a description of the work to be performed. Please also include rent discounts (per unit type).

Narrative *(Note: Text box will expand to accommodate more text.)*

Type of Project

	Select all that apply
New construction of a building.	<input type="checkbox"/>
Purchase of an existing building.	<input type="checkbox"/>
Leasing of an existing building.	<input type="checkbox"/>
Repairs or improvements to an existing building.	<input type="checkbox"/>

Status of the Project

	Yes	No	N/A
Has a market study been performed?			
Has an appraisal been completed?			
Has an environmental site assessment been completed?			
Has a project budget been developed?			
Has project financing been secured?			
Has the purchase of the land and/or existing building been finalized?			
Has the lease been finalized?			
Has a construction contract been signed?			
Has a building permit for new construction or rehab been issued?			

Residential Projects

	Yes	No	N/A
Will the rent charged for any of the housing units be restricted so that it is affordable for households earning less than 80% AMI?			
Does the Project need a Resolution of Support or No Objection?			
Is a Public Facility Corporation (PFC) partnership anticipated?			
Is a private activity bond inducement anticipated?			