

February 23, 2026

Stephanie Givens  
Asset Manager | Region 6  
Texas Department of Housing & Community Affairs  
221 E 11<sup>th</sup> Street  
Austin, TX 78701

RE: Trinity East Senior (App # 25090) – Material Amendment Request

Dear Ms. Givens:

Please find a request for a material application amendment on the following pages, related to the decrease in common area square footage over 3% for the Trinity East Senior 9% LIHTC project (# 25090). Additionally, some adjustments to wall widths have resulted in a small reduction in unit square footage. As this is under the 3% threshold, we are providing the Department with a notification of this change.

The development is **not** reducing the number of low-income units, making any alterations that would have affected scoring, or implementing any changes that would have impacted award of the credits.

The following items are attached for Department review:

1. Amendment Request Form
2. Cover letter describing the material amendment and the notification
3. A comparison of plans provided in the application with updated plans showing the final square footages for the amendment
4. Evidence of amendment fee payment

If you have any questions or require additional information, please don't hesitate to contact me.

Thank you for your consideration,



John Welsh  
Senior Vice President  
The NHP Foundation  
*Authorized Representative for Trinity East 9% Affordable Senior LP*  
[jwelsh@nhpfoundation.org](mailto:jwelsh@nhpfoundation.org)

## **Trinity East Senior (App # 25090) – Material Amendment Cover Letter: Description of Common Area Square Footage Changes**

**Request:** To amend the application to include an updated amenity space floor plan and common area square footage, allowing a reduction in overall common area square footage of 6.8%.

The common area square footage denoted in the February 2025 application totaled 15,213 SF and included public space (corridors, stairs), admin spaces (such as the leasing office), and common space (the resident amenities). These spaces now total 14,174 SF in the final architectural plans, a reduction of 1,039 SF (or 6.8%). Despite the overall reduction in square footage, the amenities outlined in the application are still being provided to residents, and new amenities have been added.

The development is **not** reducing the number of low-income units, making any alterations that would have affected scoring, or implementing any changes that would have impacted award of the credits.

**The reason the change is necessary:** The square footage reduction was caused by adjustments to the amenities to make them more valuable to residents and by adjustments to the non-rentable spaces required by the City of Houston. These adjustments are described below.

### **Community Room and Kitchen**

With the federal government making large cuts to the SNAP benefits program, our resident services provider grew concerned that Trinity East Senior's residents would suffer food insecurity on a large scale. Therefore, they requested adjustments to the community room and kitchen space to allow for meals to be served to all residents multiple times a week. To facilitate this change, the design team shifted the community room and kitchen space to the other side of the amenity area, closer to the parking lot where caterers could easily access the kitchen. The kitchen was transformed into a warming kitchen that is separated from the community room; the community room was slightly enlarged to allow for more tables and chairs. A food pantry was also carved out of the space. A storage closet for the dining tables and chairs was also added.

With the shifting of the community room and kitchen area to the other side of the amenity space, the design team was able to co-locate the office spaces together (property manager & leasing office with the Resident Services Coordinator office). We were able to better program this space to include a small conference room for meetings with residents, where the previous layout had more unused space in this area.

### Changes to Mechanical, Fire, Electrical Rooms

The City of Houston required the fire riser/pump room to double in size. This required the design team to shift the fitness center, but this shift allowed the fitness center to also double in size and gave it access to an outer wall so residents can look out of the windows while they exercise. The increase in the fitness center area required another HVAC unit, which led to the need for an additional HVAC closet.

An additional electrical room was added – this, like the pump room and HVAC closets, is not counted in the common area square footage, but it did contribute to the need to make the overall amenity spaces more efficient to accommodate all the necessary mechanical/electrical spaces without losing amenities. This additional electrical room was also required by the City to serve the on-site back-up generator. With this change, we were also able to add a second elevator.

**Good cause for the change:** The new amenity space now includes all the previously provided amenities (2 activity rooms, business center, fitness center, community room & kitchen, mail area & package room, leasing office & resident services office, two restrooms, an outdoor patio, and vestibule lobby), but it also includes enhancements that will give the residents more value:

- Adjusting the community room and kitchen to allow warm meals to be served to residents multiple times a week
- A larger fitness center with windows onto McGowen Street
- A more private small conference room for one-on-one meetings with residents
- A second elevator

**These changes were not reasonably foreseeable or preventable** at the time of the application because the resident services provider had not yet determined the impact of the SNAP benefit reductions on the residents and the design team had not yet received the feedback from the City of Houston regarding the changes to the fire riser/pump room and electrical room requirements. With this information came an opportunity to better design the amenity spaces to be more efficient and better meet residents' needs.

**Statement of No Financial Impact:** These changes will not result in a financial impact on the Development as they can be accommodated within the project budget.

**Trinity East Senior (App # 25090)**  
**Notification Item: Decrease in Unit Square Footage under 3%**

The original unit square footages shown in the February 2025 application were 657 NRSF and 665 GSF. During the construction drawing/building permit review process, it was determined that the width of certain walls within the units had to increase to accommodate larger plumbing chases for pipes and roof drains. Therefore, the updated unit square footages are 641 NRSF and 652 GSF, representing a reduction of less than 3%.

**ACCESSIBLE MOBILITY UNITS SUMMARY**

ACCESSIBLE MOBILITY UNITS      REQUIRED: 5% X 90 UNITS = 5 UNITS  
 PROVIDED: **5 UNITS**

HEARING AND/OR VISUALLY IMPAIRED      REQUIRED: 2% X 90 UNITS = 2 UNITS  
 PROVIDED: **2 UNITS**

**BUILDING AREA SUMMARY**

**RESIDENTIAL UNITS**

UNIT	NRSF	TOTAL UNITS	TOTAL NRSF	GROSS SF	TOTAL GROSS SF
A1 - 1BED	657	83	54,531	665	55,195
MOBILITY ACCESSIBLE UNITS					
A2 - 1BED	657	5	3,285	665	3,325
HEARING AND/OR VISUALLY IMPAIRED					
A2.1 - 1BED	657	2	1,314	665	1,330
<b>UNIT SF SUBTOTAL</b>	<b>90</b>		<b>59,130</b>		<b>59,850</b>

**AC PUBLIC SPACE**

ROOM	NET SF - LVL 1	NET SF - LVL 2-4	TOTAL SF
CORRIDORS & VESTIBULE	3,289	1,942	9,115
PACKAGE & MAIL	110	-	110
STAIRS	619	619	2,476
<b>AC PUBLIC SPACE SUBTOTAL</b>			<b>11,701</b>

**NON-RENTABLE SPACE**

ROOM	NET SF - LVL1	NET SF - LVL 2 - 4	TOTAL SF
STORAGE	504	504	2,016
ELEVATOR	65	65	260
ELECTRICAL	59	-	59
MAINTENANCE	150	-	150
MECHANICAL	78	26	156
FIRE RISER	505	-	505
MDF/IDF	48	-	48
<b>NON-RENTABLE SPACE SUBTOTAL</b>			<b>3,194</b>

**AC ADMIN SPACES REFER TO SD2.3**

ROOM	GROSS SF
SERVICE PROVIDER OFFICE	175
MANAGER OFFICE	135
LEASING OFFICE	726
WORKROOM	238
MDF	48
<b>AC ADMIN SUBTOTAL</b>	<b>1,322</b>

**AC COMMON SPACE REFER TO SD2.3**

ROOM	GROSS SF
COMMUNITY ROOM	539
KITCHEN	208
MEN RR	122
WOMEN RR	130
ACTIVITY ROOM 1	364
ACTIVITY ROOM 2	315
FITNESS	320
PACKAGE	61
BUSINESS CENTER	131
<b>AC COMMON SUBTOTAL</b>	<b>2,190</b>

Common area square footage calculation  
 [highlighted amenities per QAP definition of  
 Common Area -Sec 11.1(d)21]: 15,213 SF

**VERSION SUBMITTED  
 WITH ORIGINAL  
 APPLICATION**

**PROPOSED TDHCA AMENITIES**

- SCREENS ON ALL OPERABLE WINDOWS
- BLINDS OR WINDOW COVERINGS
- RESIDENT SERVICES OFFICE
- MULTIFUNCTIONAL COMMUNITY CENTER (COMMUNITY ROOM)
- FURNISHED COMMUNITY ACTIVITY ROOM (ACTIVITY ROOM 1 & 2)
- PACKAGE ROOM
- SITE FENCE AND SECURED GATES
- FITNESS CENTER
- LIGHTED PATHWAYS
- PERMANENT BBQ GRILLS AND PICNIC TABLES
- HIGH-SPEED WIFI
- BUSINESS CENTER FOR RESIDENTS
- SELF-CLEANING OVENS
- ENERGY STAR REFRIGERATORS WITH ICE MAKER
- HARD FLOOR SURFACES IN OVER 50% OF NRA

**PROPOSED STC MODIFICATIONS (RE: HUD NOISE STUDY)**

- WINDOWS:  
 SMALL: STC 26 MIN  
 LARGE: STC 28 MIN
- EXTERIOR PARTITIONS:  
 PLANNED PARTITIONS: **STC 34**  
 ASSEMBLY:  
 FIBER CEMENT LAP SIDING  
 5/8" OSB SHEATHING  
 2X6 WOOD STUDS @ 16" O.C.  
 5-1/2" BATT INSULATION  
 5/8" TYPE X GYPSUM WALLBOARD
- IMPROVED PARTITIONS: **STC 54** (INDICATED ON OVERALL PLANS)  
 ASSEMBLY:  
 FIBER CEMENT LAP SIDING  
 5/8" OSB SHEATHING  
 2X6 WOOD STUDS @ 16" O.C.  
 5-1/2" BATT INSULATION  
 RESILIENT CHANNEL  
 5/8" TYPE X GYPSUM WALLBOARD

**GROSS TOTAL: 80,495 SF**

02/27/2025

PROJECT INFORMATION



**TRINITY EAST VILLAGE - SENIOR HOUSING**

MCGOWEN ST & LIVE OAK ST  
 HOUSTON, TX 77004



**ORIGINAL VERSION  
SUBMITTED WITH  
APPLICATION: Amenity  
Layout**

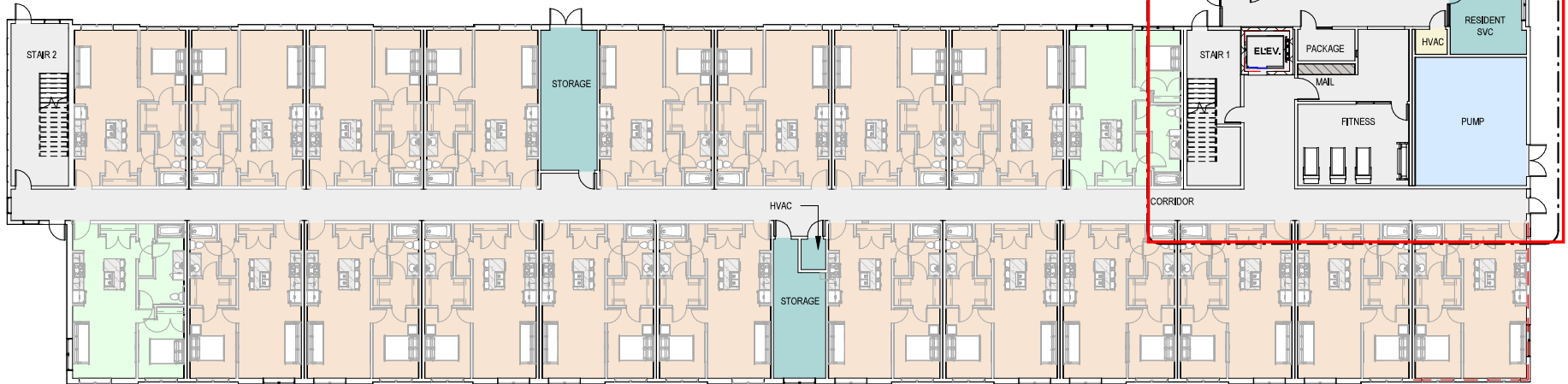
**PLAN LEGEND**

--- STC 54 MIN. PER HUD NOISE STUDY

**AREA LEGEND**

- A1
- A2 - MOBILITY ACCESSIBLE
- CONDITIONED - EMPLOYEE
- CONDITIONED - PUBLIC
- NON CONDITIONED - EMPLOYEE
- NON RENTABLE SPACE

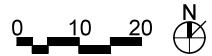
FLOOR	UNIT A1	UNIT A2	UNIT A2.1
1	19	2	-
2	21	1	1
3	22	1	-
4	21	1	1
TOTAL	83	5	2



1  
SD2.3

02/27/2025

FLOOR PLAN - LEVEL 1



**ACCESSIBLE MOBILITY UNITS SUMMARY**

ACCESSIBLE MOBILITY UNITS      REQUIRED: 5% X 90 UNITS = 5 UNITS  
 PROVIDED: **5 UNITS**

HEARING AND/OR VISUALLY IMPAIRED      REQUIRED: 2% X 90 UNITS = 2 UNITS  
 PROVIDED: **2 UNITS**

**BUILDING AREA SUMMARY**

**RESIDENTIAL UNITS**

UNIT	NRSF	TOTAL UNITS	TOTAL NRSF	GROSS SF	TOTAL GROSS SF
A1 - 1BED	641	83	53,203	652	54,116
MOBILITY ACCESSIBLE UNITS					
A2 - 1BED	641	5	3,205	652	3,260
HEARING AND/OR VISUALLY IMPAIRED					
A2.1 - 1BED	641	2	1,282	652	1,304
<b>UNIT SF SUBTOTAL</b>		<b>90</b>	<b>57,690</b>		<b>58,680</b>

**AC PUBLIC SPACE**

ROOM	NET SF - LVL 1	NET SF - LVL 2-4	TOTAL SF
CORRIDORS & VESTIBULE	2,972	6,134	9,106
STAIRS	361	1,084	1,445
MAIL	82	-	82
<b>AC PUBLIC SPACE SUBTOTAL</b>			<b>10,633</b>

**NON-RENTABLE SPACE**

ROOM	NET SF - LVL1	NET SF - LVL 2-4	TOTAL SF
STORAGE	173	-	173
ELEVATOR	116	346	462
ELECTRICAL	191	309	500
MAINTENANCE	183	-	183
MECHANICAL	53	64	117
FIRE RISER	655	-	655
MDF/IDF	-	243	306
TRASH/TRASH VEST.	273	247	520
JANITOR	-	542	542
<b>NON-RENTABLE SPACE SUBTOTAL</b>			<b>3,395</b>

**AC ADMIN SPACES** REFER TO SD2.3

ROOM	GROSS SF
MANAGER OFFICE	138
LEASING OFFICE	129
WORKROOM	303
SMALL CONFERENCE	64
FOYER	142
MDF	63
SERVICE PROVIDER OFFICE	157
<b>AC ADMIN SUBTOTAL</b>	<b>996</b>

**AC COMMON SPACE** REFER TO SD2.3

ROOM	GROSS SF
COMMUNITY ROOM	587
CATERING KITCHEN	255
FOOD PANTRY	30
MEN RR	109
WOMEN RR	128
ACTIVITY ROOM 1	291
ACTIVITY ROOM 2	298
FITNESS	632
PACKAGE	106
BUSINESS CENTER	109
<b>AC COMMON SUBTOTAL</b>	<b>2,545</b>

**UPDATED VERSION:**

New common area square footage:  
**14,174 SF**

**PROPOSED TDHCA AMENITIES**

- SCREENS ON ALL OPERABLE WINDOWS
- BLINDS OR WINDOW COVERINGS
- RESIDENT SERVICES OFFICE
- MULTIFUNCTIONAL COMMUNITY CENTER (COMMUNITY ROOM)
- FURNISHED COMMUNITY ACTIVITY ROOM (ACTIVITY ROOM 1 & 2)
- PACKAGE ROOM
- SITE FENCE AND SECURED GATES
- FITNESS CENTER
- LIGHTED PATHWAYS
- PERMANENT BBQ GRILLS AND PICNIC TABLES
- HIGH-SPEED WIFI
- BUSINESS CENTER FOR RESIDENTS
- SELF-CLEANING OVENS
- ENERGY STAR REFRIGERATORS WITH ICE MAKER
- HARD FLOOR SURFACES IN OVER 50% OF NRA

**PROPOSED STC MODIFICATIONS** (RE: HUD NOISE STUDY)

- WINDOWS:
  - SMALL: STC 26 MIN
  - LARGE: STC 28 MIN
- EXTERIOR PARTITIONS:
  - PLANNED PARTITIONS: **STC 34**
  - ASSEMBLY:
    - FIBER CEMENT LAP SIDING
    - 5/8" OSB SHEATHING
    - 2X6 WOOD STUDS @ 16" O.C.
    - 5-1/2" BATT INSULATION
    - 5/8" TYPE X GYPSUM WALLBOARD
  - IMPROVED PARTITIONS: **STC 54** (INDICATED ON OVERALL PLANS)
  - ASSEMBLY:
    - FIBER CEMENT LAP SIDING
    - 5/8" OSB SHEATHING
    - 2X6 WOOD STUDS @ 16" O.C.
    - 5-1/2" BATT INSULATION
    - RESILIENT CHANNEL
    - 5/8" TYPE X GYPSUM WALLBOARD

**GROSS TOTAL: 76,249 SF**

**UPDATED VERSION: Amenity  
Layout**

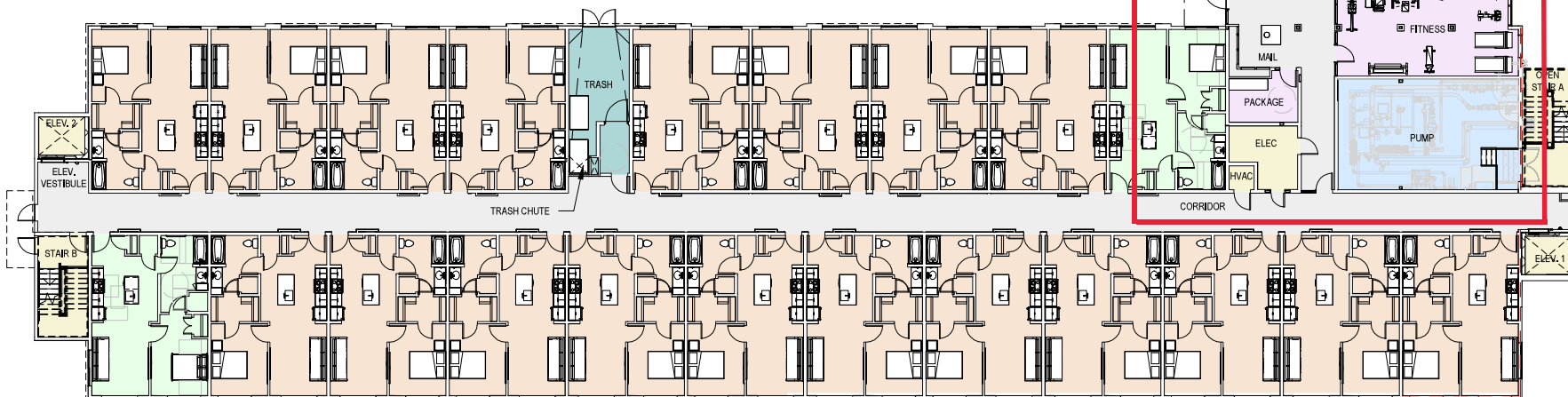
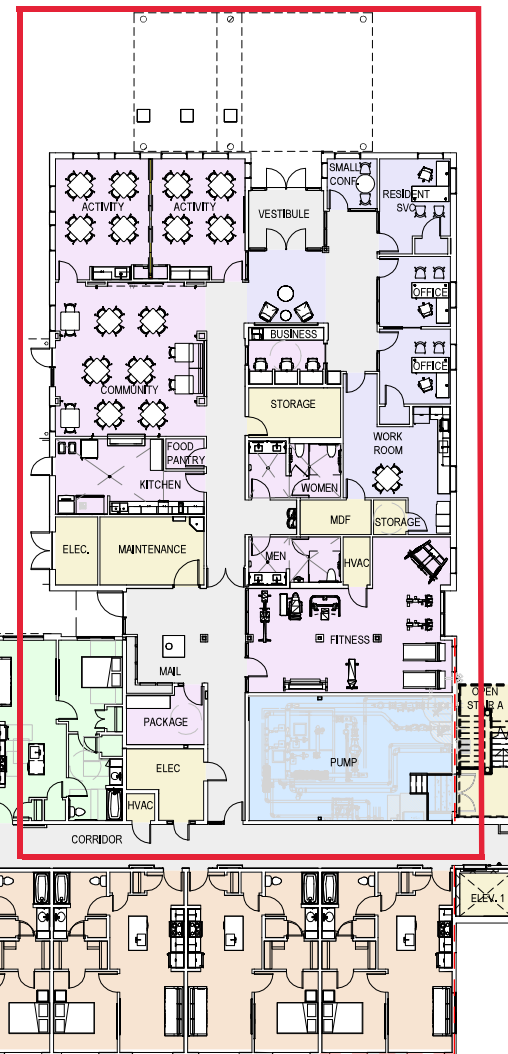
**PLAN LEGEND**

— STC 54 MIN. PER HUD NOISE STUDY

**AREA LEGEND**

- A1
- A2 - MOBILITY ACCESSIBLE
- CONDITIONED - ADMIN
- CONDITIONED - COMMON
- CONDITIONED - EMPLOYEE
- CONDITIONED - PUBLIC
- NON CONDITIONED - EMPLOYEE
- NON RENTABLE SPACE

FLOOR	UNIT A1	UNIT A2	UNIT A2.1
1	19	2	-
2	21	1	1
3	22	1	-
4	21	1	1
TOTAL	83	5	2



02/17/2026

FLOOR PLAN - LEVEL 1

