TDHCA 2017 Application Uptick!

The Shorter Day Continues!!!
We like to think we've done a good thing with that…

Remember me???

Multifamily Finance Division

- Marni Holloway – Division Director – 512-475-1676
- Sharon Gamble – 9% Administrator – 512-936-7834
- Teresa Morales – 4% Administrator – 512-475-3344
- Jason Burr – Database Administrator – 512-475-3986
- Patrick Russell - MF Policy Research Specialist – 512-475-3986

Program Crew- AKA "The Fab Five"

- Liz Cline-Rew – 512-475-3227
- Nicole Fisher – 512-475-2201
- Elizabeth Henderson – 512-463-9784
- Shannon Roth – 512-475-3929
- Ben Sheppard – 512-475-2122

Direct Loan

- Andrew Sinnott – MF HOME Administrator – 512-475-0538
- Cris Simpkins – Loan Closing Specialist – 512-475-3433

Real Estate Analysis

- Brent Stewart – Division Director – 512-475-2973
- Tom Cavanagh – REA Manager – 512-475-0322

Our Unmatched Underwriters

- David Burrell – 512-475-2319
- Jason Cofield – 512-475-4573
- Gregg Kazak – 512-475-2050
- Duc Nguyen 512-475-2691
- Jeanna Rolsing – 512-936-7820
- Diamond Thompson – 512-475-3915

What to Expect Today

- We will cover:
  - 2017 Timeline
  - Submission Procedures
  - Totals, Limits and Afterward

    BREAK

  - Completing the Apps
  - New, Changed and *Gone*

2017 Timeline - §11.2

- 1/05/2017 - Application Acceptance Period Opens
- 1/09/2017 – Pre-Apps & Waiver Requests Due
- 2/17/2017 – Application for FTP Access **if no pre-app**
- 3/01/2017 – Full Apps Due (incl'g 3rd Party Reports and §11.3 Resolutions)
- 4/01/2017 – Market Study Due
- Mid-May – Final Scoring Notices Issued for MOST competitive Apps
- 6/01/2017 – Third Party Requests for Administrative Deficiencies
- 6/23/2017 – Public Comment to be included in the Board
- June – List of Eligible Apps published
- July – Final Awards
- Mid-August – Commitments Issued
- 11/1/2017 – Carryover
- 6/30/2018 – 10% Test
- 12/31/2019 – Placement in Service Deadline
- **5 business days** – Administrative Deficiency **Clearance** date

No dawdling now...

Forget about the last minute.
Give yourself a day for a do-over!
You'll be glad you did!

Submission Procedures

Pre and Full Applications

Application Submission

We're Electronic...Again!

Don't let this be YOU

**Beat the Crowd 4 A Faster Upload
If it's busy, it takes longer.**

2017 Pre-App - §11.8

Due 1/09/2017 by 5:00 p.m.

Austin Local Time

Fees: $10 / unit

10% discount for nonprofits

- Completely online

- Type in some fields, dropdown boxes for others

- New fields will appear for data requiring multiple entries.

- Upload evidence items

- Application number will be assigned

- Changes possible until the official 5pm deadline

http://www.tdhca.state.tx.us/multifamily/apply-for-funds.htm

2017 Competitive Housing Tax Credit
Pre-Application Initiation

E-mail *

Development Name *

DO NOT USE SPACES

Begin Pre-Application

http://www.tdhca.state.tx.us/multifamily/apply-for-funds.htm

2017 Housing Tax Credit Pre–Application

Information in the document is automatically saved when the "Next" or "Back" button is clicked.

Application Number * 70017

See Initiation Confirmation Email

Do Not Use All Caps

2017 Housing Tax Credit Pre-Application

Information in the document is automatically saved when the "Next" or "Back" button is clicked.

Application Number *

See Initiation Confirmation Email

Contact Information

DO NOT USE ALL CAPS!!!

Super Simple Layout

Development Information

Name of Proposed Entity *   Solar Progress Villas, LP

Development Name *   Solar Progress Villas

Development Type *

New Constructi ▾

| New Construction |
| Acq/Rehab |
| Rehab Only |
| Reconstruct |
| Adaptive Reuse |

Secondary Type

▾

Previous TDHCA #

*   Elderly Limitation   ▾

Address *   999 Brittle Hill Pass

City *   Strangeland

Zip Code *   78701

ETJ? *   No   ▾

County *   Weird

Region *   3 ▾

Rural/Urban *   Urban   ▾

Smart Blanks

Total LI Units *

100

Total MR Units

50

Total Units

150

HTC Request *

2900000

Do not enter currency sign or commas

Pre-App Fee Due *

1500

The fee must be accompanied by a completed Multifamily Document and Payment Receipt which includes the application number. Nonprofit and CHDO applicants eligible for 10% discount should indicate discount taken.

Has Fee already been submitted? *

Yes

Check #

Note: The full Pre-Application Fee must be received by the Department prior to the end of the Pre-Application Acceptance Period. The fee must be accompanied by a completed Multifamily Document and Payment Receipt which includes the application number. Pre-Application fees are not refundable unless Pre-Application is withdrawn. See §10.901(2) for more information.

Incorrect Fees - §10.201(1)(A)

(A) An Applicant requesting funding from the Department must submit an Application in order to be considered for an award. An Application must be complete (including all required exhibits and supporting materials) and submitted by the required program deadline. If an Application, including the corresponding Application fee as described in §10.901 of this chapter, is not submitted to the Department on or before the applicable deadline, the Applicant will be deemed not to have made an Application; provided, however, that errors in the calculation of applicable fees may be cured via an Administrative Deficiency. The deficiency period for curing fee errors will be three business days and may not be extended. Failure to cure such an error timely will be grounds for termination.

§10.901 2017 Fees

3(A)

- $10/Unit – Pre-App fee
- $20/Unit – HTC Full App w/Successful Pre-App
- $30/Unit – HTC Full App w/o successful Pre-App

10% discount available for CHDO/Nonprofit-controlled owners.

3(B)

- $1,000 – Direct Loan Application

100% discount for private nonprofit if layering with tax credits and submitted at the same time. Must offer expanded services and for Applicants who have an existing HTC allocation or HOME contract but who have not begun construction.

7

- $500 – Third Party Deficiency Request Fee

Review 10.901 for all fees required by TDHCA for various items.

Back to Smart Blanks…
New blanks will appear when you need them.

Name 12

Dirt Roader

Office 12

County Commissioner ▾

Name 13

Notrouble Atall

Office 13

County Commissioner ▾

Name 14

Office 14

▾

Neighborhood Organizations

Are there Neighborhood Organizations whose boundaries contain the Development Site? *

Yes ▾

Neighborhood Organization

For the Love of Strangeland Community Group

Adds Up the Self Score for You.

Competitive Housing Tax Credit Selection Self–Score

The Applicant is responsible for understanding whether the Development qualifies under each of the point categories below. The QAP reference is provided and Applicants are encouraged to read the full rule prior to electing points under any of these categories.

Criteria Promoting Development of High Quality Housing

Unit Sizes *	8 ▼	
	§11.9(b)(1)(A)	
Unit Features *	7 ▼	
	§11.9(b)(1)(B)	
Sponsor Characteristics *	0 ▼	
	§11.9(b)(2)(A)	
High Quality Housing Total	15	

Criteria to Serve and Support Texans Most in Need

Income Levels of Tenants *	14 ▼	
	0	
	12	
	14	
	16	
Rent Levels of Tenants *		
	§11.9(c)(2)	

JUST LIKE THIS

Total Applicant Self–Score *   124

[Back]   [Next]

The last page before submitting.

Attachments and Certifications

Electronic Filing Agreement:

This is an agreement between TDHCA and the Multifamily Housing Program Applicant to facilitate electronic submission of application documents for multifamily housing programs in accordance with the Department policy. This agreement authorizes the Applicant to file pre-application and full application documents by means of electronic transmission for the duration of this Agreement and as specified by Department Procedures. By submitting this pre-application the Applicant affirms that the electronic submission of application documents will be in a manner prescribed by the Department.

Site Control Documentation *

[Upload a File]
Up to three documents can be attached

Sample Contract.pdf

By attaching the Site Control Documentation, Applicant affirms that the site control conforms to all applicable requirements including §10.204(10) of the Uniform Multifamily Rules. While not required to be submitted with the pre-application, Applicant must provide proof of consideration with the full application showing that site control was valid on the Pre-Application Final Delivery Date. If Applicant is unable to provide such evidence with the full application, pre-application points will not be awarded.

Census Tract Map *

[Upload a File]
Up to three documents can be attached

Sample Census Tract.pdf

DISAPPEAR

Watch the 2015 Webinar for a Super Tutorial on the JotForm Pre-app!

- 2016 9% Housing Tax Credit Pre-Application
  - 9% Housing Tax Credit Pre-Application Webinar (14:10) (Windows Media Player required.)

Questions about Pre-Apps??

2017 Full App - §11.9

Due 3/01/2017 by 5:00 p.m.
Austin Local Time
Fee: $20 / Unit with Pre-App or
$30 / Unit without one
10% discount for nonprofits

Submit the Full App Using Serv-U

We're going to say this again...

Don't MEET the deadline, BEAT the deadline.
***

Beat the crowd for a FASTER UPLOAD

Once you set up your Serv-U account, **TEST!!!!!**

Testing your account to see how it behaves will be time well spent.

Try to upload a comparably sized document as soon as your ServU account is up and running.

If you have problems during your test, report them to us. If it goes smoothly, you're good to go!

And never forget,
        Crowd = Crash
        Submit early if you can

What Comes In with the Full App

An Excel and a PDF Version

Excel and PDF Versions are Still Required

- There are still extra pages hidden within the Excel document in case you need them.

- Once you PDF your document, if there are extra, superfluous pages, DELETE THEM.

  There are several extra pages at the end
  of the application this year,
  DON'T DELETE THEM

PDF – Convert, don't scan.

- Convert, don't scan.

- Follow conversion instructions in the 2016 Procedures Manual.

Instructions for Converting the Excel file to PDF

Once the Excel Application file is completed and you are ready to convert the file to PDF, follow these instructions.

Bookmarks are <u>NOT</u> Optional and…
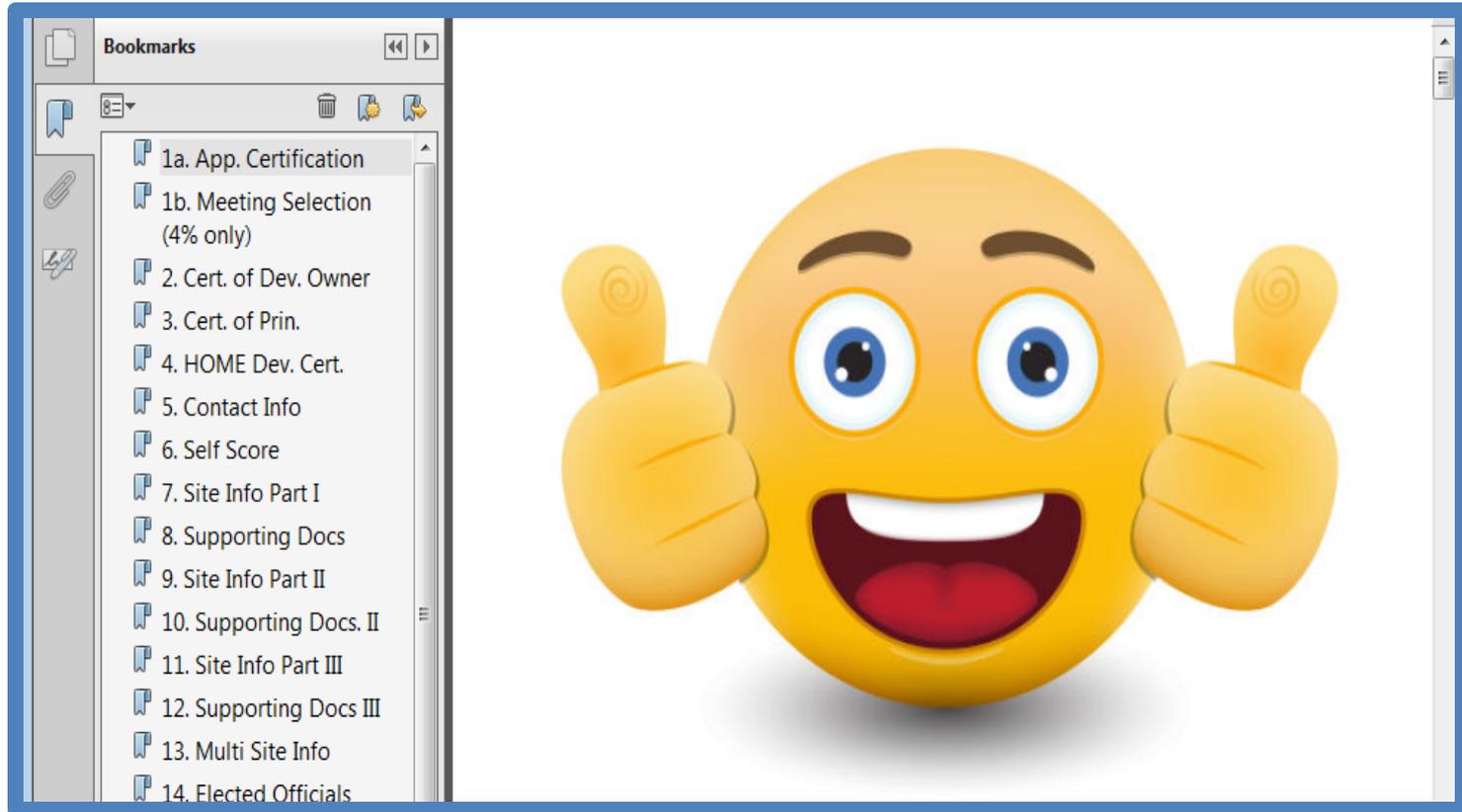
Applications <u>HAVE</u> been terminated for omitting them.

Insert your evidence.

- Acrobat will allow you to drag and drop pages into the PDF.

- Don't just put them anywhere, use the "marker pages" provided.

- Missing documentation causes deficiencies.

- Deficiencies are often avoidable.

One **<u>IMPORTANT</u>** thing about Evidence

11.9 Competitive HTC Selection Criteria.

(a) General Information. "… Due to the highly competitive nature of the program, Applicants that elect points where supporting documentation is required but fail to provide any supporting documentation will not be allowed to cure the issue through an Administrative Deficiency. However, Department staff may provide the Applicant an opportunity to explain how they believe the Application, as submitted, meets the requirements for points or otherwise satisfies the requirements."

Upload Using FTP by the Deadline

- You'll get your account soon after pre-app.
- Remember if no pre-app, Feb. 17 for the form.
- Set up your username and password.
- Begin your upload IN ADVANCE of the deadline.
- Have your fees delivered to our door on or before the deadline.
- Don't call or email, asking for confirmations.

uploading

Serv-U

Successful Uploads Look Like This

What the <u>Time</u> Means and "Confirmation 2.0"

● **Important Note Regarding Submission Time**

Submission Time
The time displayed on the screen shows the time the file <u>completed</u> the download process and the entire file was received by TDHCA, <u>it does not indicate the time that the file submission began</u>.

NOTE: Applicants must understand that the upload time of each file will depend on the file size, the speed of the internet connection, and the number of users accessing the server at a given time. Applicants that wait until close to the submission deadline to upload their documents may not meet the deadline. Applications are **NOT** accepted via email or any other delivery mechanism.

6. **Saving Screen Print as submission confirmation**
In the main screen, make sure that all of the submitted documents are clearly visible. Next, press the print screen button on your keyboard. This will take a copy of your screen and save it to your clipboard. Next open Microsoft Word, Wordpad, or your preferred document editing software. After the software is open, use the paste button to place the print screen into the document. It is the applicant's responsibility to contact Multifamily staff and make them aware that the file(s) have been uploaded.

Your folder will show your results

Does anybody feel like this?


If so, we will entertain questions.

2017 Credit Ceiling

2017 Total Credit for Texas

This year's distribution by

Set-Aside and Region

The Pot – How High is the 2017 Ceiling?
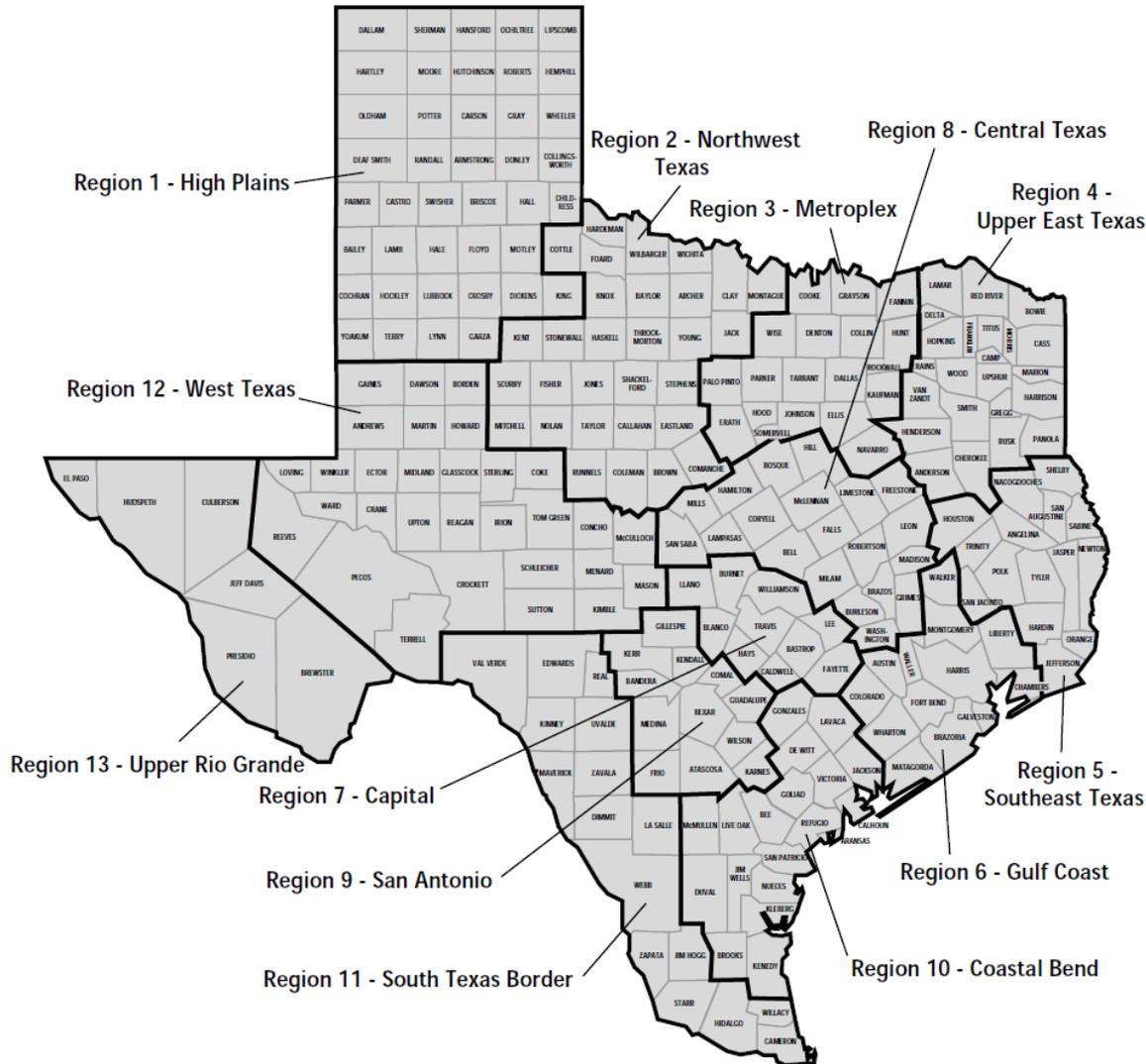
Ceiling Distribution

- Nonprofit Set-Aside – $6,517,807
- At Risk – $9,776,710
- USDA – $3,258,903
- Rural – $8,583,143
- Urban – $46,818,218
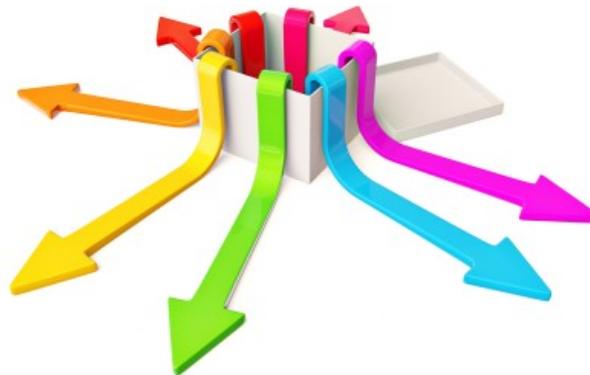
Ceiling Distribution…cont'd

Rural Regions

- 1 $667,664
- 2 $529,910
- 3 $600,233
- 4 $1,443,379
- 5 $895,019
- 6 $500,000
- 7 $500,000

8     $523,108
9     $500,000
10    $584,884
11    $838,946
12    $500,000
13    $500,000
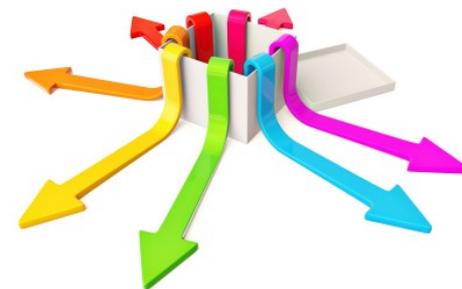
Ceiling Distribution…cont'd

Urban Regions

- 1 $1,249,282
- 2 $500,000
- 3 $12,591,909
- 4 $1,055,301
- 5 $702,930
- 6 $10,853,328
- 7 $4,055,943

8       $1,267,822
9       $4,604,940
10      $1,267,822
11      $5,366,393
12      $850,072
13      $2,450,858

Award Limits - §11.4
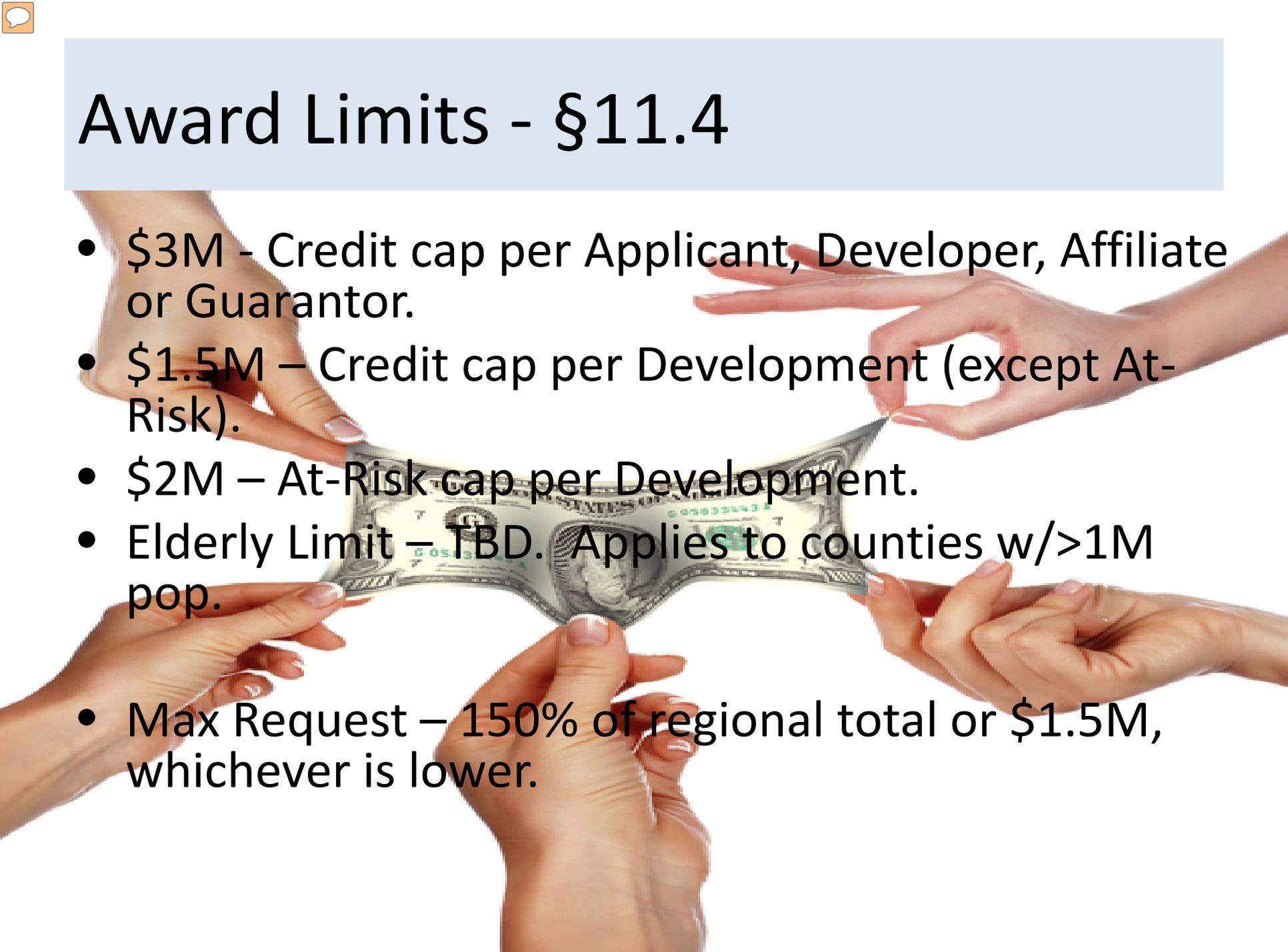
- $3M - Credit cap per Applicant, Developer, Affiliate or Guarantor.
- $1.5M – Credit cap per Development (except At-Risk).
- $2M – At-Risk cap per Development.
- Elderly Limit – TBD. Applies to counties w/>1M pop.

- Max Request – 150% of regional total or $1.5M, whichever is lower.

Tie Breakers - §11.7 - will fall in this order…

1. Proximity to Urban Core score.

2. Higher Opportunity Index score.

3. Achieved max Opportunity Index score (zero if app has a CRP) and would have gotten the higher score had the 7pt. cap not existed or if there was no CRP.

4. Highest average school rating for elementary, middle and high school.

5. Census tract has lowest poverty rate.

6. Greatest linear distance from the nearest awarded HTC Development, boundary to boundary.

Awards will fall in this order…

A. USDA
B. At-Risk
C. Highest Scoring

(i) In Uniform State Service Regions containing a county with a population that exceeds 1 million, the Board may not allocate more than the maximum percentage of credits available for Elderly Developments, unless there are no other qualified Applications in the sub-region.

(ii) I accordance with Tex Gov't Code, §2306.6711, in Uniform State Service Regions containing a county with a population that exceeds 1.7 million, the board shall allocate competitive tax credits to the highest scoring development, if any, that is part of a concerted revitalization plan that meets the requirements of §11.9(d)(7) (except for (A)(ii)(III) and (B)(iv), is located in an urban sub-region and is within the boundaries of a municipality with a population that exceeds 500,000.

Awards will fall in this order…

D. Rural Collapse

E. Statewide Collapse

F. Nonprofit

After the Awards

- Waiting List – Didn't make the big list in July but remain eligible.

- Returns – Credits returned after Jan. 1 goes to next highest scorer in their original sub-region if fully fundable or will flow to statewide collapse and may be awarded elsewhere.

- Force Majeure Returns – Can be allocated separately if all conditions of §11.6(A-H) are met, in the opinion of the Board.

- National Pool – Added to statewide collapse and awarded to next fully fundable app on waiting list.

Above All, Remember This:

- Don't be late.

- Don't be incomplete.

- Don't be inconsistent.

- Don't make casual mistakes.

- Don't do your own interpretations of the QAP.

- Don't assume anything – ask!

- Don't expect TDHCA to do your homework.

Are there any…