

# TDHCA 2018 Application Uptick!



Are you ready for what's next?



# Just so you know...

This presentation is to help explain the application process and there are descriptions and pictures of the application throughout. This presentation is NOT A RULE and it is not a policy statement. Staff and the Board make determinations on the basis of the wording of relevant statutory provisions, the QAP, and the Multifamily Rules – not ancillary materials. It is stated repeatedly later in the presentation, but applicants must read the rules because they are the benchmark by which all questions about the application will be determined.

# Housekeeping

- We anticipate that this webinar will take around three (3) hours, depending on how much time we spend answering questions.
- We have breaks built in.
- You are on mute. Don't be afraid...

# Remember me???



File Options View Help

In Practice Mode **Start**

- Audience view 100%
- Sharing
- Audio
- Dashboard
- Attendees: 1 of 1001 (max)
- Questions

- Sharing
- Audio
- Dashboard
- Attendees: 1 of 1001 (max)
- Questions

Show Answered Questions

X	Question	Asker

Send Privately Send to All



# Multifamily Finance Division

- Marni Holloway – Division Director – 512-475-1676
- Teresa Morales – 4% Administrator – 512-475-3344
- Sharon Gamble – 9% Administrator – 512-936-7834
- Andrew Sinnott – Direct Loan Administrator – 512-475-0538
- Jason Burr – Database Administrator – 512-475-3986
- Patrick Russell - MF Policy Research Specialist – 512-475-3986

## HTC Program Specialists

- 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 Program Specialists

- Marie Esparza - Loan Program Specialist – 512-475-3933
- 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

- Gregg Kazak – 512-475-2050
- Duc Nguyen 512-475-2691
- Jeanna Rolsing – 512-936-7820
- Diamond Thompson – 512-475-3915
- **Johnathan Conley – 512-475-3872**
- **Laura Rogers – 512-475-4573**
- **Greg Stoll – 512-475-2319**

# What to Expect

We will cover:

- 2018 Timeline
- Submission Procedures
- Totals, Limits and Afterward

\*\*\*BREAK\*\*\*

- Completing the Apps
- New, Changed and *Gone*
- Q&A



# 2018 Timeline - §11.2

- 1/04/2018 - Application Acceptance Period Opens
- 1/09/2018 – Pre-Apps & Waiver Requests Due
- 2/16/2018 – Application for FTP Access **if no pre-app**
- 3/01/2018 – Full Apps Due (incl'g 3<sup>rd</sup> Party Reports and §11.3 Resolutions)
- 4/02/2018 – Market Study Due
- 5/01/2018 – Third Party Requests for Administrative Deficiencies
- Mid-May – Final Scoring Notices Issued for MOST competitive Apps
- 6/22/2018 – Public Comment to be included in the Board
- June – List of Eligible Apps published
- Late July – Final Awards
- Mid-August – Commitments Issued
- 11/1/2018 – Carryover
- 7/01/2019 – 10% Test
- 12/31/2020 – Placement in Service Deadline
- **5 business days** – Administrative Deficiency **Clearance** date



**Do Not Let Time Run Out!!!!**



**Pre-application deadline is January 9,  
2018 at 5:00 p.m., Austin local time**

Full Application deadline is March 1,  
2018 at 5:00 p.m., Austin local time



**Do Not Let Time Run Out!!!!**



# Submission Procedures



## Pre and Full Applications



# Application Submission

## We're Electronic...Again!





# Checks and Receipts

**MULTIFAMILY DOCUMENT & PAYMENT RECEIPT**  
 TDHCA | Deliver to: 221 E. 11th St., Austin, TX 78701 | Mail to: PO Box 13941, Austin, TX 78711-3941  
 (This receipt does not attest to the sufficiency of documentation to fulfill Program requirements.)

Development: \_\_\_\_\_ Owner: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_

<b>TDHCA Application Number</b>	<b>TDHCA Date/Time Stamp</b>

**Select Program of Documents/Payments Submitted (note: HTC = Housing Tax Credits)**

9% HTC (Competitive)   
  4% HTC - Tax Exempt Bond Issuer: \_\_\_\_\_   
  Direct Loan

**Indicate All Documents Submitted**

Pre-Application   
  Market Study   
  Phase I ESA   
  Site Design & Dev. Feasibility Report  
 Application   
  Appraisal   
  PCA/CNA   
  Primary Market Area Map  
 Waiver Request   
  Community Revitalization Plan   
  Community Input   
  UNCR Packet

**Describe Payment**

Check Amount: \_\_\_\_\_   
 HTC Application Fee: \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 Check Number: \_\_\_\_\_   
 (full app only)   
 # of Units   
 Per unit fee   
 App. Fee

Check Amount: \_\_\_\_\_   
  Non-Profit or CHDO   
 \_\_\_\_\_  
 Check Number: \_\_\_\_\_   
 NP Discounted Fee

*Describe any special circumstances:*

**NOTE: Housing Tax Credit Program Applicants that are CHDOs or Qualified Nonprofit Organizations and requesting a fee reduction, must attach a copy of their CHDO certificate or evidence of 501(c)(3) or (4) status to this receipt.**

If you'd like a receipt, provide this one with your submission.



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## **2018 Housing Tax Credit Pre-Application**

Information in the document is automatically saved when the "BACK" button is clicked.

# 2018 Pre-App - §11.8

Due 1/09/2018 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>



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## 2018 Competitive Housing Tax Credit Pre-Application Initiation

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**E-mail \***

**Development Name \***

DO NOT USE SPACES

Begin Pre-Application

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



**Let's get started!**

Application Number: **1**

Use the following link to begin your 2018 Competitive Housing Tax Credit Pre-Application.

<https://form.jotform.com/70174491551152??session=BlueLimeLoftsapplicationNumber=1>

Not ready to begin yet?

This URL has also been emailed to the address you provided and will enable you to start and return to your form. **Note** that once the Pre-Application has been submitted, this link will no longer work.

**Tip:** After selecting the link above, create a favorite, or bookmark in your browser to return to your form prior to submission.

# Do Not Use All Caps



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## 2018 Housing Tax Credit Pre-Application

Information in the document is automatically saved when the "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

Elderly Limitation

Previous TDHCA #

Address \*

999 Brittle Hill Pass

City \*

Strangeland

Zip Code \*

78701

ETJ? \*

No

County \*

Weird

Region \*

3

Rural/Urban \*

Urban

# Smart Blanks



**Total LI Units \***

**Total MR Units**

**Total Units**

**HTC Request \***

Do not enter currency sign or commas

**Pre-App Fee Due \***

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? \***

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.



# Quick word about Pre-App Fees

- Per §10.901(3)(A), there is a \$10 per Unit pre-application fee.
- §10.201(1)(A) allows for an opportunity to correct pre-application fees that are underpaid. If, for some reason, you don't calculate your \$10 per door correctly, you will now receive a deficiency, giving you three business days to submit the correct amount.
- If you fail to meet that deadline, your pre-application will be terminated at that point.

Review §10.901 for more information about fees, including refunds.





# Back to Smart Blanks...

## New blanks will appear when you need them.



**Name 12**

Dirt Roder

**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 \***   
§11.9(b)(1)(A)

**Unit Features \***   
§11.9(b)(1)(B)

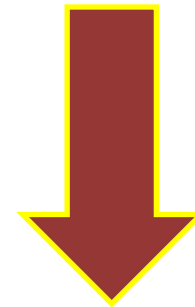
**Sponsor Characteristics \***   
§11.9(b)(2)(A)

**High Quality Housing Total**

### Criteria to Serve and Support Texans Most in Need

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

JUST LIKE THIS



**Total Applicant Self-Score \***

Back

Next

# The last page before submitting.

## Attachments and Certifications

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### 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

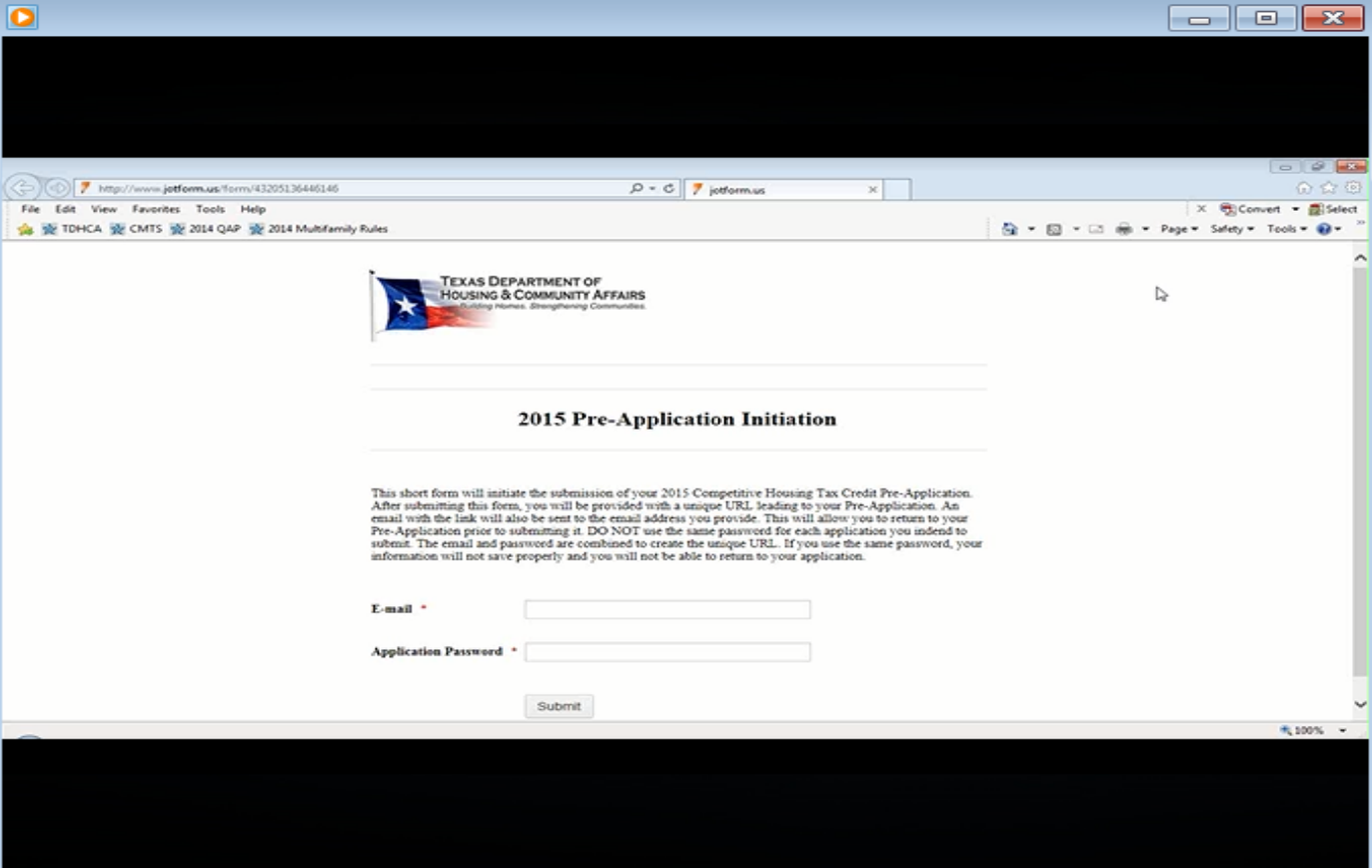
[Sample Census Tract.pdf](#)

# Some changes (not all)...

- §11.8(b)(1)(F) requires map of the census tract with an outline of the proposed Development Site.
- §11.8(b)(2)(C) Notifications has a couple of new requirements at (ii) and (iv).
- §11.9(e)(3)(E) pre-application-to-Application point differential reduced from six (6) to four (4) points.

# Watch the Pre-application Webinar

for a Super Tutorial on the JotForm Pre-app!



The screenshot shows a web browser window displaying a form titled "2015 Pre-Application Initiation" from the Texas Department of Housing & Community Affairs. The browser's address bar shows the URL "http://www.jotform.us/forms/43205136446146". The form includes a header with the department's logo and name, followed by the title "2015 Pre-Application Initiation". Below the title is a paragraph of instructions: "This short form will initiate the submission of your 2015 Competitive Housing Tax Credit Pre-Application. After submitting this form, you will be provided with a unique URL leading to your Pre-Application. An email with the link will also be sent to the email address you provide. This will allow you to return to your Pre-Application prior to submitting it. DO NOT use the same password for each application you intend to submit. The email and password are combined to create the unique URL. If you use the same password, your information will not save properly and you will not be able to return to your application." The form contains two input fields: "E-mail" and "Application Password", both marked with an asterisk. A "Submit" button is located below the input fields. The browser's status bar at the bottom right shows "100%" zoom.

TEXAS DEPARTMENT OF  
HOUSING & COMMUNITY AFFAIRS  
*Building Homes. Strengthening Communities.*

## 2015 Pre-Application Initiation

This short form will initiate the submission of your 2015 Competitive Housing Tax Credit Pre-Application. After submitting this form, you will be provided with a unique URL leading to your Pre-Application. An email with the link will also be sent to the email address you provide. This will allow you to return to your Pre-Application prior to submitting it. **DO NOT** use the same password for each application you intend to submit. The email and password are combined to create the unique URL. If you use the same password, your information will not save properly and you will not be able to return to your application.

E-mail \*

Application Password \*

Submit

# Questions about Pre-Apps??





2018 Multifamily Uniform Application

Mailing Address: P.O. Box 13941, Austin, TX 78711-3941

Physical Address: 221 East 11th Street, Austin, TX 78701

Competitive HTC Applications are Due

March 1, 2018 by 5:00 p.m.

Austin local Time

Fee: \$20 / Unit with Pre-App or

\$30 / Unit without one

10% discount for nonprofits





# More about fees...

§10.901

3(A)

- \$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.

6

- \$500 – Third Party Deficiency Request Fee

Review 10.901 for information about all fees required by TDHCA for various items and requirements for refunds.

# Refunds of Pre-app fees - §10.901(2)

**(2) Refunds of Pre-application Fees. (§2306.6716(c))** Upon written request from the Applicant, the Department shall refund the balance of the pre-application fee for a pre-application that is withdrawn by the Applicant and that is not fully processed by the Department. The amount of refund will be commensurate with the level of review completed. Initial processing will constitute 50 percent of the review, threshold review prior to a deficiency issued will constitute 30 percent of the review, and deficiencies submitted and reviewed constitute 20 percent of the review.



# Submit the Full App Using Serv-U



We're going to say this again...



Do Not Let Time Run Out!!!

# 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 = SLOW**

Submit early if you can



# Testing...Testing

# 1 2 3

# A B C

# 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



If you notice a broken formula...



Sharon Gamble  
512-475-7834

...get the details to our in-house Excel hero!



# PDF – Convert, don't scan.

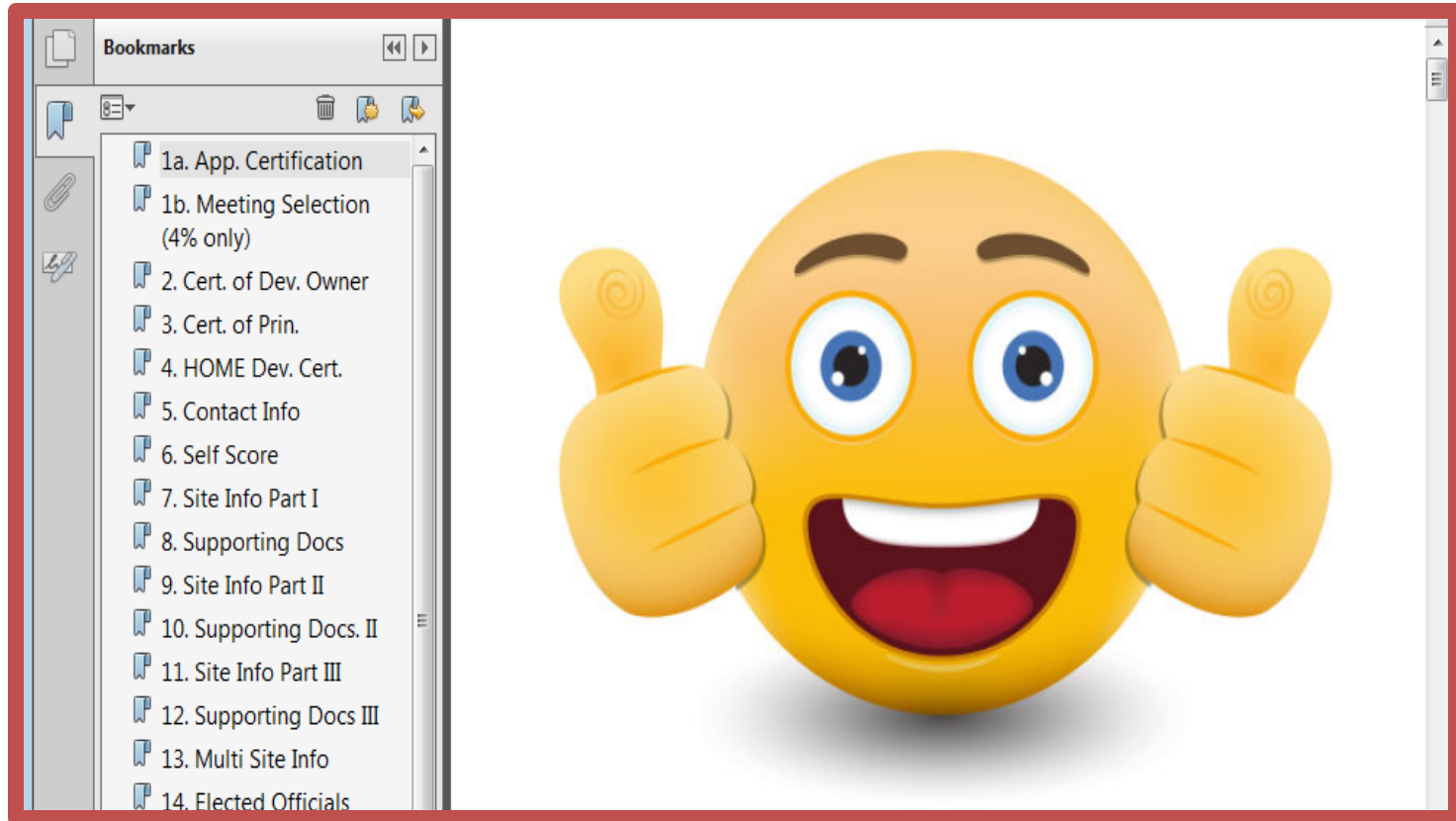
- Convert, don't scan.
- Follow conversion instructions in the 2018 Procedures Manual.

## 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.



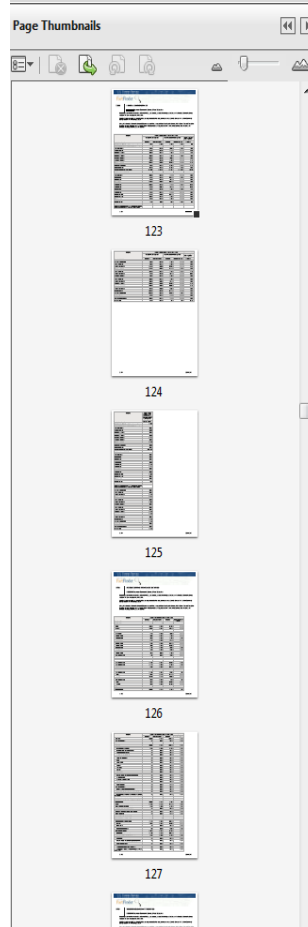
# Bookmarks are NOT Optional and...



Applications HAVE been terminated for omitting them.

# Insert your evidence.

- Acrobat will allow you to drag and drop pages into the PDF.
- Make sure your evidence answers the question being asked.
- Missing & wrong documentation causes lost points and deficiencies.
- Deficiencies are often avoidable.



U.S. Census Bureau

AMERICAN FactFinder

S2503 FINANCIAL CHARACTERISTICS

American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Subject	Census Tract 9505.01, Rusk County, Texas					
	Occupied housing units		Owner-occupied housing units		Renter-occupied housing units	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Occupied housing units	1,841	+/-140	1,250	+/-183	591	+/-183
HOUSEHOLD INCOME IN THE PAST 12 MONTHS (IN 2013 INFLATION-ADJUSTED DOLLARS)						
Less than \$5,000	4.7%	+/-4.6	6.1%	+/-6.6	1.9%	+/-4.7
\$5,000 to \$9,999	4.1%	+/-3.6	3.0%	+/-4.7	6.4%	+/-4.2
\$10,000 to \$14,999	5.8%	+/-3.1	7.3%	+/-2.9	19.1%	+/-4.0
\$15,000 to \$19,999	9.2%	+/-5.8	4.5%	+/-4.8	19.0%	+/-3.4
\$20,000 to \$24,999	5.7%	+/-4.4	7.8%	+/-3.3	4.7%	+/-2.9
\$25,000 to \$34,999	10.0%	+/-4.8	5.8%	+/-7.9	25.2%	+/-3.7
\$35,000 to \$49,999	4.8%	+/-3.0	4.8%	+/-6.7	0.7%	+/-4.2
\$50,000 to \$74,999	23.2%	+/-8.9	22.3%	+/-11.1	0.0%	+/-5.0
\$75,000 to \$99,999	15.7%	+/-5.5	14.1%	+/-6.7	0.0%	+/-5.8
\$100,000 to \$149,999	7.8%	+/-4.4	11.1%	+/-6.0	0.0%	+/-5.0
\$150,000 or more	9.0%	+/-4.2	13.3%	+/-11,695	34,768	
Median household income (dollars)	54,528	+/-5,040	58,214	+/-11,695	34,768	
MONTHLY HOUSING COSTS						
Less than \$100	0.8%	+/-1.2	1.2%	+/-1.8	0.0%	+/-0.1
\$100 to \$199	7.1%	+/-4.3	10.5%	+/-3.3	0.0%	+/-8.8
\$200 to \$299	3.4%	+/-2.3	5.0%	+/-4.3	7.1%	+/-5.4
\$300 to \$399	13.7%	+/-5.8	19.5%	+/-4.1	12.5%	+/-5.0
\$400 to \$499	7.1%	+/-4.0	7.0%	+/-4.3	0.0%	+/-4.7
\$500 to \$599	15.8%	+/-4.5	7.9%	+/-4.1	7.3%	+/-3.0
\$600 to \$699	8.0%	+/-5.1	5.9%	+/-4.4	5.8%	+/-3.4
\$700 to \$799	7.6%	+/-4.6	7.8%	+/-4.7	10.0%	+/-4.7
\$800 to \$899	3.2%	+/-2.2	4.0%	+/-4.4	0.0%	+/-2.7
\$900 to \$999	3.0%	+/-3.4	3.0%	+/-4.7	0.0%	+/-4.1
\$1,000 to \$1,499	14.4%	+/-5.9	16.5%	(X)	22.2%	+/-5.8
\$1,500 to \$1,999	5.3%	+/-3.2	7.8%	+/-137	593	
\$2,000 or more	2.6%	+/-2.7	3.8%			
No cash rent	7.1%	+/-4.2	(X)	(X)		
Median (dollars)	589	+/-58	586	+/-137	593	
MONTHLY HOUSING COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS						



# One IMPORTANT thing about Evidence

## 11.9 Competitive HTC Selection Criteria.

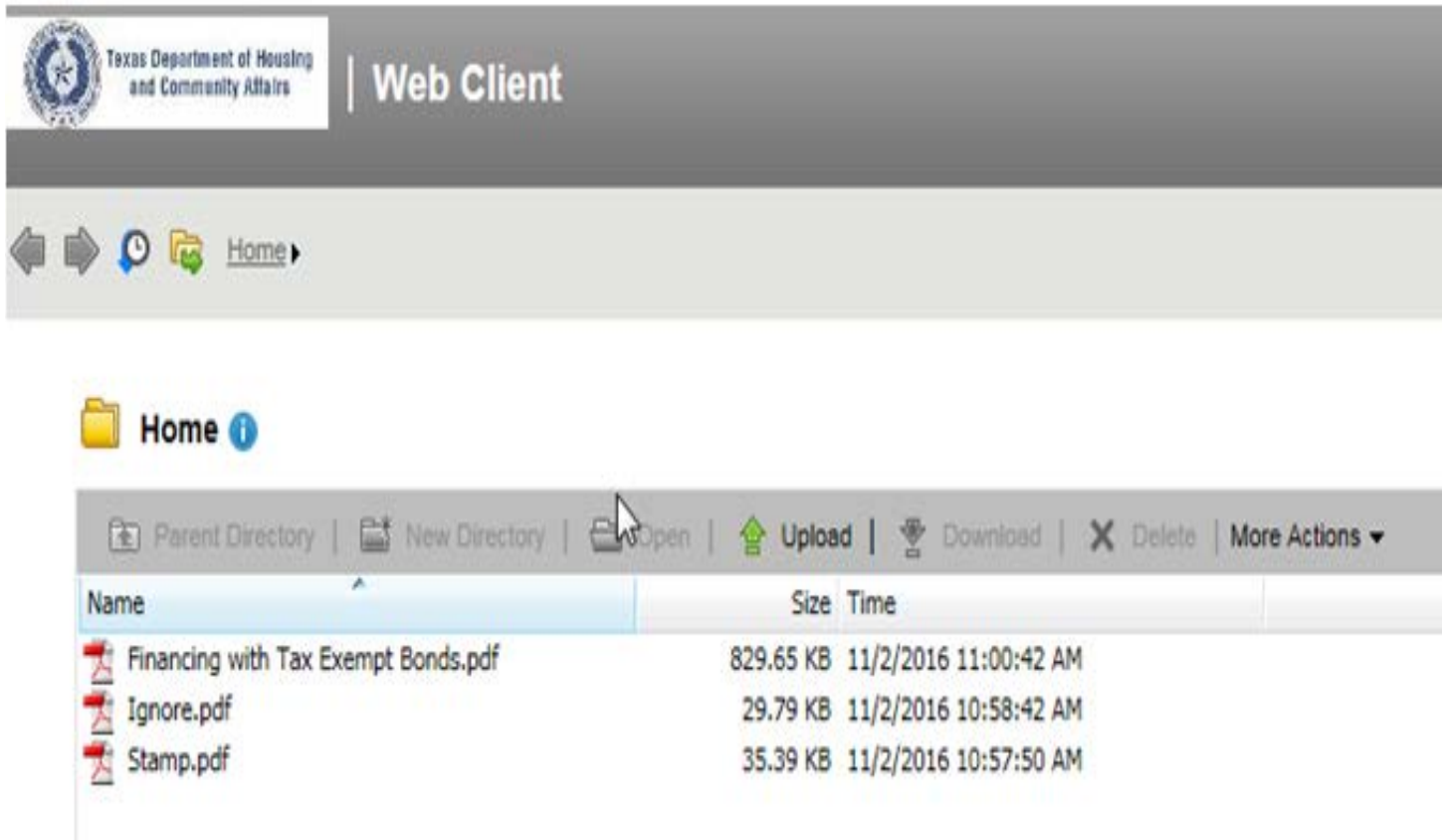
- (a) General Information. “... Due to the highly competitive nature of the program, **Applicants that elect points where supporting documentation is required but fail to provide any supporting documentation will not be allowed to cure the issue through an Administrative Deficiency.** However, Department 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.
- If no pre-app, Feb. 16 for the form.
- Set up your username and password.
- TEST THE SYSTEM.
- 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 for confirmations.
- Only uploads are acceptable.
- Consult the User Guide for help.



# Serv-U



Texas Department of Housing and Community Affairs | Web Client

Home

Home

Parent Directory | New Directory | Open | Upload | Download | Delete | More Actions

Name	Size	Time
Financing with Tax Exempt Bonds.pdf	829.65 KB	11/2/2016 11:00:42 AM
Ignore.pdf	29.79 KB	11/2/2016 10:58:42 AM
Stamp.pdf	35.39 KB	11/2/2016 10:57:50 AM

Successful Uploads Look Like This



# What the Time Means and “Confirmation 2.0”

## ● Important Note Regarding Submission Time

### Submission Time

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

**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



A conceptual image featuring two hands pressed against a white surface, with the word "DISAPPEAR" written in the center. The hands are positioned on either side of the text, with fingers spread. The text is in a bold, black, sans-serif font. The overall composition is simple and evocative, suggesting a theme of disappearance or a search for something that has vanished.

DISAPPEAR





# No Dropbox



**Dropbox** 11.4.20

Utilities & Tools

**Free Download**

Safe download



**Store, sync and share your files online**

The downside to having multiple computers is synchronization. Dropbox is the perfect solution for these situations. [View full description](#)

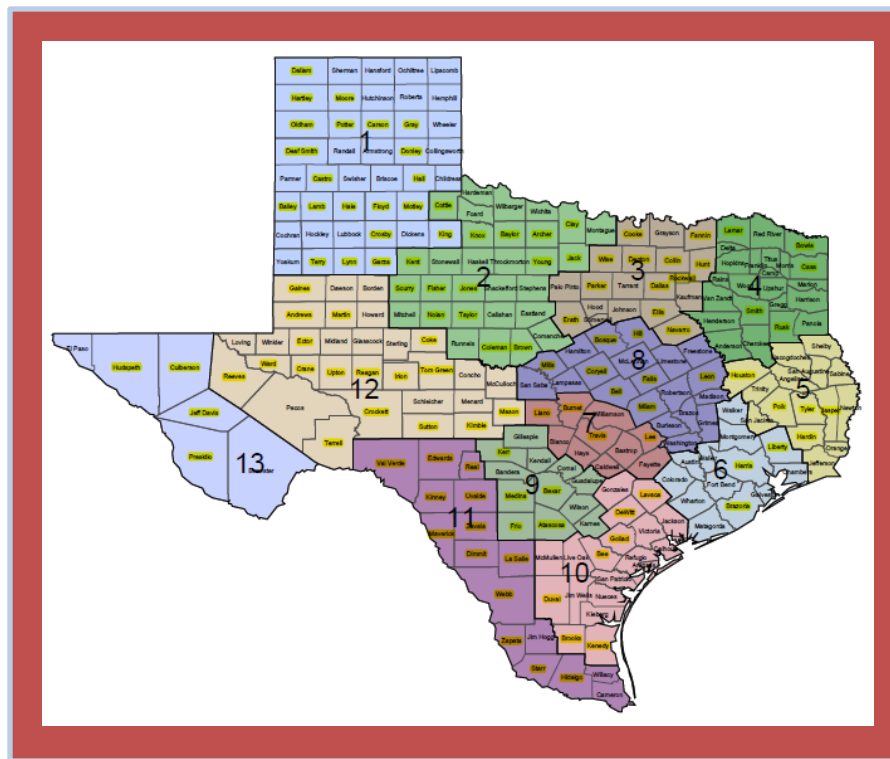
**No Dropbox submissions will be opened.  
Use the FTP server ONLY.**



Does anybody feel like this?



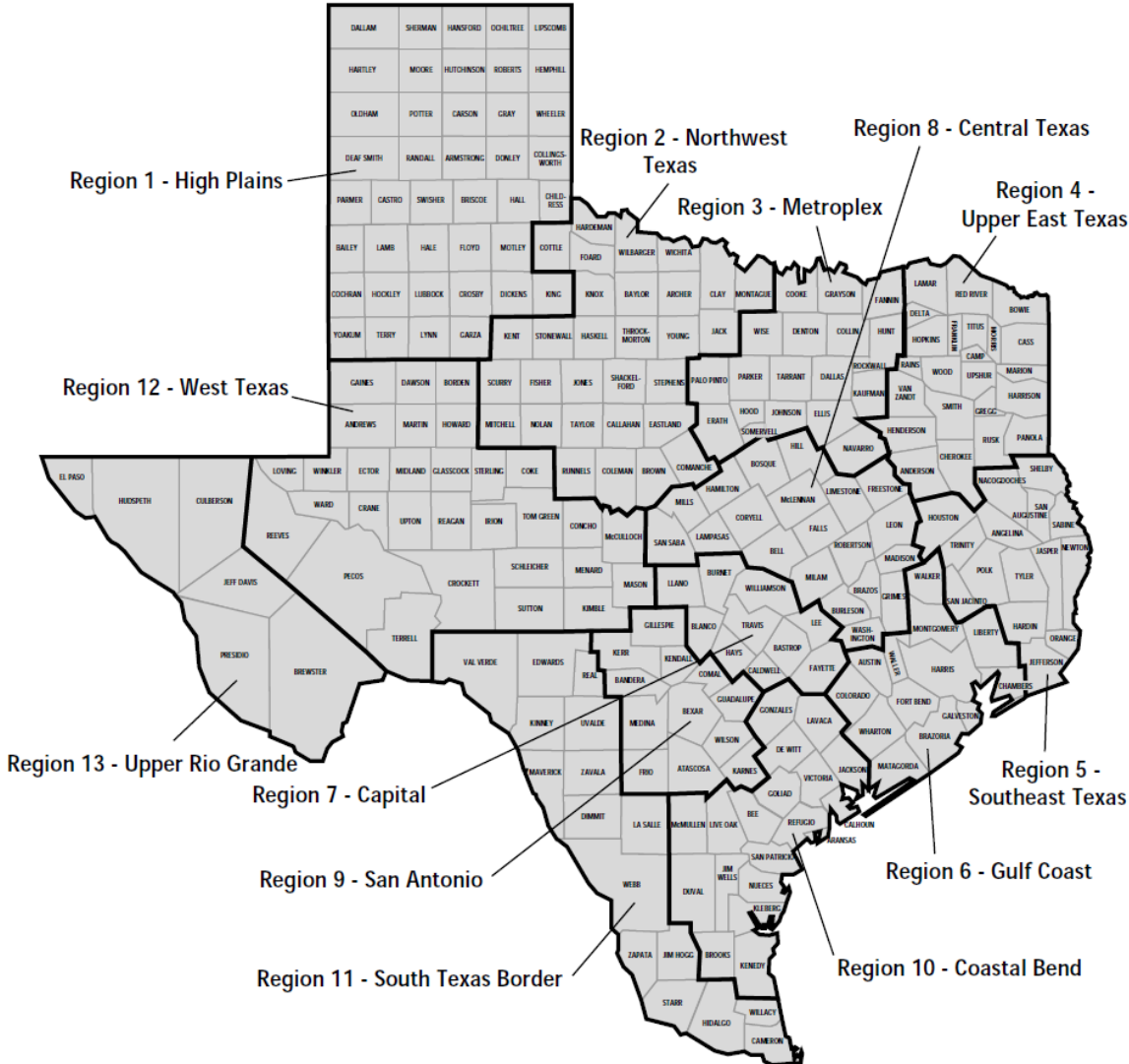
If so, write in your question.



# 2018 Credit Ceiling

This year's distribution by  
Set-Aside and Region

# How High is the 2018 Ceiling?



\$66,870,230



# Ceiling Distribution - \$66,870,230

## §11.5 Competitive Set-asides

- Nonprofit Set-Aside – \$6,687,023
- At Risk – \$10,030,534
- USDA – \$3,343,511
- Regional – \$56,839,696



# Ceiling Distribution...cont'd

## Rural Regions

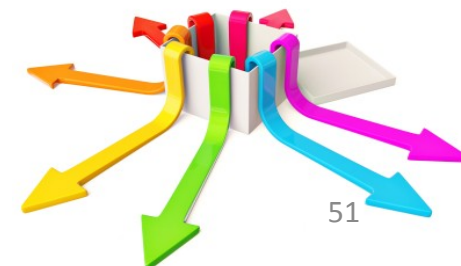
- 1 \$664,272
- 2 \$500,000
- 3 \$570,576
- 4 \$1,432,844
- 5 \$881,615
- 6 \$500,000
- 7 \$500,000
- 8 \$545,841
- 9 \$500,000
- 10 \$583,064
- 11 \$792,213
- 12 \$500,000
- 13 \$500,000



# Ceiling Distribution...cont'd

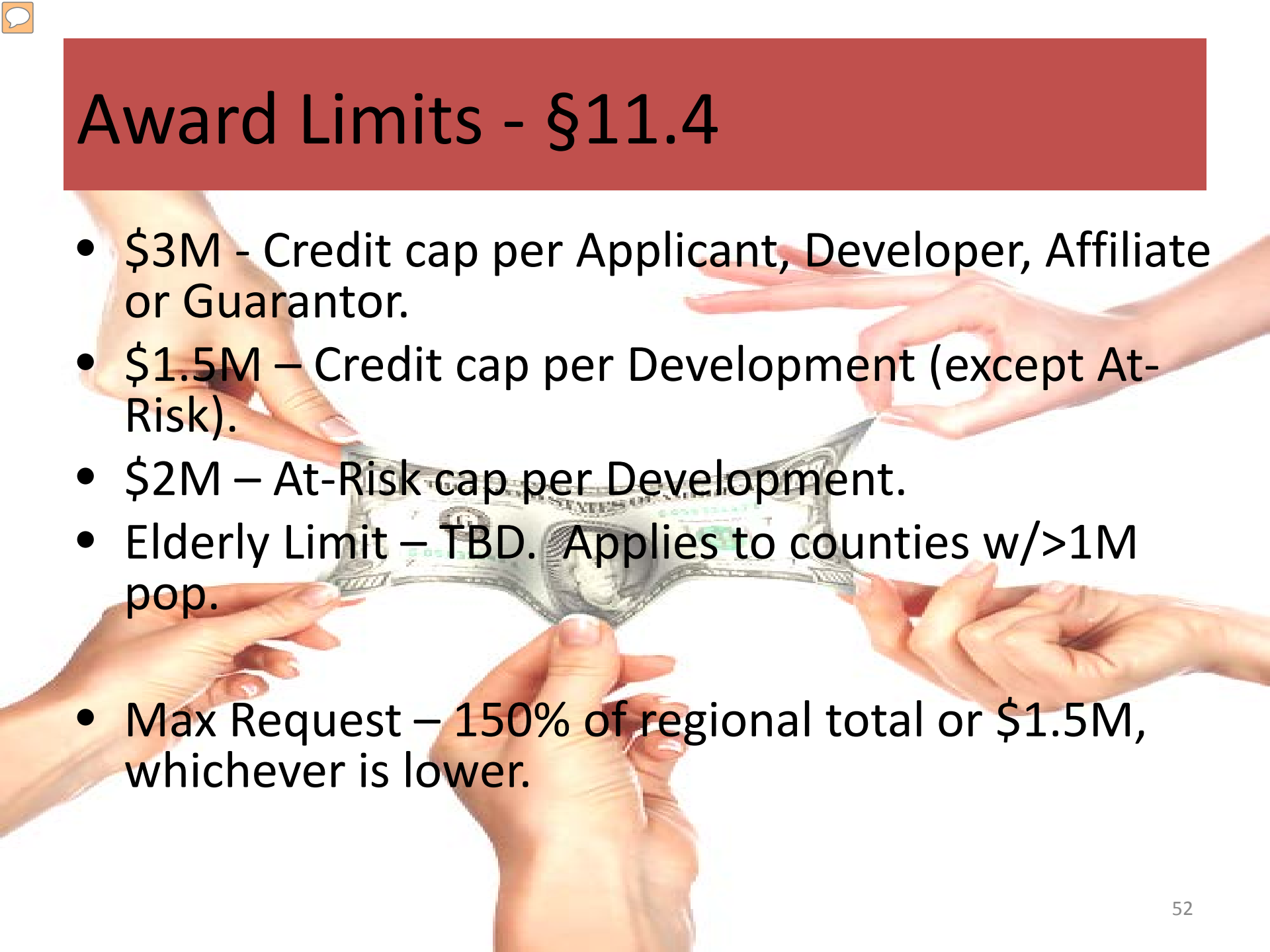
## Urban Regions

- |     |              |    |             |
|-----|--------------|----|-------------|
| • 1 | \$1,184,510  | 8  | \$1,433,135 |
| • 2 | \$500,000    | 9  | \$4,712,867 |
| • 3 | \$13,246,865 | 10 | \$1,287,040 |
| • 4 | \$1,008,948  | 11 | \$5,370,783 |
| • 5 | \$711,545    | 12 | \$841,955   |
| • 6 | \$11,747,349 | 13 | \$2,326,775 |
| • 7 | \$3,997,488  |    |             |





# 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 or Concerted Revitalization Plan score.
3. Applications proposed to be located in a Place or if located completely outside a Place, a county that has the fewest HTC units per capita (based on the 2018 Site Demo Report), as compared to another Application with the same score.
4. Census tract has lowest poverty rate.
5. Greatest linear distance from the nearest awarded HTC Development, boundary to boundary.



# Awards will fall in this order...

- A. Nonprofit
- B. At-Risk/USDA
- D. 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) In 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.

# And then...

- D. Rural Collapse
- E. Statewide Collapse





# 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...





**BREAK TIME!!!!**

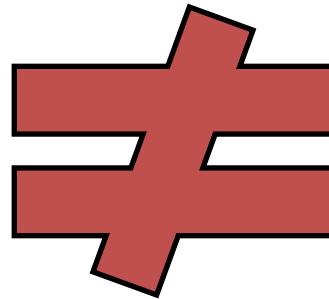
# Part II Begins Now



The 2018 Application



# Documentation



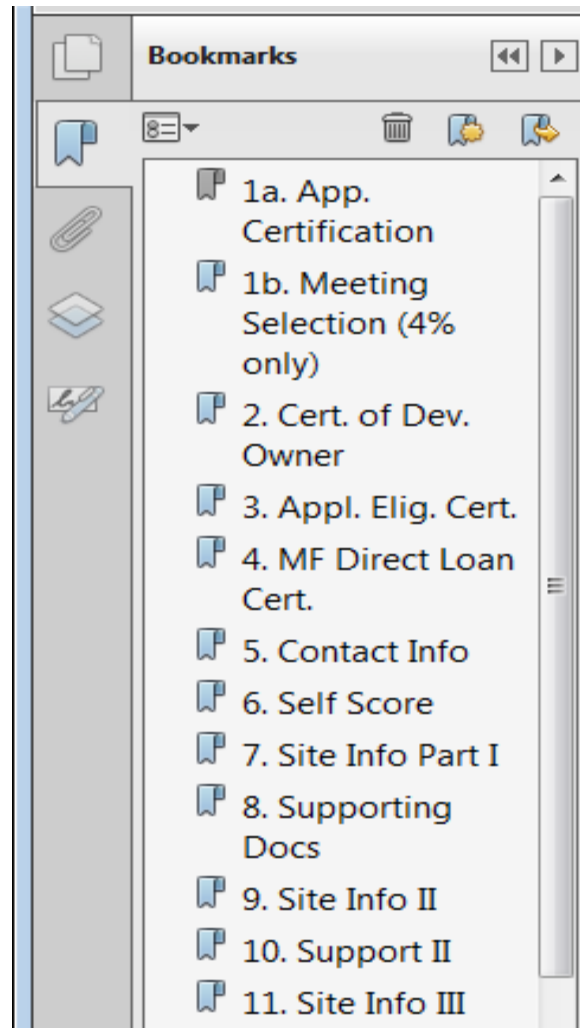
Provide what the rule SAYS, not what YOU think “should work.”



# Bookmarks



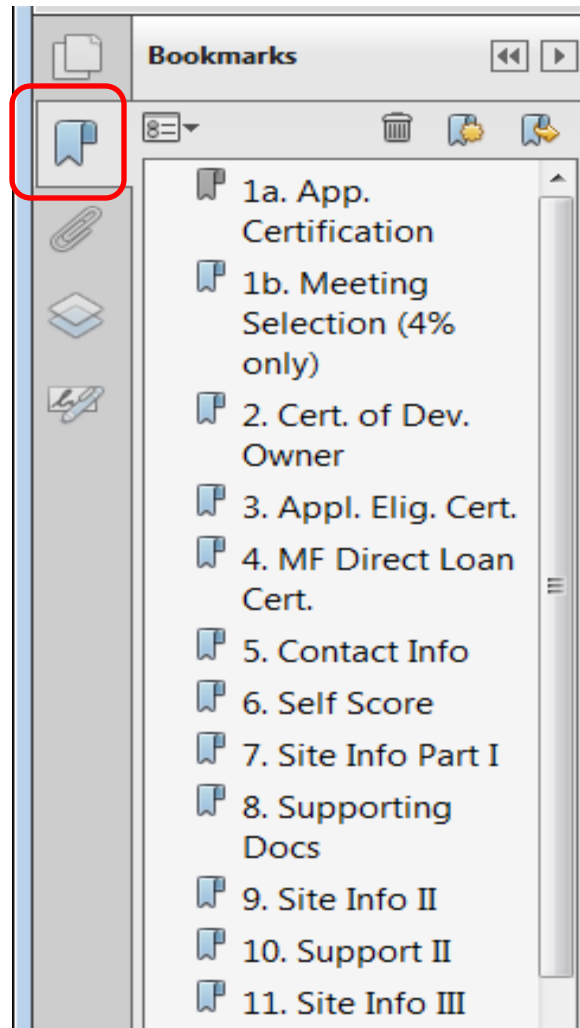
# Bookmarks, cont'd



Bookmark  
Keep Me Simple



# Bookmarks, there's more!



Bookmark  
Keep Me Simple



# §10.2(a) Due Diligence & Applicant Responsibility

“The provisions of the rules, including the Qualified Allocation Plan, are controlling and supersede any and all staff guidance. If there is a disagreement as to how a provision of a rule ought to be applied, it is the province of the Board, not staff, to make a final determination as to its interpretation of its rules.”



## §10.2(c) Data

“Where this chapter requires the use of American Community Survey data, the Department shall use the most current data available as of October 1, 2017, unless specifically otherwise provided in federal or state law or in the rules. All American Community Survey data must be 5-year estimates, unless otherwise specified. The availability of more current data shall be disregarded. Where other data sources are specifically required, such as Neighborhood Scout, the data available after October 1 but before the Application Acceptance Period, will be permissible. The Neighborhood Scout report submitted in the Application must include the report date.”



# §10.2(d) – Public Info Requests

The filing of a pre-application or Application with the Department shall be deemed as consent to the release of any and all information contained therein, including supporting documents and exhibits. As part of its certifications, the Applicant shall certify that the authors of the reports and other information and documents submitted with the Application have given their consent to the Applicant to submit all reports and other information and documents to the Department, and for the Department to publish anything submitted with the Application on its website and use such information and documents for authorized purposes.



# §10.3(a)(2) – Deficiencies

Administrative Deficiencies--Information requested by Department staff that staff requires to clarify or explain or correct one or more inconsistencies;





# Deficiencies, cont'd

A matter may begin as an Administrative Deficiency but later be determined to have constituted a Material Deficiency. Any missing item(s) relating to a scoring item will be deemed by staff to have constituted a Material Deficiency that supports the non-award of the points. By way of example, if an Applicant checks a box for three points for a particular scoring item but provides supporting documentation that would support two points, staff would treat this as an inconsistency and issue an Administrative Deficiency which might ultimately lead to a correction of the checked boxes to align with the provided supporting documentation and support an award of two points. However, if the supporting documentation was missing altogether, this could not be remedied and the point item would be assigned no points.



# §10.3(a)(122) – Supportive Housing

Supportive Housing--—A residential rental Developments that is:

(A) intended for occupancy by households in need of specialized and specific non-medical services in order to maintain independent living;

(B) the provision of services are provided primarily on-site by the Applicant, an Affiliate of the Applicant or a third party provider and the service provider must be able to demonstrate a record of providing substantive services similar to those proposed in the subject Application in residential settings for at least three years prior to the Application Acceptance Period;

(C) the services offered must include case management and tenant services that either aid tenants in addressing debilitating conditions or assist tenants in securing the skills, assets, and connections needed for independent living. Resident populations primarily include the homeless and those at-risk of homelessness; and



# Supportive Housing, cont'd

(D) the Applicant, General Partner, or Guarantor must meet the following:

- (i) demonstrate that it, alone or in partnership with a third party provider, has at least three years experience in developing and operating housing similar to the proposed housing;
- (ii) demonstrate that it has secured sufficient funds necessary to maintain the Development's operations through the Affordability Period;
- (iii) provide evidence of a history of fundraising activities sufficient to fill unanticipated operating losses; and

(E) is not financed, except for construction financing, with any debt containing foreclosure provisions or debt that contains must-pay repayment provisions (including cash-flow debt). Permanent foreclosable, must-pay debt is permissible if sourced by federal funds, but the Development will not be exempted from Subchapter D of this chapter (relating to Underwriting and Loan Policy). In addition, permanent foreclosable, cash-flow debt provided by an Affiliate is permissible if originally sourced from charitable contributions or pass-through local government nonfederal funds. Any amendment to an Application or LURA resulting in the addition of debt prohibited under this definition will result in the revocation of IRS Form(s) 8609.



# §10.3(a)124 – Target Population

Target Population--The designation of types of housing populations shall include Elderly Developments, and those that are ~~entirely~~ Supportive Housing. All others will be considered to serve general populations without regard to any subpopulations. ~~An existing Development that has been designated as a Development serving the general population may not change to become an Elderly Development, or vice versa, without Board approval.~~





# §10.3(a)136 – Underwriting Report

Underwriting Report--Sometimes referred to as the "Report." A decision making tool used by the Department and Board containing a synopsis and reconciliation of the Application information submitted by the Applicant.



# Questions so far???




# Tab 1 – Application Certification

\*Unsigned version isn't needed.

\*Make sure the notary's commission is current.

\*If the signature isn't legible, re-scan it.





2018 Multifamily Housing Application Certification  
Mailing Address: P.O. Box 13941, Austin, TX 78711-3941  
Physical Address: 221 East 11th Street, Austin, TX 78701

Development Name: \_\_\_\_\_

The undersigned hereby makes an Application to Texas Department of Housing and Community Affairs. The Applicant affirms that they have read and understand the Uniform Multifamily Rules (Title 10, Texas Administrative Code, Chapter 10) and Qualified Allocation Plan (Title 10, Texas Administrative Code, Chapter 11). Specifically, the undersigned understands the requirements under 10 TAC §10.101 of the Uniform Multifamily Rules, Site and Development Requirements and Restrictions, as well as Internal Revenue Code Section 42. By signing this document, Applicant is affirming that all statements and representations made in this certification and application, including all supporting materials, are true and correct under penalty of law, including Chapter 37 of the Texas Penal Code titled Perjury and Other Falsification and subject to criminal penalties as defined by the State of Texas. Applicant is also affirming understanding of §10.2(e) of the Uniform Multifamily Rules, relating to Public Information Requests, specifically that the filing of an Application with Department is deemed as consent to release any and all information contained therein.

The undersigned further certifies that he/she has the authority to execute this certification.

\_\_\_\_\_  
Applicant Entity Name

By: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
by \_\_\_\_\_  
(Personalized Seal)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
County of \_\_\_\_\_

My Commission Expires:  
\_\_\_\_\_  
Date

# Tab 1b – Meeting Selection, 4% Only

I request to be on the Board agenda selected below and pursuant to §10.201(2)(B) of the Uniform Multifamily Rules I understand that I must provide the remaining parts of the Application by the applicable corresponding deadline:

Board Meeting Date:

- January 18, 2018
- February 22, 2018
- March 22, 2018
- April 26, 2018
- May 24, 2018
- June 28, 2018
- July 12, 2018
- July 26, 2018

75 Day Deadline:

- November 3, 2017
- December 8, 2017
- January 5, 2018
- February 9, 2018
- March 13, 2018
- April 13, 2018
- April 27, 2018
- May 11, 2018

**N/A**



# Tab 2 – Owner Consent

## Certification, Acknowledgement, and Consent of Development Owner- §10.204(1)

The *Certification, Acknowledgement, and Consent of Development Owner* is included behind this tab.

**\*\*The form should be executed, notarized, and included in the full application document.\*\***

The form for the certification will be posted to the Department's website at <http://www.tdhca.state.tx.us/multifamily/apply-for-funds.htm>

Please indicate whether any of the following required disclosure on the *Certification, Acknowledgement, and Consent of Development Owner* (to be used for data capture for application processing):

- §10.101(a)(2) - Undesirable Site Features
- §10.101(a)(3) - Undesirable Neighborhood Characteristics
- §10.202(1)(M) - Termination of Relationship in an Affordable Housing Transaction
- §10.901(18) - Unused Credit or Penalty Fee

**Note:** If any disclosures are indicated regarding §10.101(a)(3), submit the *Undesirable Neighborhood Characteristics Report Packet (UNCR)* located on the Department's website

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

# Tab 2 – Owner Consent

## Development Owner Certification, Acknowledgement and Consent

---

All defined terms used in this certification and not specifically defined herein have the meanings ascribed to them in Chapter 2306 of the Tex. Gov't Code, §42 of the Internal Revenue Code, and §10.3 of the Uniform Multifamily Rules.

\*Mark all relevant check boxes.

\*Execute and have notarized.



# Owner Consent, cont'd.

## **Unused Credit or Penalty Fee** *(select one box as applicable)*

\_\_\_\_\_ The Applicant returned a full credit allocation after the Carryover Allocation deadline required for that allocation and is subject to the Unused Credit or Penalty Fee pursuant to §10.901(18) of the Uniform Multifamily Rules.

\_\_\_\_\_ The Applicant certifies that no disclosure regarding §10.901(18) of the Uniform Multifamily Rules is necessary.


## **Termination of Relationship in an Affordable Housing Transaction** *(select one box as applicable)*

\_\_\_\_\_ The Applicant has disclosed, in the Application, any Principal or any entity or Person in the Development ownership structure who was or is involved as a Principal in any other affordable housing transaction, that has terminated, voluntarily or involuntarily, within the past 10 years or plans to or is negotiating to terminate their relationship with any other affordable housing development. The disclosure identified the person or persons and development involved, the identity of each other development and contact information for the other Principals of each such development, a narrative description of the facts and circumstances of the termination or proposed termination, and any appropriate supporting documents. The Applicant has read and understands §10.202(1)(M) of the Uniform Multifamily Rules related to such disclosure.


\_\_\_\_\_ The Applicant certifies that no disclosure regarding §10.202(1)(M) of the Uniform Multifamily Rules is necessary.

# Tab 3 – Applicant Eligibility Cert.

## Applicant Eligibility Certification-§10.204(2)

 The *Applicant Eligibility Certification(s)* is included behind this tab.

§10.202 of the Uniform Multifamily Rules identifies situations in which an Application or Applicant may be ineligible for Department funding. Applicants must provide disclosure of all potential instances of ineligibility, along with evidence of appropriate corrective action taken and accepted by the Department or mitigating factors to be considered. Documentation should be attached behind this tab.

 Disclosure of all potential instances of ineligibility, along with evidence of appropriate corrective action is included behind this tab.



# Tab 3 - Applicant Eligibility, cont'd

## Applicant Eligibility Certification

---

All defined terms used in this certification and not specifically defined herein have the meanings ascribed to them in Chapter 2306 of the Tex. Gov't Code, §42 of the Internal Revenue Code, and §10.3 of the Uniform Multifamily Rules.

The undersigned, in each and all of the following capacities in which it may serve or exist -- Applicant, Development Owner, Developer, Guarantor of any obligation of the Applicant, and/or Principal of the Applicant and hereafter referred to as "Applicant," whether serving in one or more such capacities, is hereby submitting its Application to the Department for consideration of multifamily funding.

Applicant hereby represents, warrants, agrees, acknowledges and certifies to the Department and to the State of Texas that:

A certification of the information in this subchapter as well as Subchapter B of this chapter must be executed by any individuals required to be listed on the organizational chart and also identified in subparagraphs (A) – (D) below.

# Tab 4 – Direct Loan Certification

## Multifamily Direct Loan Certification

 *Multifamily Direct Loan Certification* is included behind this tab.

**\*\*The form should be executed, notarized, and included in the full application document.\*\***

The form for the certification will be posted to the Department's website at

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

Consult 10 TAC Chapter 13, The Multifamily Direct Loan Rules, for requirements.



# Tab 4 – Direct Loan Cert.

## Multifamily Direct Loan Certification

---

I (We) hereby make application to the Texas Department of Housing and Community Affairs (the “Department”) for an award of Multifamily Direct Loan funds, which may be composed of HOME Investment Partnerships Program (“HOME”), Tax Credit Assistance Program Repayment Funds “TCAP RF,” and/or National Housing Trust Fund (“NHTF”). The undersigned hereby acknowledges that an award by the Department does not warrant that the Development is deemed qualified to receive such award. I (We) agree that the Department or any of its directors, officers, employees, and agents will not be held responsible or liable for any representations made to the undersigned or its investors relating to the Multifamily Direct Loan; therefore, I (We) assume the risk of all damages, losses, costs, and expenses related thereto and agree to indemnify and save harmless the Department and any of its officers, employees, and agents against any and all claims, suits, losses, damages, costs, and expenses of any kind and of any nature that the Department may hereinafter suffer, incur, or pay arising out of its decision concerning this application for Multifamily Direct Loan funds or the use of information concerning the Multifamily Direct Loan.

Consult 10 TAC Chapter 13, The Multifamily Direct Loan Rules, for requirements.



# Tab 5 – Applicant Info. Page

## Applicant Information Page

Provide the contact information for the Applicant and any staff responsible for Administrative Deficiencies and/or clarifications to the Application.

### 1. Applicant Contact Information

Name:  Phone:    
Office Extension  
Email:    
Mobile  
Mailing Address:   
Street  
    
City State Zip

### 2. Second Contact

Name:  Phone:    
Office Extension  
Email:    
Mobile

### 3. Consultant Contact (if applicable)

Name:  Phone:    
Office Extension  
Email:    
Mobile  
Mailing Address:   
Street  
    
City State Zip





# Tab 6 - Self Score

## Competitive Housing Tax Credit Selection Self-Score

This form will self-populate based on scoring selections made throughout the Application. Applicant should refer to this form to ensure that scoring selections are accurate prior to submitting the Application. Corrections must be made in the applicable section(s) of the Application. Highlighted rows indicate scoring items for both 9% HTC and Direct Loan applications. Additional scoring for Direct Loan applications can be found at 10 TAC §13.6.

### Criteria Promoting Development of High Quality Housing

Point Item Description	QAP Reference	Points Selected
<a href="#">Unit Sizes</a>	§11.9(b)(1)(A)	0
<a href="#">Unit and Development Features</a>	§11.9(b)(1)(B)	0
<a href="#">Sponsor Characteristics</a>	§11.9(b)(2)	0
High Quality Housing Total		0

You don't have to make entries, but you do need to confirm that the numbers are correct.

# Tab 7 – Site Information Pt. 1

If revised form submitted, date of submission: \_\_\_\_\_

## Site Information Form Part I

Self Score Total:

### 1. Development Address (All Programs)

<input type="text"/>		<input type="text"/>	
Address		City	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Region	Zip	County	Rural/Urban

### 2. Census Tract Information (All Programs)

<input type="text"/>	<input type="checkbox"/>	Median Household Income:	<input type="text"/>	Quartile:	<input type="text"/>	Poverty Rate:	<input type="text"/>
Census Tract Number (11 digits)	QCT?						

# Tab 7 – Site Information Pt. 1, cont

## Site Information Form Part I

Self Score Total:

### 4. Zoning [§10.204(11)] and Flood Zone Designation [§10.101(a)(1)] (All Programs)

Development Site is appropriately zoned?  Zoning Designation:

Flood Zone Designation:  Entire Development Site is outside the 100 year floodplain.

### 5. Educational Quality [§2306.6710(a)]; [§10.101(a)(3)(B)(iv)] (All Programs)

Residents of the proposed development will attend:

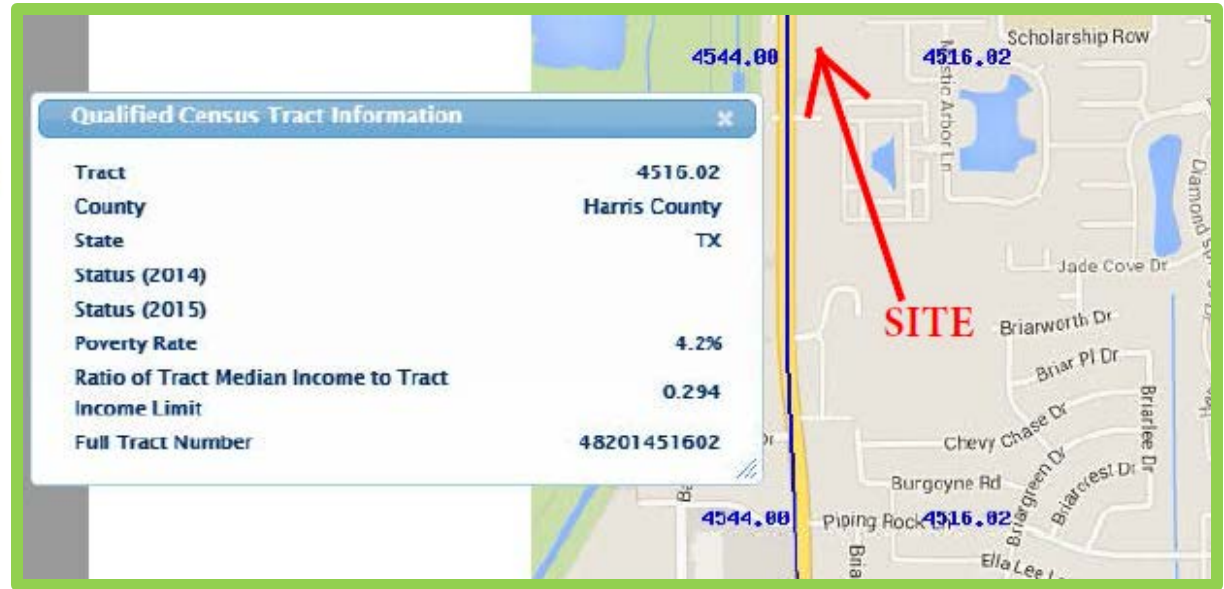
School Name	Grades X through X	Met Standard Rating?		
		2015	2016	2017
<input type="text"/>	through	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	through	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	through	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	through	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	through	<input type="text"/>	<input type="text"/>	<input type="text"/>

School district has no attendance zones and the closest schools are listed.

If the Development Site is located within the attendance zone of an elementary school, a middle school or a high school that does not have a 2017 Met Standard rating by the Texas Education Agency, submit the Undesirable Neighborhood Characteristics Report and required documentation.

If revised form submitted, date of submission:

# Census Tracts = 11 Digits, not 4.



# Site Information, Pt. 1, cont'd

## 3. Resolutions (All Programs, if applicable) - §11.3

Check the boxes of true statements below. Resolutions must be provided to demonstrate eligibility for any *unchecked* item.

- Twice the State Average Per Capita. The proposed Development is NOT located in a municipality or a county that has more than twice the state average of units per capita supported by Tax Credits or Private activity Bonds. (QAP §11.3(b))
- One Mile Three Year Rule. The proposed Development is located outside an MSA or in a county with a population of less than one million OR is NOT a New Construction or Adaptive Reuse development that will be located one mile or less from a new construction or terminated/withdrawn HTC or Bond development serving the same type of household. (QAP §11.3(c))
- Limitations on Developments in Certain Census Tracts. The proposed Development is NOT a New Construction or Adaptive Reuse development that will be located in a census tract that has more than 20% HTC units per total households. (QAP §11.3(d))

## 4. Zoning [§10.204(11)] and Flood Zone Designation [§10.101(a)(1)] (All Programs)

Development Site is appropriately zoned?

Zoning Designation:




Flood Zone Designation:

Entire Development Site is outside the 100 year floodplain.

If revised form submitted, date of submission:

# Tab 8 – Supporting Documentation, Site Info. 1

## Supporting Documentation for the Site Information Form Part I

- Street Map with Site Drawn and Identified 
- Census Tract Map with Development Site Identified   
<https://factfinder.census.gov/taces/nav/jst/pages/searchresults.xhtml?refresh=t>
- Twice the State Average of Units Per Capita Resolution *A Resolution must be attached to complete this item if Item 3 on Tab 7 is not checked.*
- One Mile Three Year Resolution or evidence of other exception *A Resolution must be attached to complete this item if Item 3 on Tab 7 is not checked.*
- Housing Tax Credit Units per Total Household Resolution *A Resolution must be attached to complete this item if Item 3 on Tab 7 is not checked.*
- Evidence of Zoning and/or Evidence of Re-Zoning Process
- Evidence of Flood Zone Designation 
- For Tax-Exempt Bond Applications the resolution of no objection to satisfy requirements of §10.204(4) of the Uniform Multifamily Rules is included
- For Tax-Exempt Bond Applications the resolution of no objection to satisfy requirements of §10.204(4) of the Uniform Multifamily Rules is not included and will be provided under separate cover no later than 14 days prior to the Board meeting selected in Tab 1b

# Let me say that again...

The lists that we provide are there to help you. They do not replace the rule. In assembling your Application you must ensure that you meet **the rule** in every aspect, **not these lists**. With these lists we attempt to help you and to minimize deficiencies. The lists do not switch the responsibility for the completeness of your Application to us. If you don't consult the rules, you do yourself a disservice. Saying something wasn't on the list won't make any of your omissions our responsibility. **The completeness of your Application remains your responsibility alone.**

# Questions so far???





# Tab 9 – Site Information, Pt. 2

## Opportunity Index

### Site Information Form Part II

0

1. §11.9(c)(4) - Opportunity Index (Competitive HTC and Direct Loan Applications Only)

Development Site is located in a census tract that has a poverty rate that is less than 20% or that is less than the median poverty rate for the region, whichever is higher.

AND

Development Site is located entirely within a census tract with a median household income rate in the two highest quartiles within the region.

OR

Development Site is located entirely within a census tract with median household income in the third quartile within the region, and is contiguous to a census tract in the first or second quartile without physical barriers such as highways or rivers between, and the Development Site is no more than 2 miles from the boundary between the census tracts. A map showing the Development Site, location of the border, scale showing distance, and other applicable evidence is included.

Contiguous Census Tract #

Contiguous Tract Quartile



# Site Info., Pt. 2, Opportunity Index cont'd

- Development is Urban and Development Site is within the required radius of eligible amenities and/or services, pursuant to §11.9(c)(4)(B)(i) of the QAP. A map showing the Development Site, scale showing radius, location of the amenities, and evidence that the amenity meets all requirements of the rule, as applicable, is included.



- Development is Rural or USDA and Development Site is within the required distance of eligible amenities and/or services pursuant to §11.9(c)(4)(B)(ii) of the QAP. A map showing the Development Site, scale showing radius, location of the amenities, and evidence that the amenity meets all requirements of the rule, as applicable, is included.



- No members of the Applicant or Affiliates had an ownership position in a selected amenity or served on the board or staff of a nonprofit that owned or managed a selected amenity within the year preceding the Pre-Application Final Delivery Date.

# Route to Park and Transportation

(applies to Urban Applicants only)

## What Do I Have to Prove and How Do I Do It??

1. The route has sidewalks for pedestrians. If there is no sidewalk, even on a portion of the route, you cannot select this item. Pictures from along the route or screen shots from Google Maps or a similar service (if it shows the current state) can confirm this.
2. The entirety of the sidewalk route (including, say, a driveway) must consist of a smooth hard surface, curb ramps where needed, and marked pedestrian crossings. Pictures from along the route or screen shots from Google Maps or a similar service (if it shows the current state) can confirm this.
3. The distance of the route is 1/2 mile or less from the Development Site to the entrance of the park or public transportation stop or station. This is NOT a straight-line measurement but a measurement of the route. Screen shots from Google Maps or a similar service can confirm this.

# Site Info., Pt. 2, Opportunity Index cont'd

- Grocery store and pharmacy have been split into two separate items. They can be in the same building.
- If you use local crime data, we want to see the data and the formula used to calculate the rate.
- Requirements for several items are further defined.
- Emphasis on substantive services and no affiliation or membership requirement for community organizations.

# Site Info., Pt. 2, Underserved Area

2. **§11.9(c)(5) - Underserved Area (Competitive HTC and Direct Loan Applications Only)**

Applications may qualify for up to five (5) points for proposed Developments located in one of the following areas:

- Wholly or partially within a Colonia (Note: Not eligible if application qualifies for Opportunity Index points);
- Entirely within the boundaries of an Economically Distressed Area (Note: Not eligible if application qualifies for Opportunity Index points);
- Entirely within a census tract that does not have a Development that is less than 30 years old according to the Department's property inventory tab of the Site Demographic Characteristics Report;
- Entirely within a census tract that does not have a Development that is less than 15 years old according to the Department's property inventory tab of the Site Demographic Characteristics Report;
- Entirely within a census tract whose boundaries are wholly within an incorporated area and the census tract itself and all of its contiguous census tracts do not have a Development that is less than 15 years old according to the Department's property inventory tab of the Site Demographic Characteristics Report. This item will apply in Places with a population of 150,000 or more, and will not apply in the At-Risk Set-Aside.

Contiguous Census Tract #	<input type="text"/>	Contiguous Census Tract #	<input type="text"/>
Contiguous Census Tract #	<input type="text"/>	Contiguous Census Tract #	<input type="text"/>
Contiguous Census Tract #	<input type="text"/>	Contiguous Census Tract #	<input type="text"/>

Application is seeking points for Underserved Area.	Total Points Claimed:	<input type="text"/>	<input type="text"/>
---	-----------------------	----------------------	----------------------

# Underserved Area, Year Count

TDHCA#	Program Type	Original TDHCA#	Year	Board Approval	Development Name	Project Address	LIHTC Amt Awarded
12409	4%HTC	94189	2012	09/06/12	Tealwood Place Apartments	5300 Professional Dr	\$456,477
94189	9% HTC		1994	1994	Tealwood Place Apartments	5300 Professional Dr.	1,163,216
05074	9% HTC		2005	07/27/05	Alamo Village	504 North 9th St.	\$127,257
08023	9% HTC	05074	2008	10/12/06	Alamo Village	504 N. 9th St.	\$8,969
13605	4%HTC	04488	2013	09/12/13	Mission Del Rio	927 V.F.W Blvd	REFUNDING
04488	4% HTC		2004	01/07/05	Mission del Rio Homes	927 V.F.W. Blvd.	\$787,746

Go by the year of Board Approval

# Site Info, Pt. 2, Urban Core

## 3. §11.9(c)(7) - Proximity to the Urban Core (Competitive HTC Applications Only)

- Development Site is located in a Place with a population over 200,000 and is *not* in the At-Risk Set-Aside.
- AND
- Population of Place is 200,000-499,999 and Development is located w/in 2 miles of the main municipal government administration building. OR
- Population of Place is 500,000 or more and Development is located w/in 4 miles of the main municipal government administration building.

Application is seeking points for Proximity to the Urban Core.

Total Points Claimed:



# Site Info, Pt. 2, Revitalization

## 4. §11.9(d)(7) - Concerted Revitalization Plan (Competitive HTC Applications Only)

Region:

0

0

- Development is in an Urban Area.
- Application includes a copy of the plan or a link to the online plan and a description of where specific information required can be found in the plan.
- Plan is current at the time of Application and officially continues for a minimum of three years thereafter.
- Plan has been adopted by the municipality or county and resolution or certification is attached.
- Letter from appropriate local official, target area map, and supporting documentation are provided.
- Development is explicitly identified by the municipality or county as contributing more than any other to the concerted revitalization efforts of the municipality, county or distinct district; resolution stating such is provided.
- Evidence of sufficient, documented and committed funding to accomplish the plan's purposes on its established timetable is provided.
- No points were claimed for Opportunity Index, but location would qualify for at least 4 points under §11.9(c)(4)(B):





# Site Info, Pt. 2, Revitalization, cont'd

Development is in a Rural Area.                       Rehabilitation                       Demolition/Reconstruction

Development has been leased at 85% or more for the six months preceding Application by low income households (excluding unlivable units identified in CNA);                      AND

Development was constructed 25 or more years prior to Application submission as either public housing or as affordable housing with support from USDA, HUD, HOME, or CDBG;                      AND

Demolition and relocation of units has been determined locally to be necessary to comply with Affirmatively Furthering Fair Housing Rule or to create acceptable distance from Undesirable Neighborhood Characteristics.

Development is explicitly identified in a resolution by the municipality or county as contributing more than any other to the concerted revitalization efforts of the municipality or county; letter from Governing Body stating such is provided behind this tab.



# Site Info, Pt. 2, Revitalization

No points were claimed for Opportunity Index, but location would qualify for at least 4 points under §11.9(c)(4)(B):

[Redacted]

[Redacted]

[Redacted]

[Redacted]

A map showing the Development Site, scale showing radius, location of the amenities, and evidence that the amenity meets all requirements of the rule, as applicable, is included.

Be sure you include backup documentation for your amenity selections!

# Site Info, Pt. 2, Disaster Areas



# Tab 10, Site Info. 2 Checklist

## Supporting Documentation for the Site Information Form Part II

- n/a Opportunity Index (Competitive HTC and Direct Loan Only)
- n/a Map with Development Site boundaries indicated, relative to census tract boundaries
- Map with Development Site boundaries indicated, relative to census tract boundaries; and contiguous census tract with evidence of no physical barriers between the tracts
- Map(s) of Community Assets with Development, radius, and each asset labeled
- Distances are measured from the nearest boundary of the Development Site to the nearest boundary of the property or easement containing the facility, unless otherwise noted. All measurements include ingress/egress and any easements

The Site Information Part II form includes a lot of information; and a lot of backup documentation is required. This is one of those places where the checklist will definitely help you organize, but you are responsible for checking the rules to ensure that you are submitting everything you need to submit.



# Questions About Site Info 2?



# Tab 11, Site Information, Pt. 3

Site Information Form Part III			
			Self Score Total: <input type="text" value="0"/>
<b>1. Site Acreage</b>			
Please identify site acreage as listed in each of the following exhibits/documents.			
Site Control:	<input type="text"/>	Site Plan:	<input type="text"/> Appraisal: <input type="text"/> ESA: <input type="text"/>
(*) Should equal acreage indicated in site control documents less acreage intended to be dedicated, sold or used for public purpose and not to be encumbered by LURA (net acreage). The net acreage will be used for calculating density for all purposes.			
Please provide an explanation of any discrepancies in site acreage below:			
<input type="text" value="[A description of any reductions except as a result of dedication of land for roadways, easements or other changes that may occur during development may help the Applicant avoid future amendments.]"/>			
<b>2. Site Control - §10.204(10)</b>			
The current owner of the Development Site is (If scattered site & more than one owner refer to Tab 13):			
<input type="text"/>		<input type="text"/>	
Entity Name			Contact Name
<input type="text"/>			
Address			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip	Date of Last Sale

# Tab 11, Site Info, Pt.3, Ingress/Egress

## 3. Ingress/Egress and Easements (9% and 4% HTC Only) - §11.7

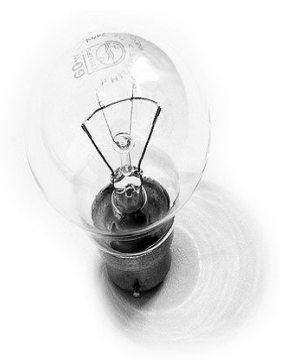
Is land for ingress and/or egress and any easements held separate from the property described in the site control documents?

If yes, describe how any such land is held. Identify the land owner and describe any agreements the Applicant has or will enter into with the land owner.



# Tab 11, Site Info, Pt. 3, 30% Boost

(E) the Development is in an area covered by a concerted revitalization plan, is not an Elderly Development, and is not located in a QCT. A Development will be considered to be in an area covered by a concerted revitalization plan if it is eligible for and elects points under §11.9(d)(7) of this chapter.





# Tab 12, Site Info, Pt. 3, Checklist

Support Documentation from Site Information Part III Should be Included Behind this Tab.

- Site Control Documentation
- Title Commitment or Policy
- Each of the Direct Loan exhibits identified below (as applicable)



Increase in Eligible Basis (30% Boost)

- Resolution from the Governing Body of the appropriate municipality or county allowing the construction of the Development, if applicable.
- Census tract map that includes the 11-digit census tract number and clearly shows that the proposed Development is located within a QCT, if applicable
- SADDA map clearly showing the Development is located within the boundaries of a SADDA, if applicable





# Tab 14, Elected Officials

## Elected Officials

- Elected officials were identified in the *Pre-Application*, and there have been no changes.  
(If box above is checked, these forms may be left *BLANK*.)

Please identify all elected officials which represent the Development Site.

**\*\* US Representative**

**District**

**State Senator**

**District**

**Support Letter**

**City Mayor**

**State Representative**

**District**

**Support Letter**

**County Judge**



# Tab 15, Neighborhood Organizations

## Neighborhood Organizations

Identify all Neighborhood Organizations on record with the county or Texas Secretary of State as of the beginning of the Application Acceptance Period whose boundaries include the Development Site.

- Organizations were identified in the Pre-Application, and there have been no changes.  
(If above is checked, these forms may be left *BLANK* )

1.

Name of Organization		Contact Name
Address		City
Zip	Phone	Fax or Email

2.

Name of Organization		Contact Name
Address		City
Zip	Phone	Fax or Email



# Tab 16, Certification of Notifications

## CERTIFICATION OF NOTIFICATIONS (ALL PROGRAMS)

Pursuant to §10.203 of the Uniform Multifamily Rules, evidence of notifications includes this sworn affidavit, and the Elected Officials and Neighborhood Organizations Forms. All Applicants, or persons with signing authority, must complete Part 1 or Part 2 below:

### Part 1. Notifications made at Pre-Application (*Competitive HTC only*):

I (We) certify that The pre-application included evidence of these notifications pursuant to §10.203 of the Uniform Multifamily Rules, the pre-application met all threshold requirements, and no additional notifications were required with this full application.

### Re-notifications made at Application (*Competitive HTC only*):

The pre-application for this full Application met all threshold requirements, but all required entities were re-notified as required by §10.203 of the Uniform Multifamily Rules. As applicable, all changes in the Application have been made on the *Elected Officials and/or Neighborhood Organizations Form(s)*.

### Notifications made at Application:

No pre-application was submitted, and all required entities were notified as required by §10.203 of the Uniform Multifamily Rules.

### Part 2. Notifications - Form and Content:

I (we) certify that the notifications are not older than 3 months from the first day of the Application Acceptance Period for Competitive HTC Applications and not older than three (3) months prior to the date Parts 5 and 6 of the Application are submitted for Tax Exempt Bond Developments, and not older than three (3) months prior to the date the Application is submitted for all other Applications.

I (we) certify that the notifications do not contain any false or misleading statements. Without limiting the generality of the foregoing, the notification does not create the impression that the proposed Development will serve a Target Population exclusively or as a preference without such targeting or preference being documented in the Application and is or will be in full compliance with all applicable state and federal laws, including state and federal fair housing laws.

I (we) certify that the notifications or any other communications do not contain any statement that violates Department rules, statute, code, or federal requirements.



# Tab 17, Development Narrative

## 4. Narrative

Briefly describe the proposed Development, including any relevant information not already identified above.

[Large empty yellow box for writing the narrative]



If a revised form is submitted, date of submission:

[Small empty box for date of submission]

# §10.3(a)(1) - Adaptive Reuse

(1) Adaptive Reuse--The change-in-use of an existing building not, at the time of Application, being used, in whole or in part, for residential purposes (e.g., school, warehouse, office, hospital, hotel, etc.), into a building which will be used, in whole or in part, for residential purposes. Adaptive reuse requires that the exterior walls of the existing building remain in place. All units must be contained within the original exterior walls of the existing building. Porches and patios may protrude beyond the exterior walls. Ancillary non-residential buildings, such as a clubhouse, leasing office and/or amenity center may be newly constructed outside the walls of the existing building or as detached buildings on the Development Site. **Adaptive Reuse Developments will be considered as New Construction.**



# Tab 17, Funding Request

## 5. Funding Request:

Complete the table below to describe this Application's funding request.

Department Funds applying for with this Application	Requested Amount	If funds will be in the form of a Direct Loan by the Department or for Private Activity Bonds, the terms will be:		
		Interest Rate (%)	Amortization (Years)	Term (Years)
<a href="#">TDHCA Multifamily Direct Loan (Repayable)</a>			30	
<a href="#">TDHCA Multifamily Direct Loan (Soft Repayable)</a>		0.00%		
CHDO Operating Expenses Grant				
<a href="#">Housing Tax Credits</a>				
<a href="#">Private Activity Mortgage Revenue</a>				

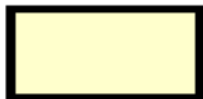




# Tab 18, Development Activities, Pt. 1

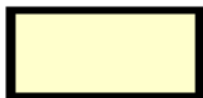
## 4. Development Accessibility Requirements (ALL Multifamily Applications)

Development will meet all specifications and accessibility requirements reflected in the Certification of Development Owner form pursuant to §10.101(b)(8) of the Uniform Multifamily Rules.



If applicable, Development is designed so that a minimum of 20% of each Unit Type (i.e., one bedroom one bath, two bedroom one bath, two bedroom two bath, three bedroom two bath) of otherwise exempt units (i.e. single family residence, duplexes, triplexes, and townhomes) must provide an accessible entry level and all common-use facilities in compliance with the Fair Housing Guidelines, and include a minimum of one bedroom and one bathroom or powder room at the entry level.

Development will meet all specifications and accessibility requirements reflected in 10 TAC Chapter 1, Subchapter B, §1.207.



Development is built after July 11, 1988 and has a minimum of 5% of all units in the development set aside for the mobility impaired and an additional 2% set aside for the hearing and/or visually impaired.

**Regardless of building type, all Units accessed by the ground floor or by elevator ("affected units") must comply with the visitability requirements in clauses (i) – (iii) of 10 TAC §10.101(b)(8)(B).**



# §10.101(b)(8)(B) - Visitability

(B) Regardless of building type, all Units accessed by the ground floor or by elevator (“affected units”) must comply with the **visitability requirements** in clauses (i) – (iii) of this subparagraph. Design specifications for each item must comply with the standards of the Fair Housing Act Design Manual. Buildings occupied for residential use on or before March 13, 1991 are exempt from this requirement.

(i) All common use facilities must be in compliance with the Fair Housing Design Act Manual;

(ii) To the extent required by the Fair Housing Design Act Manual, there must be an accessible or exempt route from common use facilities to the affected units;



# Visitability, cont'd

(iii) Each affected unit must include the features in subclauses (a) – (e) of this clause.

(a) at least one zero-step, accessible entrance;

(b) at least one visitable bathroom or half-bath with toilet and sink on the entry level. The layout of this bathroom or half-bath must comply with one of the specifications set forth in the Fair Housing Act Design Manual;

(c) the bathroom or half-bath must have the appropriate blocking relative to the toilet for the later installation of a grab bar, if ever requested by the tenant of that Unit;

(d) there must be an accessible route from the entrance to the bathroom or half-bath, and the entrance and bathroom must provide usable width; and

(e) light switches, electrical outlets, and thermostats on the entry level must be at accessible heights.





# Tab 19, Development Activities, Pt. 2

- **Part 6 – Tenant Populations with Special Housing Needs:**
  - Applicants must try to score first with subparagraph (A) and then subparagraph (B), both of which pertain to the requirements of the Section 811 Project Rental Assistance Program (“Section 811 PRA Program”) (10 TAC Chapter 8).
  - Only if an Applicant or Affiliate cannot meet the requirements of subparagraphs (A) or (B) may an Application qualify for subparagraph (C).

# Tenant Populations with Special Needs

## 6. Tenant Populations with Special Housing Needs (Competitive HTC Applications only) [§11.9(c)(7)]

Select only one scoring scenario below:

Applicant or Affiliate Owns or Controls an Existing Development that is eligible to participate in the Section 811 PRA Program

Attached behind this tab is the TDHCA approval letter for the participation of an Existing Development.

Attached behind this tab is the executed Certification for Section 811 PRA Program Participation.

OR

If not scoring under above item, Applicant or Affiliate are committing at least 10 Units in the proposed Development for participation in the Section 811 PRA Program

Attached behind this tab is a Self-Certification that the Applicant and any Affiliate do not have an ownership interest or control of any Existing Development that meets the criteria outlined in the Section 811 PRA Program Existing Development Criteria; or

Attached behind this tab is the TDHCA approval letter for the participation of a Proposed Development.

Attached behind this tab is the executed Certification for Section 811 PRA Program Participation.

OR



# Special Housing Needs - Evidence



# Tab 19, Development Activities, Pt. 2

## 7. Pre-Application Participation (Competitive HTC Applications only) [§11.9(e)(3)]

Development is requesting Pre-Application Points.

0

## 8. Extended Affordability (Competitive HTC Applications only) [§11.9(e)(5)]

Development will maintain a 35 year Affordability Period.

0

## 9. Historic Preservation (Competitive HTC Applications only) [§11.9(e)(6)]

Application requests points for Historic Preservation.

Application contains a letter from the Texas Historical Commission (THC) determining preliminary eligibility for federal or state historic (rehabilitation) tax credits.

Application includes documentation from the Texas Historical Commission that the property is currently a Certified Historic Structure or determining preliminary eligibility for status as a Certified Historic Structure.

Development will be able to document receipt of historic tax credits by the time Forms 8609 are issued.

At least 75% of the residential units will be within the Certified Historic Structure.

Attached behind this tab are the THC letter and other documentation described above.

Application is eligible for five (5) points.



0

## 10. Right of First Refusal (Competitive HTC Applications only) [§11.9(e)(7)]

Development Owner agrees to provide a Right of First Refusal to purchase the Development upon or following the end of the Compliance Period.

0

## 11. Funding Request Amount (Competitive HTC Applications only) [§11.9(e)(8)]

Application reflects funding request for no more than 100% of the amount available in the subregion or set-aside as of 12/5/2017.

0



# Tab 20, Existing Development Info.

## EXISTING DEVELOPMENT INFORMATION

### 1. At-Risk Set-Aside (*Competitive HTC Applications Only*) [§11.5(3)]

- Qualification: Must meet the requirements of an At-Risk Development in §11.5(3) of the Qualified Allocation Plan. Documentation must be submitted behind this tab showing that the Development meets the requirements of Texas Government Code §2306.6702(a)(5) and §11.5(3) of the 2017 Qualified Allocation Plan.

**PART A: DOCUMENTATION MUST SHOW THAT THE SUBSIDY OR BENEFIT IS FROM ONE OF THE FOLLOWING APPROVED PROGRAMS (mark all that apply):**

- Sections 221(d)(3) and (5), National Housing Act (12 U.S.C. Section 1715l)
- Section 236, National Housing Act (12 U.S.C. Section 1715z-1)
- Section 202, Housing Act of 1959 (12 U.S.C. Section 1701q)
- Section 101, Housing and Urban Development Act of 1965 (12 U.S.C. Section 1701s)
- The Section 8 Additional Assistance Program for housing developments with HUD-Insured and HUD-Held Mortgages administered by the U.S. Department of Housing and Urban Development as specified in 24 CFR Part 886, Subpart A.
- The Section 8 Housing Assistance Program for the Disposition of HUD-Owned Projects administered by the U.S. Department of Housing and Urban Development as specified by 24 CFR Part 886, Subpart C.
- Sections 514, 515, and 516, Housing Act of 1949 (42 U.S.C. Sections 1484, 1485 and 1486)
- Section 42, of the Internal Revenue Code of 1986 (26 U.S.C. Section 42)





# Tab 20, At-Risk Qualification

(iii) Developments with existing Department LURAs must have completed all applicable Right of First Refusal procedures prior to the Pre-Application Final Delivery Date.

The screenshot displays the website [www.tdhca.state.tx.us/asset-management/contacts.htm](http://www.tdhca.state.tx.us/asset-management/contacts.htm). The page header includes the Texas Department of Housing and Community Affairs logo and navigation links: Home, Contact, About, Calendar, Press, and Employment. A site search bar is present with a "GO" button. Below the header, there are navigation buttons for "Programs", "Support & Services", "Board", and "Manufactured Housing". The breadcrumb trail reads: Home » ASSET MANAGEMENT » Asset Management Contacts.

The main content area is titled "Asset Management Contact List" and includes the instruction: "Find the Asset Manager assigned to your region." Below this is a "County:" label followed by an input field. A table with three columns is partially visible:

Contact	Title	Phone
---------	-------	-------

A left sidebar contains a menu with the following items: "Asset Management" (highlighted), "Announcements", "Main Page", and "Asset Manager Assignments and Contact List".

# Tab 20, At-Risk Qualification, cont'd

- (C) An At-Risk Development qualifying under Tex. Gov't Code §2306.6702(a)(5)(B) must meet one of the following requirements:
- (i) Units to be rehabilitated or reconstructed must be owned by a public housing authority or a public facility corporation created by a public housing authority under Chapter 303, Local Government Code and receive assistance under §9, United States Housing Act of 1937 ; **OR**
  - (ii) Units to be rehabilitated or reconstructed received assistance under §9 and either have been disposed of or demolished by a public housing authority or a public facility corporation in the two-year period preceding the application for housing tax credits or are proposed to be.

In either case, if the Units are reconstructed, the Application will be considered New Construction.



# Tab 20, At-Risk Qualification, cont'd

(iv) To the extent that an Application is eligible under Tex. Gov't Code §2306.6702(a)(5)(B)(iii), the Development must receive assistance through the Rental Assistance Demonstration (“RAD”) program administered by the United States Department of Housing and Urban Development (“HUD”). Applications must include evidence that RAD participation is included in the applicable public housing plan that was most recently approved by HUD, and evidence (in the form of a Commitment to enter into a Housing Assistance Payment (“CHAP”)) that HUD has approved the units proposed for Rehabilitation or Reconstruction for participation in the RAD program.



# Tab 20, At-Risk Qualification, cont'd

First two are required:

- (i) the affordability restrictions and any At-Risk eligible subsidies are approved to be transferred with the units proposed for Rehabilitation or Reconstruction prior to the tax credit Carryover deadline;
- (ii) the Applicant seeking tax credits must propose the same number of restricted units (*e.g., the Applicant may add market rate units*); and


Then pick one of these:

- (iii) the new Development Site must **either** qualify for points on the Opportunity Index under §11.9(c)(4) of this chapter (relating to Competitive HTC Selection Criteria); **OR**
- (iv) the local Governing Body of the applicable municipality or county (if completely outside of a municipality) in which that Development is located must submit a resolution confirming that the proposed Development is supported by the municipality or county in order to carry out a previously adopted plan that meets the requirements of §11.9(d)(7). Development Sites that cross jurisdictional boundaries must provide a resolution from both local governing bodies.

# Tab 21, Occupied Developments

## Occupied Developments

Pursuant to §10.204(8)(G) of the Uniform Multifamily Rules, for any Application where any structure on the Development Site is occupied at any time after the beginning of the Application Acceptance Period, even if demolition is proposed, the following items must be provided.

- Historical monthly operating statements of the Development for twelve (12) consecutive months ending no more than three (3) months from the first day of the Application Acceptance Period;
- The two (2) most recent consecutive annual operating statement summaries; 
- The most recent consecutive six (6) months of operating statements and the most recent available annual operating summary; or
- All monthly or annual operating summaries available; and
- A rent roll not more than six (6) months old as of the first day of the Application Acceptance Period that discloses the terms and rate of the lease, rental rates offered at the date of the rent roll, Unit mix, and tenant names or vacancy.
  
- A written explanation of the process used to notify and consult with the tenants in preparing the Application; (§2306.6705(6)).
- If applicable, evidence that the relocation plan has been submitted to the appropriate legal or governmental agency. (§2306.6705(6)).
- A relocation plan outlining relocation requirements and a budget with an identified funding source that clearly describes relocation process, actions, and costs to the displaced and those not (§2306.6705(6)).
- Optional, but only available to developments with no Section 811 PRA or Direct Loan funds. The current property owner is unwilling to provide one or more of the required documents above, and a signed statement from the Applicant attesting to that fact is submitted behind this tab.

# Tab 21, Occupied Developments, cont.

## Uniform Relocation Act (URA) Applicability for Section 811 PRA and Direct Loan Applications

- Participation in the Section 811 PRA program is by way of the occupied Rehabilitation (including reconstruction or Adaptive Reuse) Development proposed in the Application.
- Participation in the Section 811 PRA program is by way of the New Construction Development proposed in the Application, and includes the demolition of an occupied structure.
- Application includes a request for Direct Loan funding (except for Supportive Housing and Soft Repayment TCAP-RF only).

(if none of the three boxes above is checked, you may skip the remainder of this section)

Each of the following items, as applicable, is provided behind this tab:



- Identification of any business, nonprofit organization, or farm on the site (that is not owned or controlled by the Seller);
- Dated General Information Notice(s) given to current occupants (other than owner occupied structures) including verification of tenant receipt;
- Dated Voluntary Acquisition Notification to Owner; and
- HUD Relocation Brochure issued to tenants that will be displaced (if known).

The form clarifies applicability of URA to the Section 811 PRA Program and the Direct Loan Program, and...

# Tab 21, Occupied Developments, cont.

...includes a certification

## Relocation Certification for Section 811 PRA and Direct Loan Applications

The New Construction, Rehabilitation (including Adaptive Reuse), or demolition and Reconstruction of the proposed Development must be carried out in accordance with policies and procedures governing implementation of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA"), as amended, for the Section 811 PRA program under (49 CFR Part 24); and for Direct Loans under the Section 104(d) of the Housing and Community Development Act of 1974 ("Section 104(d)), and the optional relocation policies adopted pursuant to 24 CFR 92.253(d).

A displaced person, business, farm, or nonprofit is covered under URA, regardless of income, if they are displaced by acquisition, rehabilitation, or demolition.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name  
\_\_\_\_\_

And finally, ...



# Tab 21, Occupied Developments, cont.

...a Direct Loan Only RARAP certification.

Applicants for Direct Loan funds that plan to rehabilitate, demolish and/or reconstruct occupied housing units must comply with the Section 104(d). By signing below, the Applicant certifies that they will comply with the Residential Anti-Displacement and Relocation Assistance Plan (RARAP) approved by the Department on June 1, 2012.

I (we) certify that I (we) have read and understand the Department's approved Residential Anti-Displacement and Relocation Assistance Plan (RARAP), and I (we) will comply will all parts of the plan as they apply to this Application.

---

Signature of Applicant

---

Printed Name

---

Date



# Question Stop





**BREAK TIME!!!!**

# Tab 22, Architectural Drawings

## Architectural Drawings Must be Submitted Behind this Tab [§10.204(b)(9)]

(If development is scattered site, consult staff.)

- Site Plan which:
  - states the size of the site on its face
  - includes a unit and building type table matrix that is consistent with the Rent Schedule and Building/Unit Configuration forms in labeling the buildings, stating sizes, etc.
  - identifies all residential and common buildings and labels them consistently with the Building/Unit Type Configuration form
  - clearly delineates the flood plain boundary lines or states there is no floodplain
  - identifies all easements, regardless of how they are held
  - indicates placement of detention/retention pond(s) or states there are no detention ponds
  - indicates the location and number of parking spaces, garages and carports
  - indicates the location and number of accessible parking spaces (review application manual)
  - includes information regarding local parking requirements
  - indicates compliant accessible routes
  - indicates the distribution of accessible Units
  - describes if applicable how flood mitigation or other required mitigation will be accomplished.
- Residential Building floor plans should include the following, building by building:
  - separate tabulation of the square footage of each of these areas: breezeways, corridors, utility closets, porches and patios, and any other square footage not included in NRA

# How many accessible parking spaces do I need?

First, some basics:

- Standards are ADA (pg 69) and FHA (pg 2.23):
  - <https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf>
  - <https://www.huduser.gov/publications/pdf/fairhousing/fairch2.pdf>
- There must be one accessible space per accessible Unit located on the closest route to the accessible Unit (ADA).
- When calculating additional spaces needed, use whichever yields the larger number of spaces.

# Accessible Parking, cont.

- If you have different kinds of parking, e.g. lot, carport, and garages, each “facility” has to meet the standards individually.
- When parking spaces are provided for leasing office and amenities, use ADA Table 208.2 to calculate.
- If there is a separate amenity (e.g. a pavilion in the back corner of property) that provides non-accessible spaces, at least one space would need to be an accessible.

# Accessible Parking, cont.

- Parking spaces must be dispersed amongst the parking types provided at the Development due to each parking type being its own parking facility. See the chart at ADA 208.2
- You will provide information about parking after the Building/Unit Configuration Form.

We will now go through a very simple parking scenario to illustrate the requirements.



# Accessible Parking Scenario

## Example:

Consider a 3 story, nonelevator Development with 200 Units and 450 total spaces including 300 surface parking spaces, 100 carports, and 50 garages.

- 10 (5%) of the Units would be accessible Units, each requiring one accessible space located on the closest route to the accessible Unit per ADA 208.2.3.1.
- The Development would also require one accessible space at the clubhouse (assuming no other onsite amenities with their own parking spaces).

This gives 11 required accessible spaces to start with.

# Accessible Parking Scenario, cont.

The FHA 2.23 requirement is that 2% of parking spaces serving covered dwelling Units be accessible. Per the FHA, in developments of 2 or 3-story walk-up buildings where the ground floor Units are single-story, all the ground floor Units are “covered”. Based on the example, calculate:

$450$  (total spaces) –  $11$  (accessible spaces from the lot) =  $439 / 3$  (to include only the ground floor covered Units) =  $146 * 2\% = 2.92$  (round up);  
so, 3 additional accessible spaces required



# Accessible Parking Scenario, cont.

According to ADA 208.2.3.2, where the total number of parking spaces provided for each residential dwelling Unit exceeds one space per residential dwelling Unit, 2% is required of all the parking spaces not covered by 208.2.3.1.

Calculate:

$450$  (total spaces) –  $200$  (to remove the one-space-per-unit excess) –  $10$  (to remove those covered by 208.2.3.1) =  $240$  \*  
 $2\% = 4.8$  (round up); so 5 additional parking required

We use the standard that results in the higher number of spaces, so 5 would be the number chosen for the additional accessible parking spaces for residents.

Required are 11 spaces plus 5 spaces for 16 accessible spaces.



# Accessible Parking Scenario, cont.

## Van parking spaces –

For every 6 or fraction of 6 parking spaces required by 208.2, at least one will be van accessible. Based on example above, 16 total spaces would be required (10 accessible spaces, one clubhouse space, and the five additional spaces), so 3 van accessible spaces required (there are two “sixes” and one “three” in 16).



# Accessible Parking Scenario, cont.

- Of the 16 spaces required, 4 would need to be carport spaces (based on 100 carport spaces) and 2 accessible garages (50 garage spaces).

This is more than the 5 extra spaces calculated, so at least one of the spaces previously determined to be required for the accessible units and clubhouse has to be a garage or carport space.

- The 4 and the 2 would also be required to have at least 1 van accessible space, including a minimum 98” garage door for the van accessible garage.

# Can You Read This?

FLOOD ZONE INTERPRETATION: IT IS THE RESPONSIBILITY OF ANY INTERESTED PERSONS TO VERIFY AND LOCAL OFFICIALS, AND TO DETERMINE THE EFFECT THAT SUCH DESIGNATION MAY HAVE. REGARDS appears to be included in a FEMA Flood Insurance Rate Map (FIRM), identified as Community No. 43 appears that all or a portion of the property may be in Flood Zone(s) 1. Because this is a surveyed property other than to interpret the information set out on FEMA's FIRM, as described at FEMA, which may not agree with the interpretations of FEMA or state or local officials, and which Flood Hazard Areas and Zones may be found at <http://www.fema.gov/translations>.

## Neither Can We.





# Tab 23, Specifications & Building/Unit Configuration Form

From this...

Interior Corridors			
Total Interior Corridor Per Building Label	0	0	
Common Area			
Total Common Area Per Building Label	0	0	
Breezeways			
Total Breezeways Per Building Label	0	0	



...to this.

Supportive Housing Applicants Only

<input type="text"/>	Enter the total development common area from the architect's plans: Ensure that this number matches your architectural drawings.	<input type="text"/>
<input type="text"/>	The additional square footage allowed for Supportive Housing per 11.9(e)(2) is:	<input type="text" value="-"/>
<input type="text"/>	The lesser of these two numbers added to NRA: Use this number to figure points under 11.9(e)(2)	<input type="text" value="-"/>
If a revised form is submitted, date of submission:		<input type="text"/>



# Tab 23, Specifications & Building/Unit Configuration Form

Previously, off to the right side of the form were charts that help you figure out accessible unit requirements. New this year, these charts are included in sub-worksheets 23a and 23b. 23c includes a chart that will help you figure out parking. **Provide those charts in the Application!!!**

## EXAMPLE<sup>a</sup>

Total # of Spaces:	450	Percentage of Total
Facility 1 - Surface lot	300	0.666666667
Facility 2 - Carports	100	0.222222222
Facility 3 - Garages	50	0.111111111
Facility 4		0
Facility 5		0
<b>Make sure it matches total!</b>	<b>450</b>	<b>100</b>

## EXAMPLE<sup>a</sup>

# Accessible Spaces:	16	Distribution	Van Spaces
Facility 1	10.666666667	10	1
Facility 2	3.555555556	4	1
Facility 3	1.777777778	2	1
Facility 4	0	0	0
Facility 5	0	0	0
<b>Total</b>	<b>16</b>	<b>16</b>	<b>3</b>





# Tab 24, Rent Schedule, Pg. 2

## Rent Schedule (Continued)

		% of LI	% of Total	
HOUSING TAX CREDITS	TC30%			0
	TC40%			0
	TC50%			0
	TC60%			0
	HTC LI Total			0
	EO			0
	MR			0
	MR Total			0
	Total Units			0
	MORTGAGE REVENUE BOND	MRB30%		
MRB40%				0
MRB50%				0
MRB60%				0
MRB LI Total				0
MRBMR				0
MRBMR Total				0
MRB Total				0

		% of LI	% of Total	
HOUSING TRUST FUND	HTF30%			0
	HTF40%			0
	HTF50%			0
	HTF60%			0
	HTF80%			0
	HTF LI Total			0
	MR			0
	MR Total			0
	HTF Total			0
	DIRECT LOAN	30%		
LH/50%				0
HH/60%				0
HH/80%				0
Direct Loan LI Total				0
EO				0
MR				0
MR Total				0
Direct Loan Total			0	
OTHER	Total OT Units			0

BEDROOMS	0			0
	1			0
	2			0
	3			0
	4			0
	5			0

ACQUISITION + HARD		DO NOT USE THIS CALCULATION TO SCORE POINTS UNDER 11.9(e)(2). At the end of the Development Cost Schedule, you will have the ability to adjust your eligible costs to qualify. Points will be entered there.
Cost Per Sq Ft	#DIV/0!	
HARD		
Cost Per Sq Ft	#DIV/0!	
BUILDING		
Cost Per Sq Ft	#DIV/0!	



# Tab 25, Utility Allowances

Utility	Who Pays	Energy Source	0BR	1BR	2BR	3BR	4BR	Source of Utility Allowance & Effective Date
Heating								
Cooking								
Other Electric								
Air Conditioning								
Water Heater								
Water								
Sewer								
Trash								
Flat Fee								
Other								
<b>Total Paid by Tenant</b>			\$ -	\$ -	\$ -	\$ -	\$ -	

Other (Describe)


If a revised form is submitted, date of submission:





# Tab 26, Annual Operating Expense

ANNUAL OPERATING EXPENSES			
<u>General &amp; Administrative Expenses</u>			
Accounting		\$	
Advertising		\$	
Legal fees		\$	
Leased equipment		\$	
Postage & office supplies		\$	
Telephone		\$	
Other	<i>describe</i>	\$	
Other	<i>describe</i>	\$	
Total General & Administrative Expenses:			\$ -
Management Fee:	Percent of Effective Gross Income:	0.00%	
<u>Payroll, Payroll Tax &amp; Employee Benefits</u>			
Management		\$	
Maintenance		\$	
Other	<i>describe</i>	\$	
Other	<i>describe</i>	\$	
Total Payroll, Payroll Tax & Employee Benefits:			\$ -



# Tab 27, Pro Forma

Debt Coverage Ratio	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Other (Describe)							
Other (Describe)							

By signing below I (we) are certifying that the above 15 Year pro forma, is consistent with the unit rental rate assumptions, total operating expenses, net operating income, and debt service coverage based on the bank's current underwriting parameters and consistent with the loan terms indicated in the term sheet and preliminarily considered feasible pending further diligence review. The debt service for each year maintains no less than a 1.15 debt coverage ratio. (Signature only required if using this pro forma for points under §11.9(e)(1) relating to Financial Feasibility)

\_\_\_\_\_  
Signature, Authorized Representative, Construction or Permanent Lender

\_\_\_\_\_  
Printed Name

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Authorized Representative, Syndicator

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

if a revised form is submitted, date of submission: \_\_\_\_\_





# Tab 29, Site Work Costs

## SITE WORK<sup>3</sup>

Demolition	85,000	
Asbestos Abatement (Demolition Only)		
Detention		
Rough grading	524,953	524,953
Fine grading	45,857	45,857
On-site concrete	40,702	40,702
On-site electrical	6,978	6,978
On-site paving	468,588	468,588
On-site utilities	437,568	437,568
Decorative masonry		
Bumper stops, striping & signs	27,922	
Other (specify) - see footnote 1		
<b>Subtotal Site Work Cost</b>	<b>\$1,637,568</b>	



Same for this one.

If you put numbers in this,

you have to have this.

## Site Work Cost Breakdown

This form must be submitted with the Development Cost Schedule as justification of Site Work costs.  
**Column A:** The Site Work activity reflected here must match the Site Work activity reflected in the Development Cost Schedule.  
**Columns B and C:** In determining actual construction cost, two different methods may be used.  
 The construction costs may be broken into labor (Column B) and materials (Column C) for the activity; OR  
 The use of unit price (Column B) and the number of units (Column C) data for the activity.  
**Column D:** To arrive at total construction costs in Column D:  
 If based on labor and materials, add Column B and Column C together to arrive at total construction costs.  
 If based on unit price measures, Column B is multiplied by Column C to arrive at total construction costs.  
**Column E:** Any proposed activity involving the acquisition of real property, easements, rights-of-way, etc., must have the projected costs of this acquisition for the activity.  
**Column F:** Engineering/architectural costs must be broken out by the Site Work activity.  
**Column G:** Figures for Column G, Total Activity Cost, are obtained by adding together Columns D, E, and F to get the total costs.  
**\*\*This form must be completed by a Third-Party engineer licensed to practice in the State of Texas. His or her signature and registration seal must be on the form.\*\***  
**For Site Work costs that exceed \$15,000 per Unit and are included in Eligible Basis, a CPA letter allocating which portions of those site costs should be included in Eligible Basis and which ones may be ineligible must be submitted behind this tab.**

A. Activity	B. Labor or Unit Price	C. Materials or # of Units	D. Total Construction Costs	E. Acquisition Costs	F. Engineering / Architectural Costs	G. Total Activity Costs
Demolition	\$ 85,000.00		\$ 85,000.00		in Civil Design Fee	\$ 85,000
Rough grading	\$ 524,952.78		\$ 524,952.78		in Civil Design Fee	\$ 524,953
Fine grading	\$ 45,857.09		\$ 45,857.09		in Civil Design Fee	\$ 45,857
On-site concrete	\$ 40,702.31		\$ 40,702.31		in Civil Design Fee	\$ 40,702
On-site electrical	\$ 6,977.54		\$ 6,977.54		in Civil Design Fee	\$ 6,978
On-site paving	\$ 468,588.40		\$ 468,588.40		in Civil Design Fee	\$ 468,588
On-site utilities	\$ 437,568.00		\$ 437,568.00		in Civil Design Fee	\$ 437,568
Bumper stops, striping & signs	\$ 27,921.88		\$ 27,921.88		in Civil Design Fee	\$ 27,922
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>			<b>\$ 1,637,568.00</b>			<b>\$ 1,637,568</b>

Signature of Registered Engineer

Printed Name

2/23/2017

Date

Seal



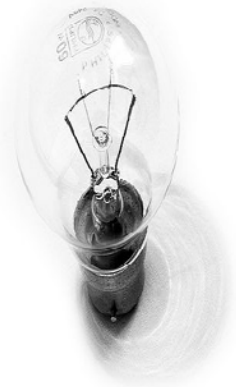
153

F-11756



# Tab 30, Cost Per Square Foot

<b>Voluntary Eligible Building Costs (After 11.9(e)(2))*</b> Enter amount to be used to achieve desired score.		#DIV/0!	
<b>TOTAL BUILDING COSTS &amp; SITE WORK</b> (including site amenities)		\$0	\$0
Contingency	0.00%		
<b>TOTAL HARD COSTS</b>		\$0	\$0
<b>OTHER CONSTRUCTION COSTS</b>	<b>%THC</b>		<b>%EHC</b>
General requirements (<6%)	0.00%		0.00%
Field supervision (within GR limit)			
Contractor overhead (<2%)	0.00%		0.00%
G & A Field (within overhead limit)			
Contractor profit (<6%)	0.00%		0.00%
<b>TOTAL CONTRACTOR FEES</b>		\$0	\$0
<b>TOTAL CONSTRUCTION CONTRACT</b>		\$0	\$0
<b>Voluntary Eligible "Hard Costs" (After 11.9(e)(2))*</b> Enter amount to be used to achieve desired score.		#DIV/0!	





# Tab 30, Cost Estimator

Name of contact for Cost Estimate:

Phone Number for Contact:

If a revised form is submitted, date of submission:

Make sure your entry here matches the Development Team Members form.

**Cost Estimator:**

<input type="text"/>	<input type="text"/>	<input type="text"/>
	Contact Name	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Proposed Fee	Tax ID Number (TIN)
Certified Texas HUB?	<input type="text"/>	
This is a direct or indirect, financial, or other interest with Applicant or other team members*		<input type="text"/>







# Tab 31, Sources and Uses

- Do not forget to NAME your funding sources.
- Include a GOOD narrative that describes your development's financing.
- Have your financing partners SIGN it.

By signing below I acknowledge that the amounts and terms of all anticipated sources of funds as stated above are consistent with the assumptions of my institution as one of the providers of funds.

\_\_\_\_\_  
Signature, Authorized Representative, Construction or Permanent Lender

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

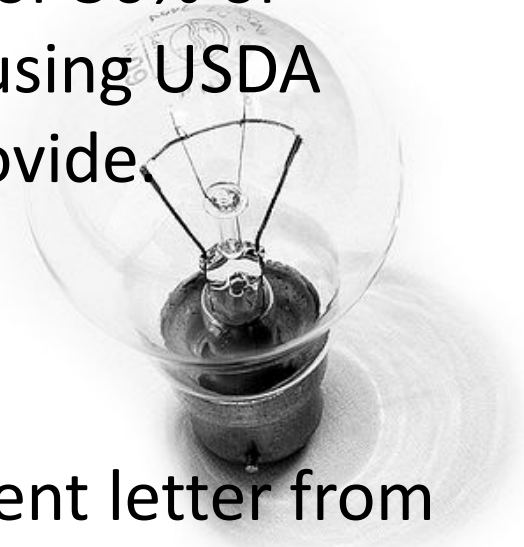
Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

If a revised form is submitted, date of submission: \_\_\_\_\_

# Tab 32 & 33, Direct Loan

- Tab 32, Financial Capacity Information
  - Pertains to deals using Direct Loan for 50% or more of Development costs unless using USDA 515 funds. Tab tells you what to provide.
- Tab 33, 5% Match
  - You'll need to include the commitment letter from your Match provider. If not here, then behind Tab 35. Preferably here.



# Tab 34, Finance Scoring, LPS Funding

## 1. Commitment of Development Funding by Local Political Subdivision (§11.9(d)(2))

Name of the Local Political Subdivision providing the funding: \_\_\_\_\_

- A letter from an official of the political subdivision stating that the political subdivision will provide a loan, grant, reduced fees or contribution of other value type, and the terms under which it will be provided is in the application.
- The dollar value of the contribution must be in the letter and must equal \$500 or more if Urban and \$250 or more if Rural or USDA.
- The commitment of development funding is reflected in the Application as a financial benefit to the Development, i.e. reported as a source of funds on the Sources and Uses Form and/or reflected in a lower cost in the Development Cost Schedule, such as notation of a reduction in building permits and related costs.

Total Points Claimed:

0

Must now equal \$500 or more for Urban Applications and \$250 or more for Rural.

# Still 1 Point

# Tab 34, Financial Feasibility

## 2. Financial Feasibility (§11.9(e)(1))

Eligible Pro-Forma and letter stating the Development is financially feasible.

0

Eligible Pro-Forma and letter stating Development and Principals are acceptable.

0

Total Points Claimed:

0



# Tab 34, Leveraging

## 3. Leveraging of Private, State, and Federal Resources (§2306.6725(a)(3); §11.9(e)(4))

Percent of Units restricted to serve households at or below 30% of AMGI

HTC funding request as a percent of Total Housing Development Cost

\_\_\_\_\_  
#DIV/0!

Development Leverages CDBG Disaster Recovery, HOPE VI, RAD or Choice Neighborhood Funding

Housing Tax Credit Request 8% of Total Housing Development Cost

Housing Tax Credit Request 9% of Total Housing Development Cost

Housing Tax Credit Request 10% of Total Housing Development Cost

*\* Be sure no more than 50% of Developer fees are deferred.*

eligible for points:

#DIV/0!

#DIV/0!

#DIV/0!

#DIV/0!

Total Points Claimed:



# Tab 35, Checklist

## Supporting Documents Should be Included Behind this Tab

### ALL SUPPORTING DOCUMENTS MUST BE CONSISTENT WITH THE SOURCES AND USES

- Executed Pro Forma from Permanent or Construction Lender
- Letter from lender regarding approval of Principals (consistent with Template)
- Evidence of all Permanent and Construction Financing (term sheets, loan agreements)
- Evidence of any Gap Financing, terms included
- Evidence of any Owner Contributions, with financial support if required
- Evidence of Equity Financing (HTC applications only)
- Letter from Texas Historical Commission (THC) indicating preliminary eligibility for historic (rehabilitation) tax credits and documentation of Certified Historic Structure status as detailed in QAP §11.9(e)(6) was submitted behind TAB 19.
- Letter from Local Political Subdivision evidencing a loan, grant, reduced fees or contribution of other value to benefit the Development. [QAP §11.9(d)(2)]
- Evidence of Rental Assistance/Subsidy





# Tab 36, Sponsor Characteristics

- Must have a HUB or nonprofit.
- Percentage total => 50% (not 80 any more).
- Housing-specific experience must be described in narrative form. What did they DO?
- Material participation worth 2 pts.
- Nonprofit used for 2 pts (A) requires participation in Nonprofit Set-Aside.
- Supportive services and no NP Set-Aside (B) worth 1pt.

# Sponsor Characteristics, cont'd

## Sponsor Characteristics (Competitive HTC Only)

Self Score Total:

Pursuant to §11.9(b)(2) of the Qualified Allocation Plan, an Application may qualify to receive up to two (2) points provided the ownership structure meets one of the following requirements in parts 1 OR 2 below;

1. Application is attempting to score as a Qualified Nonprofit or certified HUB with ownership interest and material participation and meets the criteria below:

No If attempting to score as a Qualified Nonprofit, Application is applying under the Nonprofit Set-Aside

If attempting to score as a certified HUB, evidence of the HUB's existence from the Texas Comptroller of Accounts is provided behind this Tab

No The Qualified Nonprofit or certified HUB has some combination of ownership interest, cash flow from operations, and developer fee which taken together equal at least 50% and no less than 5% for any category.

Ownership Interest:  CANNOT BE LESS THAN 5%

Cash flow from operations:  CANNOT BE LESS THAN 5%


Developer Fee:  CANNOT BE LESS THAN 5%

Total:



# Sponsor Characteristics, cont'd

The Qualified Nonprofit or certified HUB will materially participate in the Development and the operation of the Development throughout the Compliance Period. A narrative describing how that participation will be achieved is included.

The Qualified Nonprofit or certified HUB has experience directly related to the housing industry. Mark all that apply and provide a narrative describing experience in each category: 

Property Management     Construction     Development     Financing     Compliance

No Principals of the Qualified Nonprofit or HUB are related Parties to any other Principals of the Applicant or Developer.

Evidence of experience in the housing industry and a statement regarding material participation are provided behind this tab.

Points Claimed:

# Sponsor Characteristics, cont'd

## 2. Application is attempting to score as a participating Nonprofit or HUB and meets the criteria below:

A certified HUB will participate in Development Services or provide onsite tenant services, and evidence of the HUB's existence from the Texas Comptroller of Accounts is provided behind this Tab.

A Nonprofit will participate in Development Services or provide onsite tenant services, and evidence from a state or federal source of the organization's nonprofit status is provided behind this Tab.



No Principals of the HUB or Nonprofit are related Parties to any other Principal of the Applicant or Developer.

Evidence of experience in the provision of Development Services or in the provision of on-site tenant services as well as a statement indicating how the HUB or Nonprofit will provide such services must be included behind this tab.

Points Claimed:

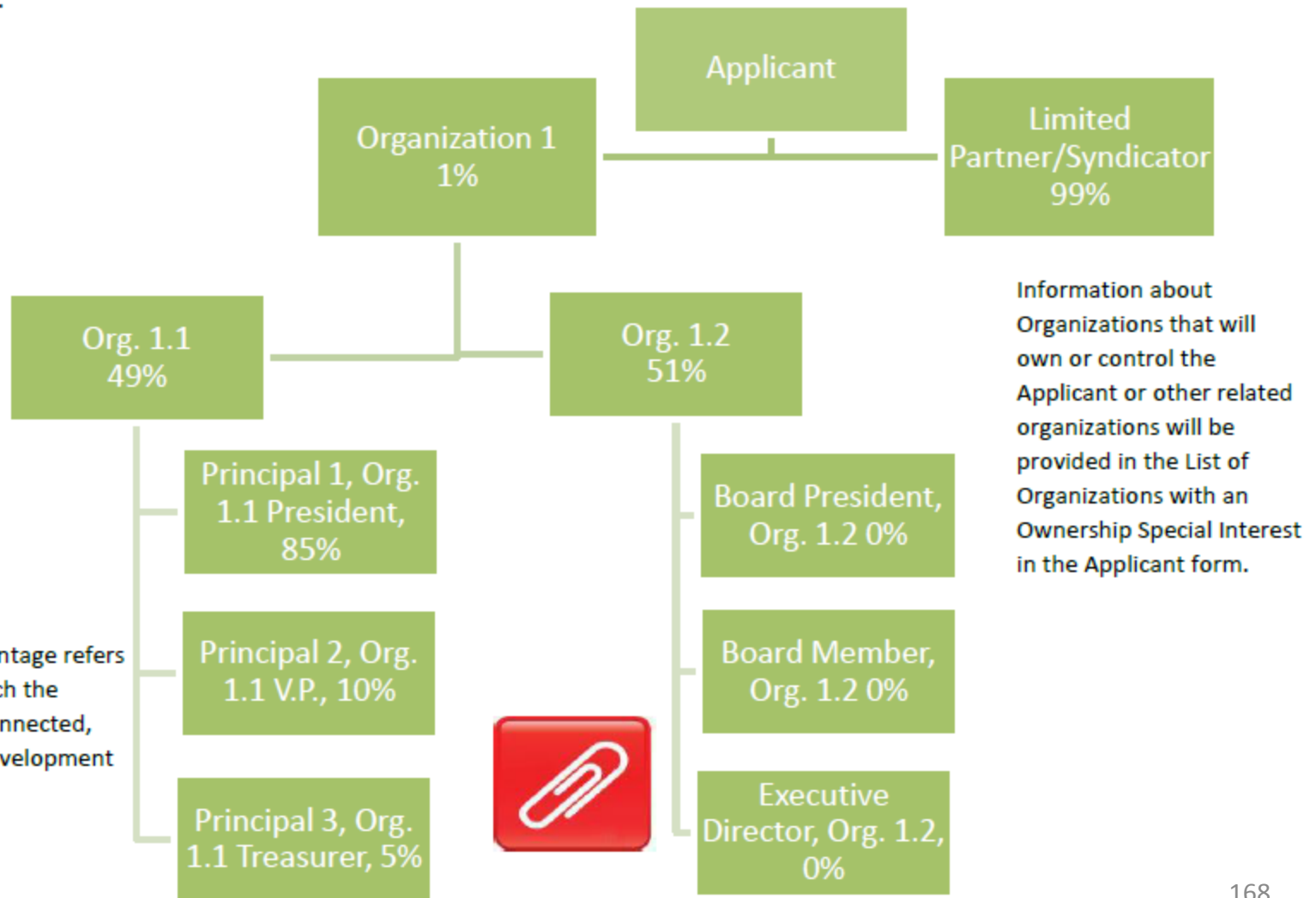
Total Points Claimed:

# Question Stop



# Tab 37, Organizational Charts

Org. Chart Example:



# Tab 38, List of Organizations

## List of Organizations and Principals

Provide the requested information for all partnerships, corporations, limited liability companies, trusts, or any other public or private entity and their Affiliates identified on the Owner and Developer Organization Charts. Organizations that own or control other organizations should also be identified until the only remaining sub-entity would be natural persons. Organizations that are Developers and/or Guarantors must also be listed on this form as must any organization (and natural person whose ownership interest in an applicable entity is direct instead of via membership in an organization) that will receive more than 10% of the developer fee. (Note - Entity Names, Principals, and ownership percentage should coincide with the Owner and Developer Organization Charts)

Applicant Legal Name:				
Address:		City:	State:	Zip:
Name(s) of Entities the Organization Owns or Controls:				
Organization legally formed?		Date formed:	Legal Org is or will be:	
Previous TDHCA Experience?		Phone:	Email:	

Org. 1

Organization Legal Name:			Role/Title	
Address:		City:	State:	Zip:
Name(s) of Entities the Organization Owns or Controls:				
Organization legally formed?		Date formed:	Legal Org is or will be:	
Previous TDHCA Experience?		Phone:	Email:	
Organization is identified on Org. Chart:				
List of Sub-Entities or Principals:				
1.		2.		3.
TDHCA Experience:		TDHCA Experience:		TDHCA Experience:
4.		5.		6.
TDHCA Experience:		TDHCA Experience:		TDHCA Experience:

# Tab 39, Previous Participation

## Previous Participation Form

Form must be completed separately for each entity (i.e. person, organization, etc.) that has or will have a controlling interest or oversight in the contract, award, agreement, or ownership transfer being considered. This form should also be completed for each board member, individual with signature authority, executive director, or elected official that represents the person/entity (as applicable).

Person/Role:

Email Address:

City & State of Home Addr:

Applicant Legal Name:

1. List experience with all TDHCA rental development programs (including: HTC, HTC Exchange, Direct Loan (HOME, TCAP, RHD), and BOND) that you have controlled at any time.

By selecting this box I certify that I have no prior experience with any TDHCA administered affordable rental program.



# Tab 40, Nonprofit Participation

## Nonprofit Participation

### # Nonprofit Set-Aside (Competitive HTC Applications Only)

**Qualification:** Must meet the definition of a Qualified Nonprofit Development pursuant to §10.3(a)(102) of the Uniform Multifamily Rules, §42(h)(5) of the code, and the requirements of §11.5(1) of the Qualified Allocation Plan.

**Documentation:** Eligibility will be confirmed based upon completion of the Nonprofit Participation and Additional Nonprofit Documentation requirements in this section.

- By selecting this box the Applicant affirms the election to be included in the Nonprofit Set-Aside and certifies that they expect to receive a benefit in the allocation of tax credits as a result of being affiliated with a nonprofit.
  
- By selecting this box the Applicant affirms the election to be excluded from the Nonprofit Set-Aside and certifies that they do not expect to receive a benefit in the allocation of tax credits as a result of being affiliated with a nonprofit.



# Tab 40, Nonprofit Participation, cont'd

## Nonprofit Information (ALL Applications)

Only nonprofit organizations will complete this section. All nonprofit Applicants or Principals must complete this form without regard to their level of ownership or the set-aside under which the Application was made.

Organization Name: \_\_\_\_\_

Is the Organization a 501(c)(3) or (4) as of the beginning of the Application Acceptance Period? \_\_\_\_\_

If no to the question above, what is its current legal status? \_\_\_\_\_

If "Other" please specify: \_\_\_\_\_

Date of legal formation of Nonprofit Organization: \_\_\_\_\_

1) Is Applicant comprised of a joint venture between a Nonprofit and for-profit entity? \_\_\_\_\_

If "Yes", will this nonprofit organization Control the Applicant? \_\_\_\_\_

What is the ownership percentage of this nonprofit organization? \_\_\_\_\_

2) Describe the nonprofit's participation: \_\_\_\_\_

3) Describe the nonprofit's participation in the operation of the Development throughout the Compliance and/or extended use period:

\_\_\_\_\_

4) Will the nonprofit receive part of the development fees paid in connection with the development? \_\_\_\_\_

If "Yes," explain: \_\_\_\_\_



# Tab 40, Nonprofit Participation, cont'd

LIST OF THE NONPROFIT ORGANIZATION'S BOARD MEMBERS, DIRECTORS AND OFFICERS					
Name			Title		
Address		City		State	Zip
Phone	Ext.	Fax or Email		Occupation	
Name			Title		
Address		City		State	Zip
Phone	Ext.	Fax or Email		Occupation	
Name			Title		
Address		City		State	Zip
Phone	Ext.	Fax or Email		Occupation	



# Tab 41, Nonprofit Checklist

## Nonprofit Supporting Documents Should be Included Behind this Tab

Applications involving a Qualified Nonprofit Organization pursuant to Texas Government Code, §2306.6706 that have a 501(c)(3) or 501(c)(4) designation at the time of Application and competitive 9% HTC Applications electing to compete under the Nonprofit Set-aside must provide the following documentation behind this tab:

- IRS determination letter
- Third Party legal opinion (not applicable to Tax-Exempt Bond Developments)
- The Nonprofit's most recent financial statement as prepared by a Certified Public Accountant (not applicable to Tax-Exempt Bond Developments)
- Certification regarding Board member residence (not applicable to Tax-Exempt Bond Developments)



# Tab 42, Development Team Members

## Development Team Members

The requested information on all known Development Team members must be provided. In addition to the categories listed below, the "Other" category should be used to list all known Development Team members that are included in the "Development Cost Schedule." If the team member that will be utilized is not yet known, indicate "TBD." If it is anticipated that the Development Team category will not be utilized, indicate "N/A."

*If there is a direct or indirect, financial, or other interest with Applicant or other team members, provide an attachment behind this form in the Application that explains the relationship(s).*

Developer:

Email
Certified Texas HUB?
This is a direct or indirect, financial, or other interest with Applicant or other team members*

Housing General

Email
Proposed Fee
Tax ID Number (TIN)
Certified Texas HUB?
This is a direct or indirect, financial, or other interest with Applicant or other team members*

Infrastructure General Contractor:

	Contact Name	Phone
Email	Proposed Fee	Tax ID Number (TIN)
Certified Texas HUB?		
This is a direct or indirect, financial, or other interest with Applicant or other team members*		

Cost Estimator:

	Contact Name	Phone
Email	Proposed Fee	Tax ID Number (TIN)
Certified Texas HUB?		
This is a direct or indirect, financial, or other interest with Applicant or other team members*		



# Tab 43, Architect Certification

## Architect Certification

---

I (We) certify that the Development will be designed and built to meet the accessibility requirements of the Federal Fair Housing Act as implemented by HUD at 24 C.F.R. Part 100 and the Fair Housing Act Design Manual, Titles II and III of the Americans with Disabilities Act (42 U.S.C. Sections 12131-12189) as implemented by the Department of Justice regulations at 28 C.F.R. Parts 35 and 36, and the Department's Accessibility rules in 10 TAC Chapter 1, Subchapter B, in effect at the time of certification.

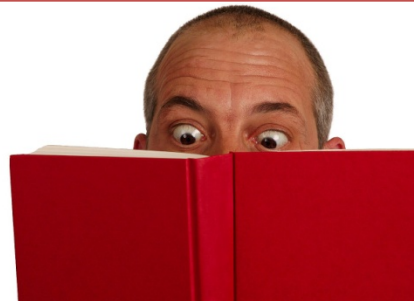
I (we) certify that all materials submitted to the Department by the Architect or Applicant constitute records of the Department subject to Chapter 552, Tex. Gov't Code, and the Texas Public Information Act.



# Tab 43, Architect Statements

I (We) have attached a statement describing how the requirements Section 504 of the Rehabilitation Act of 1973 and implemented at 24 C.F.R. Part 8 will be met as described in 10 TAC Chapter 1, Subchapter B. At a minimum, the statement will include (1) The total number of Units (2) Number and description of Unit types, and the number of Units of each Type (3) Number of Units of each Type that will meet the accessibility requirements.

If the Development includes exempt Units, I (We) have attached a statement describing how the requirements at 10 TAC §10.101(b)(8)(B) will be met. At a minimum, the statement will include (1) The total number of exempt Units (2) Number and description of exempt Unit types, and the number of Units of each Type (3) Number of Units of each Type that will meet the requirement at 10 TAC 10.101(b)(8)(B).



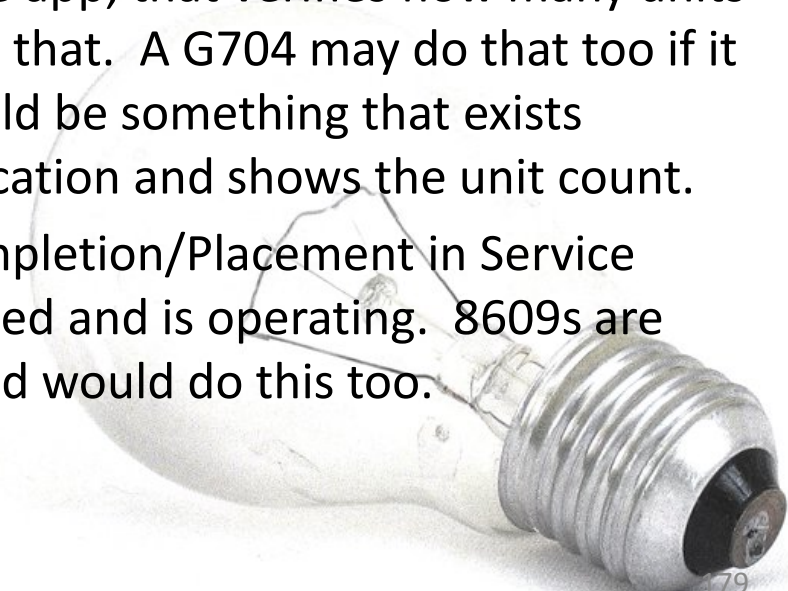


# Tab 44, Experience

- Certificates from 2014 – 2018 are acceptable.
- Turn in requests as soon as possible.
- Certifications are issued for persons only.
- Documentation requirements are still steady since 2014.
- Must have a Principle with an Experience Cert before being awarded.
- Components of certification are, Role, Unit Count and Completion/Placement in Service.

# Components of a Successful Experience Application

- **Role** - Role refers to whether your person was a principal of the owner or developer for the units you want counted or if they were in a decision-making, document-signing role for the units that you want to have them credited with.
- **Unit Count** - Unit count refers to evidence confirming the full number of units in the relevant development. The count is supported through evidence, not created for the experience app, that verifies how many units there are. A page from the LURA will do that. A G704 may do that too if it shows the total units completed. It should be something that exists without regard for the Experience Application and shows the unit count.
- **Completion/Placement In Service** - Completion/Placement in Service verifies that the development was finished and is operating. 8609s are good for this as well as COs. An online ad would do this too.



# Tab 44, Experience

## Evidence of Experience Must be Provided Behind this Tab

Pursuant to §10.204(6) of the Uniform Multifamily Rules, a Principal of the Developer, Development Owner, or General Partner must establish that they have experience in the development of 150 units or more.

Evidence of experience behind this tab includes:

- An Experience certificate issued by the Department under the 2014 or 2015 Uniform Multifamily Rules.
- An Application for experience and supporting documentation in accordance with §10.204(6)(A)(i) through (ix)
- Evidence from the Department that the application for experience was received and is being processed by the Department.

Alternatively, pursuant to §13.5(d)(1) of the Multifamily Direct Loan Rule, Applicants requesting MFDL as the only source of Department funds may meet the Experience Requirement by providing evidence of the successful development and operation for at least 5 years of at least twice as many affordability restricted units as requested in the Application.

- Documentation provided behind this tab meets the alternative Experience Requirement in §13.5(d)(1).





# Tab 44, DUNS Number and Davis Bacon

## DUNS Number and System for Award Management (SAM.gov) registration (Direct Loan Applications Only)

The Office of Management and Budget (OMB) requires grant applicants to provide a Dunn and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants, including Direct Loan funds, on or after October 1, 2003. To apply for a DUNS number applicants can go to the Dunn & Bradstreet website at: <http://fedgov.dnb.com/webform> The DUNS number will supplement other identifiers required by statute or regulation, such as tax identification numbers. Once applicants have obtained a DUNS number, they must register with the System for Award Management (SAM) database (<https://sam.gov/portal/public/SAM>). Applicants may provide this information upon award.

Evidence of SAM.gov registration for the applicant entity is attached behind this tab.



## Davis Bacon Labor Standards (Direct Loan Applications Only)

24 CFR §92.354, Davis-Bacon Act (40 U.S.C. §§276(a)-276(a)(5), the Davis-Bacon Related Acts, the Contract Work Hours and Safety Standards Act, and the Copeland (Anti-Kickback) Act (40 U.S.C. §276(c)) apply to developments being assisted with Direct Loan funds if (Select all that apply):

Twelve (12) or more Direct Loan assisted units will be rehabilitated or constructed under one construction contract.

Community Development Block Grant (CDBG) funds are being used to support the Development, which requires a lower number of units (8) be used as a threshold.

## Affirmative Marketing Plan (Direct Loan Applications Only)

Complete and submit HUD's Affirmative Marketing Plan form (Form 935.2 or successors). This form may be found on the Department's website at <http://www.tdhca.state.tx.us/home-division/mf-home/index.htm>

The Affirmative Marketing Plan must comply with the Affirmative Marketing requirements in the Compliance Rules.

HUD approval is not necessary unless the property receives project-based Section 8 assistance.



# Tab 45, Credit Limit, Pt. 1 & 2

## Applicant Credit Limit Documentation and Certification (Competitive HTC Only)

Pursuant to §11.4(a) of the Qualified Allocation Plan, the Department shall not allocate more than \$3 million of Competitive Housing Tax Credits from the current Application Round to any Applicant, Developer, Affiliate or Guarantor (unless the Guarantor is also the General Contractor, and is not a Principal of the Applicant, Developer, or Affiliate of the Development Owner). All Applications must be identified herein to ensure that the Department is advised of all Applications, Applicants, Affiliates, Developers, General Partners or Guarantors involved to avoid any statutory violation of Texas Government Code, §2306.6711(b).

### Instructions:

Complete Part I of this form. For each person or entity in Part I that answers "Yes" to Part I b., a Part II form must be submitted (i.e. if 4 persons/entities answer "Yes" to Part I b., then 4 separate Part II forms must be provided).

### Part I. Applicant Credit Limit Documentation

a. Applicant, Developers, Affiliates, and Guarantors - List below all entities or Persons meeting the definition of Applicant, Affiliate, Developer or Guarantor.	b. Person/entity has at least one other application in the current Application Round.	
1. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
3. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<small>.....</small>		
30. <input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Individually, or as the General Partner(s) of officer(s) of the Applicant entity, I (we) certify that we are submitting behind this tab one signed Credit Limit Certification form for each person and/or entity that answered "Yes" to Part b. above.

By: \_\_\_\_\_ Its: \_\_\_\_\_  
*Signature of Applicant* *Date*

# Tab 45, Credit Limit, Pt. 2

## Part II. Credit Limit Certification

### Instructions:

Each Person and/or Entity that answered "Yes" to Part 1 (b) must complete this form.

Name and role of Person or Entity completing this form:

*Should be the same as listed in Part I.*

- Which is:  the Applicant (Entity that generally manages or controls the "Applicant," i.e. General Partner, Managing Partner, etc.)
- a Special Limited Partner or Class B Limited Partner or equivalent of the Applicant
- a Developer for the Applicant for this specific Application
- an Affiliate to the Applicant
- a Guarantor on the Application



Pursuant to §11.4(a) of the Qualified Allocation Plan, the Department shall not allocate more than \$3 million of tax credits from the current Application Round to any Applicant, Developer, Affiliate or Guarantor. The undersigned represents to the Department that the following is a list of all developments for which the Applicant, the Developer, Affiliate, or Guarantor, has applied for an allocation of tax credit authority from the Department in the current Application Round.

Development Name:	Region:	City:	% Ownership:	% of Dev. Fee:

# Tab 45, Credit Limit, Pt. 2

I acknowledge that \_\_\_\_\_ *Should be same as signer of Development Owner Certification.* is authorized to terminate the Application in the event of a conflict with §11.4(a) of the Qualified Allocation Plan.

I hereby certify that the foregoing is a complete list of Developments with respect to which I am seeking a current allocation of tax credit authority from the Department. I certify that, if the Department makes a recommendation to the Board or issues a commitment which may cause Applications for which I am the Applicant, the Developer, Affiliate or Guarantor, to receive credits in excess of \$3 million, I will notify the Department in writing within three business days of the recommendation or issuance of the Commitment.

I acknowledge that if the Department determines that an Applicant, Developer, Affiliate or Guarantor, has received (in the aggregate) allocations in the current Application Round from the Department exceeding \$3 million, the Department must refuse to issue one or more Commitments or Carryover Allocations, or must terminate one or more Commitments or Carryover Allocations.

Under penalty of perjury, I certify that this information and these statements are true, complete, and accurate:

By: \_\_\_\_\_ *Should be the same as listed in Part I.* \_\_\_\_\_  
*Signature of Applicant, Developer, Affiliate or Guarantor (as appropriate)* *Printed Name* *Date*



# Tab 46, Community Input

## Community Input Scoring Items

TDHCA#:

### 1. Local Government Support - §11.9(d)(1)

Resolution(s) of either "no objection" or "support" is included behind this tab.\*\*

\*\* Note that resolutions are due March 1, 2018

### 2. Community Support from State Representative - §11.9(d)(5)

Letter of either "support" or "opposition" is included behind this tab.\*\*

\*\* Note that letters are due March 1, 2018



# Tab 46, Community Input

## 3. Input from Community Organizations - §11.9(d)(6)

Applicant has included one or more letters of support or opposition behind this tab.

List information for each of the letters below:

A.

Name of Community Organization

Contact Name

Support

Opposition

B.

Name of Community Organization

Contact Name

Support

Opposition

C.

Name of Community Organization

Contact Name

Support

Opposition

# Input From Community Organizations

- Letter must express support for the development at its proposed location.
- Proof of tax-exempt status and evidence of currency.
- Evidence of location or activity in the city of the development.



# Input From Community Organizations

Where do I find evidence that the tax-exempt status is current?

Federal Status

<https://apps.irs.gov/app/eos/>

State Status

<https://comptroller.texas.gov/taxes/exempt/search.php>





# Input From Property Owners Assoc.

- Two points available.
- The POA must have been created for a master planned community, whose boundaries include the Development Site.
- Cannot be a Neighborhood Organization.



# Input from Special Management Districts

- 
- Two points available.
  - Boundaries of the Special Management District include the Development Site on March 1.



# Question Stop






# Tab 47, Third Party Reports

## 2. Environmental Clearance (Direct Loan applications only)

All Applications for Direct Loans by the Department must complete an environmental clearance process in accordance with 24 CFR Parts 50 and 58 prior to engaging in choice limiting activities such as closing on land, loans, beginning demolition or construction activities, or entering into construction contracts . A Phase I Environmental Site Assessment (ESA) will not satisfy the environmental clearance required for use of Direct Loan funds.

- Development has already received Environmental Clearance from HUD under 24 CFR Parts 50 or 58.
  - Documentation of HUD Environmental Clearance is included behind this tab. 
- Applicant has submitted an environmental packet to TDHCA and clearance is pending.
- Applicant has reviewed the environmental clearance materials available on the Department's website at <http://www.tdhca.state.tx.us/program-services/environmental/index.htm> and understands that clearance must be received prior to closing on the loan.
- A Third Party will aid in the completion of the environmental clearance process. If checked, complete the following:

Name of Firm:

Contact Person:

Contact Telephone:

Email:



# Tab 47, Third Party Reports

## 3. Primary Market Area Map

Primary Market Area (PMA) map with definition of PMA is included behind this tab.

Prepared by: 0 \_\_\_\_\_

Date of Report: \_\_\_\_\_

## 4. Property Condition Assessment (PCA)

Prepared by: 0 \_\_\_\_\_

Date of Report: \_\_\_\_\_

## 5. Appraisal

Prepared by: 0 \_\_\_\_\_

Date of Report: \_\_\_\_\_

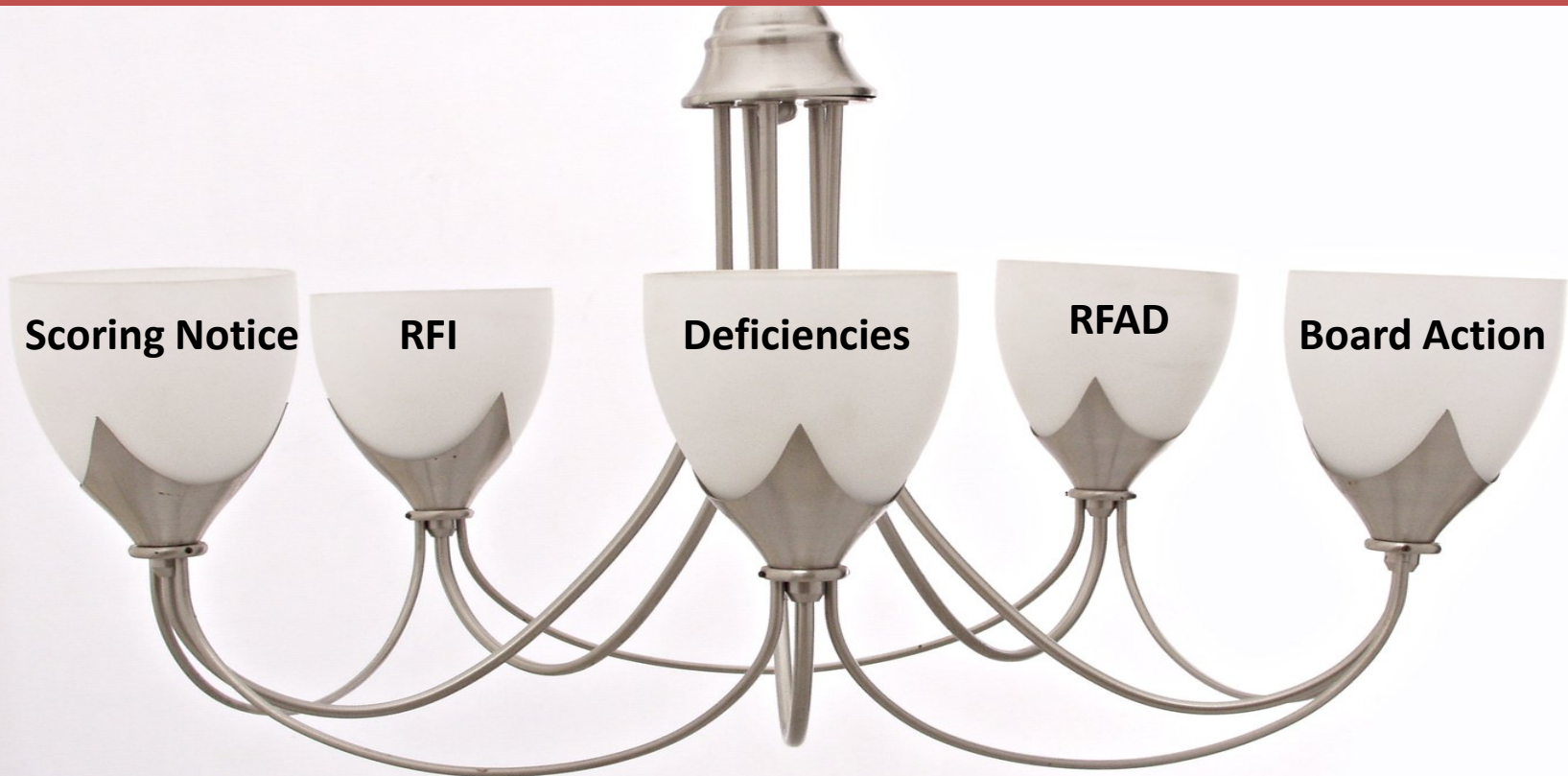
## 6. Site Design and Development Feasibility Report

Prepared by: 0 \_\_\_\_\_

Date of Report: \_\_\_\_\_

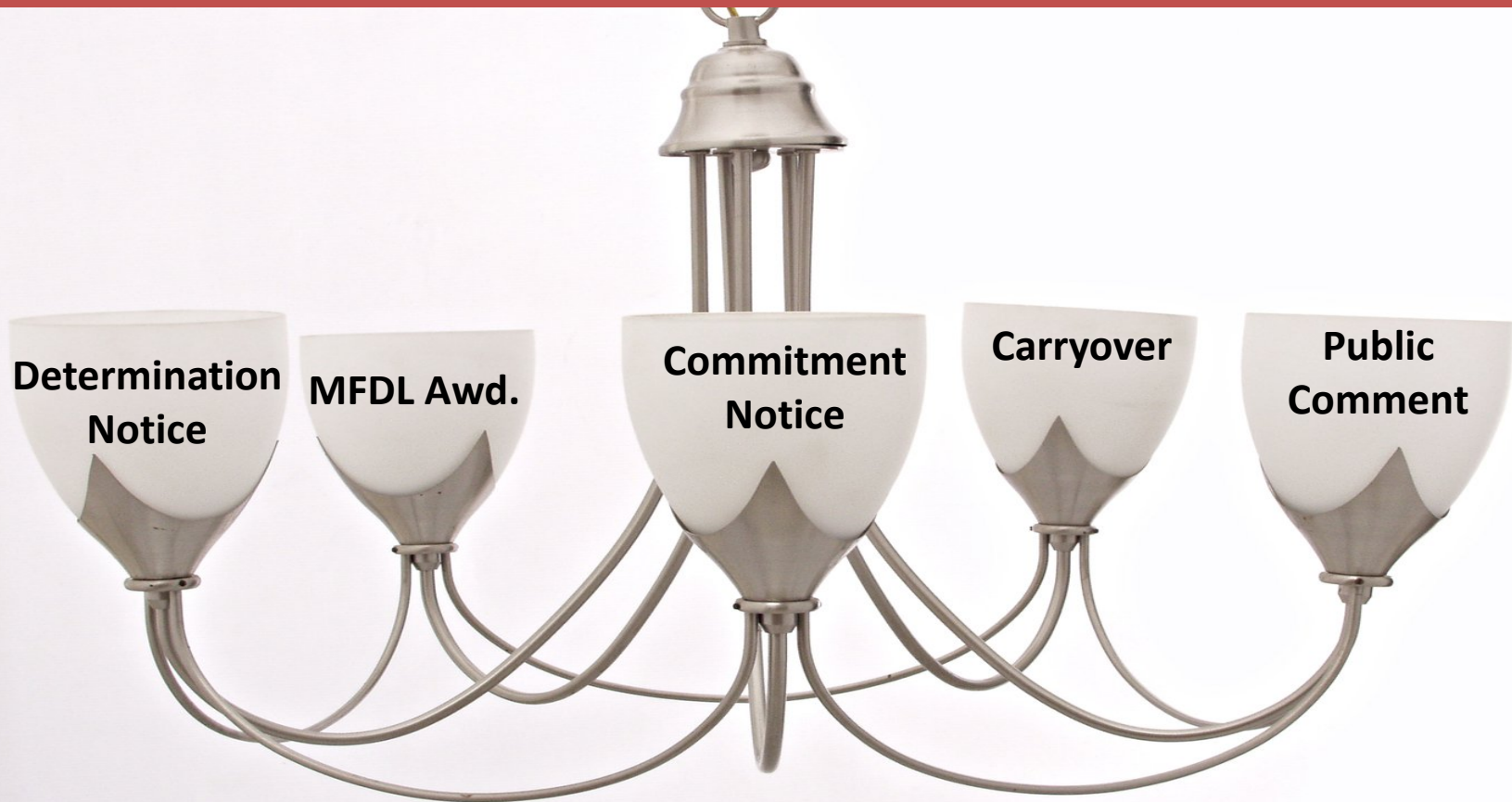


# Mystery Bookmarks





# Mystery Bookmarks, cont'd





A glowing gift box wrapped in clear paper with a decorative brown and gold patterned ribbon. The box is illuminated from within, creating a warm, golden glow. The text "The End" is written in a yellow, cursive font across the top of the box.

The End