



Texas Department of Housing and Community Affairs HOME Investment Partnerships Program

Notice of Funding Availability (NOFA) Community Housing Development Organization Housing Development Open Funding Cycle

The Texas Department of Housing and Community Affairs (“the Department”) announces the availability of approximately \$13,000,000 in federal funding from the HOME Investment Partnership Program (HOME) for Community Housing Development Organizations (CHDOs) to develop affordable housing for low-income Texans. The availability and use of these funds is subject to the State HOME Rules at 10 TAC Chapter 53 (“HOME Rules”), the Federal HOME regulations governing the HOME program (24 CFR Part 92), and any other federal or state regulation that may apply to the development and operation of affordable housing units.

Allocation of HOME CHDO Funds

CHDO funding is made available as a set-aside from the annual federal allocation of HOME funds to the Department. All funds released under this NOFA are to be used for the creation of affordable housing for low-income Texans earning 80 percent or less than the Area Median Family Income (AMFI) for the locality where the proposed development is located. Only rental development funds will be eligible for use in a participating jurisdiction, in accordance with §2306.111(c) of the Texas Government Code, which states that the Department shall expend at least 95 percent of its HOME funds for the benefit of non-participating small cities and rural areas that do not qualify to receive funds under the Cranston-Gonzalez National Affordable Housing Act directly from the United States Department of Housing and Urban Development. All funds not set aside under this subsection shall be used for the benefit of persons with disabilities who live in areas other than small cities and rural areas. The Department will accept applications from 9 a.m. to 5 p.m. each business day, excluding federal and state holidays, on an ongoing basis until such time as all funding has been committed, or until the current state fiscal year ends on August 31, 2005.

Eligible Activities

Eligible activities will include all those permissible under the federal HOME Rule at 24 CFR §92.205, the state HOME Rules at 10 TAC §§53.54 & 55, which involve the acquisition, rehabilitation and construction of affordable housing. Refinancing of federally financed properties is not an eligible activity. Tenant based rental assistance, owner occupied rehabilitation, and other activities not specifically related to the creation, building or development of affordable housing will not be considered under this NOFA. The NOFA is available to fund developments for homeownership and rental developments. Two separate applications will be available to eligible applicants: one for homeownership development activities and one for rental development activities. Interested applicants should contact the appropriate contact persons listed below for additional information regarding the application manuals and processes.

For homeownership development activities contact:

Paige McGilloway, (512) 475-4604 email: pmcgillo@tdhca.state.tx.us

For rental development activities contact:

David Danenfelzer, (512) 475-3865 email: ddanenfe@tdhca.state.tx.us

Applicants should be aware that there are minimum affordability standards necessary for HOME assisted rental developments. At a minimum, at least 20% of HOME assisted units should be affordable to persons earning 50% of the AMFI; at least 90% of the HOME assisted units should be affordable to persons earning 60% of the AMFI. These minimum requirements affect only those units which are HOME assisted and in no way supercede the minimum affordability requirements for applicants jointly applying for HOME and Housing Tax Credits under §42(i)(E) of the Internal Revenue Code.

Eligible Applicants

The Department provides HOME CHDO funding from the federal government to qualified nonprofit organizations eligible for CHDO certification. All applicants will be required to submit an application for CHDO certification with each development application. Previous CHDO status or certification will not be acceptable. The CHDO application package will be available with all other application materials on the Department's website. CHDO Applicants must be the sponsor, owner or developer of the proposed development. Applicants who are jointly applying for Housing Tax Credits will be required to provide evidence that the CHDO Applicant is the managing general partner of the Limit Partnership. Applicants may be ineligible for funding if they meet any of the criteria listed in §53.52(b) of the Department's HOME rule. Applicants are encouraged to familiarize themselves with the Department's certification and debarment policies prior to application.

Allocation of Funds

The Department awards HOME funds, typically as a loan, to eligible recipients for the provision of housing for low, very low and extremely low-income individuals and families. Award amounts are limited to no more than \$1.5 million per development. The per unit subsidy may not exceed the per-unit dollar limits established by the U.S. Department of Housing and Urban Development (HUD) under §221(d)(3) of the National Housing Act which are applicable to the area in which the development is located, and as published by HUD. The minimum loan amount is \$1,000 per unit. Rental developments involving rehabilitation must establish that the rehabilitation will substantially improve the condition of the housing and will involve at least \$6,000 per Unit in direct hard costs. Funds will be awarded in accordance with the rules and procedures as set forth in the State of Texas HOME Program rules at 10 TAC §§53.50-53.63. The Department may, at its discretion and based upon review of the financial feasibility of the development, determine to award HOME funds as either a loan or as a grant. Loans can not exceed amortization of more than 40 years.

Each CHDO that is awarded funds for their development application may also be eligible to receive a grant of CHDO operating funds. Applicants will be required to submit organizational operating budgets, audits and other materials detailed in the HOME application. The amount of CHDO operating funds granted will be based on the Applicant's need. Awards may be for an amount up to 50% of the CHDO's total operating expenses per fiscal year, or \$50,000 per fiscal year, whichever is greater.

Each development will have a two-tier affordability term. The first tier will entail the federally required affordability term. For new construction or acquisition of new housing, this term is 20 years. For rehabilitation or acquisition of existing housing, the term is 5 years if the HOME investment is less than \$15,000 per unit; 10 years if the HOME investment is \$15,000 to \$40,000 per unit; and 15 years if the HOME investment is greater than \$40,000 per unit. This first tier is subject to all federal laws and regulations regarding HOME requirements, recapture, net proceeds and affordability. The second tier of affordability is the additional number of years required to bring the total term of affordability up to 30 years (for example, the second tier of affordability on a 10 year federal affordability term, is 20 additional years). The second tier, or remaining term, is subject only to state

regulations and affordability requirements. Properties will be restricted under a land use restriction agreement (“LURA”), or other such instrument as determined by the Department for these terms. Among other restrictions, the LURA may require the owner of the property to continue to accept subsidies which may be offered by the federal government, prohibit the owner from exercising an option to prepay a federally insured loan, impose tenant income-based occupancy and rental restrictions, or impose any of these and other restrictions as deemed necessary at the sole discretion of the Department in order to preserve the property as affordable housing on a case-by-case basis.

Match Requirements

Applicants will be required to submit documentation on all financial resources to be used in the development that may be considered match to the Department’s federal HOME requirements. Applicants must provide firm commitments as defined in accordance with the Federal HOME rules at 24 CFR §92.218 and will be provided with the appropriate forms and instructions on how to report eligible match.

Development Requirements

Housing units subsidized by HOME funds must be affordable to low, very-low or extremely low income persons. Mixed Income rental developments may only receive funds for units that meet the HOME program affordability standards. All applications intended to serve persons with disabilities must adhere to the Department’s Integrated Housing Rule at 10 TAC §1.15. Applicants serving local Participating Jurisdictions may only receive funding for those units which are specifically set-aside for persons with disabilities, in accordance with §2306.111(c) of the Texas Government Code.

All applications will be required to meet Section 8 Housing Quality Standards detailed under 24 CFR §92.401, Texas Minimum Construction Standards, as well as the accessibility requirements to meet Fair Housing Accessibility Standards and Section 504 of the Rehabilitation Act of 1973. Developments must also meet all local building codes or standards that may apply. If the development is located within a jurisdiction that does not have building codes, developments must meet the most current International Building Code. Applicants for rental development programs must also meet the applicable development standards of the Housing Tax Credit program rules at §49.6, as further detailed in the application manual.

Resolution Requirements

The Department requires that all applications submitted must include a resolution from the applicant’s direct governing body (Board of Directors) authorizing the submission of the application.

Audit Requirements

An applicant is not eligible to apply for funds or any other assistance from the Department unless audits are current or the Audit Certification Form has been submitted to the Department in a satisfactory format on or before the application submission date per 10 TAC §1.3(b). This is a threshold requirement outlined in the application, therefore, applications that have past due audits will be disqualified. Staff will not recommend applications for funding to the Department’s Governing Board unless all unresolved audit findings, questioned or disallowed costs are resolved per 10 TAC §1.3(c).

CHDO Certification

Certification will be awarded in accordance with the rules and procedures as set forth in the HOME Investment Partnerships Program rules at 10 TAC §53.63, Community Housing Development Organization (CHDO) Certification. If all requirements under this Section are met, the Applicant is certified as a CHDO upon the award of the HOME funds by the Department. A new application for

CHDO certification must be submitted to the Department with each new application for HOME funds under the CHDO set aside. For additional information about CHDO certification please contact Jorge Reyes at (512) 475-4577.

Review Process

Applications will be accepted from 9 a.m. to 5 p.m. each business day, excluding federal and state holidays, on an ongoing basis until such time as all funding has been committed, or until the current state fiscal year ends on August 31, 2005. Applications will be accepted, reviewed and recommended to the Department's Board in accordance with Department's process for handling Open Cycle Applications detailed at §53.58(b) of the HOME Rule.

All applications must be submitted, and provide all documentation, as described in this NOFA, 10 TAC §53.58 of the HOME Rule and as further detailed in the appropriate HOME Application Manual. Applicants should refer to the appropriate application manual, for the appropriate threshold criteria.

The HOME Rental Application Manual, all required application documents (including CHDO application), a HOME Reference Manual, and all applicable HOME rules, will be available on the Department's website at www.tdhca.state.tx.us/home.htm. The HOME Homeownership application & manual is anticipated to be available in **Spring 2005**. Applications will be required to adhere to the HOME Rule and threshold requirements in effect at the time of the application submission. Applications must be on forms provided by the Department, and cannot be altered or modified and must be in final form before submitting them to the Department.

Because applications are processed in the order they are received by the Department, it is possible that the Department will expend all available HOME funds before an application has completed all phases of its review. In the case that all HOME funds are committed before an application has completed all phases of the review process, the Department will notify the applicant that their application will remain active for 90 days in its current phase. If new HOME funds become available, applications will continue onward with their review without losing their received date priority. If HOME funds do not become available within 90 days of the notification, the Applicant will be notified that their application is no longer under consideration. The applicant must reapply to be considered for future funding. If on the date an application is received by the Department, no funds are available under this NOFA, the applicant will be notified that no funds exist under the NOFA and the application will not be processed.

The Department may decline to consider any application if the proposed activities do not, in the Department's sole determination, represent a prudent use of the Department's funds. The Department is not obligated to proceed with any action pertaining to any applications which are received, and may decide it is in the Department's best interest to refrain from pursuing any selection process. The Department strives, through its loan terms, to securitize its funding while ensuring the financial feasibility of a development. The Department reserves the right to negotiate individual elements of any application.

An Applicant may appeal decisions made by the Department in accordance with 10 TAC §§1.7-1.8.

Parties interested in submitting an application are encouraged to arrange a pre-application meeting with the Department staff before submitting an application. To arrange a meeting on rental development applications, Applicants should contact David Danenfelzer, Multifamily Housing Administrator at (512) 475-3865. To arrange a meeting on homeownership development

applications, Applicants should contact Paige McGilloway, Single Family Project Manager at (512) 475-4604.

Application Submission

Application materials must be organized and submitted in the manner detailed in the appropriate application submission manual for rental and homeownership developments. Applicants must submit two complete copies of all application materials.

Applicants are required to remit a non-refundable application fee payable to the Texas Department of Housing and Community Affairs in the amount of \$500.00 per application. Please send check, cashier's check or money order; do not send cash. §2306.147(b) of the Texas Government Code requires the Department to waive application fees for nonprofit organizations that offer expanded services such as child care, nutrition programs, job training assistance, health services, or human services. These organizations must include proof of their exempt status and a description of their supportive services in lieu of the application fee. The application fee is not an allowable or reimbursable cost under the HOME Program.

Applications may be sent to:

Multifamily Finance Production Division
Texas Department of Housing and Community Affairs
507 Sabine, Suite 700
Austin, TX 78701

or via the U.S. Postal Service to:

Multifamily Finance Production Division
Texas Department of Housing and Community Affairs
Post Office Box 13941
Austin, TX 78711-3941

***NOTE:** This NOFA does not include the text of the various applicable regulatory provisions that may be important to the particular HOME CHDO Program. For proper completion of the application, the Department strongly encourages potential applicants to review the State and Federal regulations and to participate in a pre-application conference when possible.*