



**Texas Department of Housing and Community Affairs**  
**Competitive Housing Tax Credit Pre-Application Submission Instructions**  
Created Date: December 20, 2018  
Date Last Updated: January 4, 2019

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The Texas Department of Housing and Community Affairs has created an online system for applicants for the Competitive Housing Tax Credit Program to submit pre-applications. The pre-application will collect the same information as collected in previous cycles, but the system will operate a little differently as there will be no third party software application involved. Prior to the open of the Application Acceptance Period, the Department will post a link that applicants will use to access the pre-application system. This webinar describes the pre-application system and provides information that will help applicants ensure that pre-applications are submitted successfully.

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**Pre-Application Initiation**

[https://public.tdhca.state.tx.us/htc/t\\_hc\\_pre\\_app.init\\_entry.signup](https://public.tdhca.state.tx.us/htc/t_hc_pre_app.init_entry.signup)

The first page you will see is the initiation page. Enter the email address of the person that will complete the pre-application and the name of the Development. This will be the first email address to which all correspondence regarding the pre-application will be sent. Then click “Begin Pre-application.”



**Texas Department of Housing and Community Affairs**  
**2019 9% Housing Tax Credit Pre-Application Initiation**

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The screenshot shows a web form titled "Email Address". It contains two input fields: "Email Address\*" with the value "sharon.gamble@tdhca.state.tx.us" and "Development Name\*" with a dropdown menu showing "Housing for All". Below the fields is a button labeled "Begin Pre-Application".

After “Begin Pre-application” is clicked, an email with a link to the pre-application form will be sent to the email address entered. You will use the link in this email to return to the pre-application form if you do not complete it all at once, so make sure you keep it handy. **The link should only be shared with persons authorized to access your pre-application form.**



**Texas Department of Housing and Community Affairs**  
**2019 9% Housing Tax Credit Pre-Application Initiation**

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An email with a link to the pre-application form has been sent to sharon.gamble@tdhca.state.tx.us.

The email will look similar to this:

Development Name: Sunshiney Acres

The URL to access the HTC Pre-Application form is:

[https://public-stage.tdhca.state.tx.us/htc\\_stage/t\\_hc\\_pre\\_app.app\\_entry.page1?p\\_init\\_nbr=19UX657279UE35](https://public-stage.tdhca.state.tx.us/htc_stage/t_hc_pre_app.app_entry.page1?p_init_nbr=19UX657279UE35)

If an email is not received, contact Sharon Gamble, 9% HTC Administrator, at [sharon.gamble@tdhca.state.tx.us](mailto:sharon.gamble@tdhca.state.tx.us).

Part One of the pre-application form is the Applicant contact information:



**Texas Department of Housing  
and Community Affairs**  
2019 9% Housing Tax Credit Pre-Application

Pre-Application Status	
Application Number	To be assigned
Submitted on	Not Submitted
Submitted by	

**Contact Information**

<-- Save and Go Back   Save   Save and Continue -->

**Primary Contact**

First Name*	Last Name*		
Street Address*	City*	State*	Zip Code*
Phone*	Email Address*		

(999-999-9999)

**Secondary Contact**

First Name*	Last Name*		
Phone*	Email Address*		

(999-999-9999)

Cannot be the same as Primary Contact

**Consultant Contact**

First Name	Last Name		
Phone	Email Address		

(999-999-9999)

<-- Save and Go Back   Save   Save and Continue -->

Here, you will enter contact information for the people to be contacted if questions about the pre-application arise. Make sure these are people who will be available. Deficiency Notices and other important information will be sent to these people via email, so make sure they have access to the email addresses entered and are available.

Note the status box in the upper right-hand corner. At this point, no application number has been assigned. The application number will not be assigned until this form is completed and saved. If you close your browser at this point, no information that you have entered will be saved. When you click the link in the initiation email, this form will come up and it will be blank.

Throughout the pre-application, **items that are required to be completed are indicated with an asterisk**. You must complete all of the required items in order to save the form. You have three navigation buttons: "Save", "Save and Go Back", and "Save and Continue". **Use the "Save" button often!** This will prevent you having to go back and re-enter information. Use the "Save" button before using the "Save and Go Back" or the "Save and Continue" buttons.

If the navigation buttons ever go inactive, like in the picture below, just refresh your browser.

**Contact Information**

< Save and Go Back   Save   Save and Continue >

**Primary Contact**

First Name*	Last Name*		
Zelda	Significance		
Street Address*	City*	State*	Zip Code*

Below is the form after “Save” is clicked. Note that the status box now has an application number. The information entered has been saved and will populate each time the pre-application is accessed.

You will have also received an email with the Application number in it. This will help you distinguish between links if you are completing more than one pre-application. Save that email as something like “19017Pre-appEmail” so that it is instantly identifiable. Put it somewhere safe! You can toss that initiation email.



**Texas Department of Housing  
and Community Affairs**  
2019 9% Housing Tax Credit Pre-Application

Pre-Application Status	
Application Number	19017
Submitted on	Not Submitted
Submitted by	
<a href="#">Send Application Number Email</a>	

**Contact Information**

◀ Save and Go Back   Save   Save and Continue ▶

**Primary Contact**

First Name*	Last Name*		
Sharon	Gamble		
Street Address*	City*	State*	Zip Code*
221 E 11th Street	Austin	TX	78701
Phone*	Email Address*		
512-936-7834 (999-999-9999)	sgamble@tdhca.state.tx.us		

**Secondary Contact**

First Name*	Last Name*		
Marni	Holloway		
Phone*	Email Address*		
512-475-1676 (999-999-9999)	mholloway@tdhca.state.tx.us		
Cannot be the same as Primary Contact			

**Consultant Contact**

First Name	Last Name		
Patrick	Russell		
Phone	Email Address		
512-475-1234 (999-999-9999)	prussell@tdhca.state.tx.us		

◀ Save and Go Back   Save   Save and Continue ▶

Also in the status box is a link that will allow you to re-send the application number email at any time. If you leave the form and cannot find the email, you will have to contact me to request the link.

If you are ready to claim another application number, click “Save”, and go start another one.

**You don’t have to log out, you can just close the tab.** As long as you have saved the document, the information will be there when you return to it via the link in the “19017Pre-appEmail”.

If you want to keep going, click “Save and Continue.”

Part Two of the form is where you will enter development information. For pre-applications proposing New Construction, entries under "Previous TDHCA #" and "Initial Construction Year" are not required. New Construction RAD deals may require an entry under "Units Demolished" and "Units Reconstructed". All other development types should include information as applicable to provide as complete a description of the development as possible. Note that you can "Save" the document at any point, but you must complete all required items before you can "Save and Continue."



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2019 9% Housing Tax Credit Pre-Application

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<a href="#">Send Application Number Email</a>	

**Development Information**

◀ Save and Go Back   Save   Save and Continue ▶

Name of Proposed Entity*	Sunny Acres
Development Name*	Sunshiney Acres
Development Type*	Acq/Rehab
Secondary Type*	None
Previous TDHCA #	
Initial Construction Year	1989
Units Demolished	0
Units Reconstructed	
# of Non-Contiguous Sites	
# of Census Tracts*	2
Target Population*	General
Development Street Address*	123 4th Street
Development City*	Austin
Development Zip Code*	78704
ETJ?*	No
CDP?*	No
County*	TRAVIS
Region*	7
Rural/Urban*	Urban

You can enter as many census tracts as you need to. You MUST enter 11 digits per tract number. If you click "Add", a new line will appear. You will have to either complete the entry or delete the line to save the form.

Census Tracts			
1	12345678910	Add	Delete
2	12345678911	Add	Delete

Take heed of all notes in the pre-application as they provide important information. Be sure that your fees are submitted on time and that you send a completed payment receipt form for each check submitted. Nonprofits and CHDOs should indicate the discounted amount on the payment receipt form and pay only that amount. Refunds of fees are only provided if the pre-application is withdrawn.

Total LI Units*	100
Total MR Units*	20
Total Units	120
HTC Request \$ *	1,500,000.00
Pre-App Fee Due \$	1,200

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

Has Fee already been submitted?*	Yes	Name on Check*	Acres, Inc.
		Enter person or entity whose name is printed on the check	
		Check Number*	35465

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 §11.901(2) for more information.

Complete the Set-Aside Election, then save the form and continue based on your next action.

**Set-Aside Election**

By checking any of the following boxes, Applicant affirms submission under the selected Set-Aside. Applicant understands that, in order for any full Application to qualify for pre-application participation points, set-asides cannot be dropped or added between pre-application and full application submission.

None  
 At-Risk  
 USDA  
 Nonprofit

Part Three covers notifications. Keep evidence of ALL of your notifications, including evidence of receipt by the addressee. We need to know who the U.S. Representative is. The Department is required to notify the U.S. Representative, the Applicant must notify all others.



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2019 9% Housing Tax Credit Pre-Application

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**Notifications**

Applicant affirms that all necessary parties have been notified of this application as required by §11.8(b)(2) of the Qualified Allocation Plan ("QAP"), §11.8(b)(2) and §11.203 of the Qualified Allocation Plan ("QAP"), and Texas Government Code §2306.6704 ("Statute") and has hereto attached a list of all notifications. The Department will notify the U.S Representative, and the Applicant is responsible for all other notifications. While not required to be submitted with the pre-application, Applicant has kept evidence of all notifications made. This evidence may be required by the Department at any time during the Application Cycle. Applicant further certifies that the notifications are not older than 3 months from the first day of the Application Acceptance Period and that a reasonable search for applicable entities has been conducted..

Name of U.S. Representative*	District*
My US Rep	1
Name of State Senator*	District*
My State Senator	2
Name of State Representative*	District*
My State Rep	3

Next are the local officials.

**School District Information**

School Superintendent\* My School Super  
 District Name\* Austin ISD  
 Street Address\* 345 6th Street  
 City\* Austin State TX Zip Code\* 78702

Presiding Officer of Board of Trustees\* My Prez  
 Street Address\* 345 6th Street  
 City\* Austin State TX Zip Code\* 78702

**Elected Officials**

	Official Name	Office	Add	Delete
1	Mr. Mayor	Mayor	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
2	Ms. County Judge	County Judge	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

You must enter ALL of the elected officials as you need to notify. If you click "Add", a new line will appear. You will have to either complete the entry or delete the line to save the form.

Last are the Neighborhood Organizations. If the answer to the question is no, you will see this:

### Neighborhood Organizations

Are there Neighborhood Organizations whose boundaries contain the Development Site? **No** ▾

By selecting "No" Applicant certifies having no knowledge of any Neighborhood Organizations meeting the requirements of §11.9(d)(4) of the QAP and/or Texas Government Code §2306.004 (23-a) and having boundaries that contain the Development Site.

◀ Save and Go Back   Save   Save and Continue ▶

If the answer is yes, you will be able to enter information about as many organizations as you need to. If you click "Add", a new line will appear. You will have to either complete the entry or delete the line to save the form.

### Neighborhood Organizations

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

Neighborhood Organizations				
1	Organization Name	The Best HOA		Add
	Street Address	City	State	Zip Code
	789 10th Street	Austin	TX ▾	78702
				Delete

◀ Save and Go Back   Save   Save and Continue ▶

Part Four is where you will select your self-score items. Here, I have made random selections with no regard for rule limitations. QAP references are included so that you can be sure you understand the requirements for each item. For instance, I have selected 13 points under §11.9(c)(2) Rent levels of Tenants. To qualify for 13 points, the Development has to be Supportive Housing proposed by a Qualified Nonprofit Organization. If my Application does not support this, my self-score will change by two points (of the four I am allowed before I lose my pre-application points). So don't just select the highest number when you enter these scores.



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2019 9% Housing Tax Credit Pre-Application

Pre-Application Status	
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**Competitive Housing Tax Credit Selection Self-Score**

◀ Save and Go Back   Save   Save and Continue ▶

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*	6	§11.9(b)(1)(A)
Unit Features*	9	§11.9(b)(1)(B)
Sponsor Characteristics*	2	§11.9(b)(2)(A)
High Quality Housing Total	17	

\*\*\*\*\*

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

Income Levels of Tenants*	16	§11.9(c)(1)
Rent Levels of Tenants*	13	§11.9(c)(2)
Resident Services*	10	§11.9(c)(3)
Opportunity Index*	7	§11.9(c)(4)
Underserved Area*	5	§11.9(c)(6)
Tenant Populations with Special Housing Needs*	2	§11.9(c)(7)
Proximity to the Urban Core*	5	§11.9(c)(7)
Serve and Support Texans Most in Need Total	58	

**Criteria Promoting Community Support and Engagement**

Commitment of Development Funding by Local Political Subdivision*	1	§11.9(d)(2)
Declared Disaster Area*	10	§11.9(d)(3)
Community Support and Engagement Total	11	

**Criteria Promoting Efficient Use of Limited Resources and Applicant Accountability**

Financial Feasibility*	18	§11.9(e)(1)
Cost of Development per Square Foot*	12	§11.9(e)(2)
Pre-Application Participation*	6	§11.9(e)(3)
Leveraging Private, State and Federal Resources*	3	§11.9(e)(4)
Extended Affordability*	2	§11.9(e)(5)
Historic Preservation*	0	§11.9(e)(6)
Right of First Refusal*	1	§11.9(e)(7)
Funding Request Amount*	1	§11.9(e)(8)
Efficient Use of Limited Resources and Applicant Accountability Total	43	
Point Adjustment		Enter negative number. Attach staff determination on last page.
Total Applicant Self-Score	129	

And you will indicate the items not on the self-score for which you intend to score points. Note the error I got when I tried to enter points under Concerted Revitalization Plan. You cannot request points under both Opportunity Index and Concerted Revitalization Plan.

**Intent to Request Points for Items not Included in the Applicant's Self-Score**  
These items will not be counted in the self-score. Applicants intending to request points for these items should be actively working toward obtaining the necessary documentation to be submitted by the Full Application Deadline.

Readiness to Proceed\*  5 points §11.9(c)(8)  
 0 points

Government Support\*  
Qu  4 points  
 0 points

Support from State Representative\*  8 points §11.9(d)(5)  
 0 points

Input from Community Organizations\*  4 points §11.9(d)(6)  
 2 points  
 0 points

Concerted Revitalization Plan\*  7 points §11.9(d)(7)  
 6 points  
 5 points  
 4 points  
 0 points

Concerted Revitalization Plan must be 0 if Opportunity Index is greater than 0.

Message from webpage  
Please correct the following before continuing:  
Concerted Revitalization Plan must be 0 if Opportunity Index is greater than 0.  
OK

◀ Save and Go Back Save Save and Continue ▶

Part Five is where you will upload required documents. We suggest creating a folder that holds all of your FINAL documents. That way, you can be more certain of what you are submitting.

Select the file type to upload, and then click “Browse” to navigate to that folder and only select documents from that folder. Click “Upload the File Now,” and the file name should appear as a hyperlink.

**Attachments and Certifications**

◀ Back

Continue ▶

**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.

**Upload a File**

Select a file type

- Site Control Documentation
- Census Tract Map
- Amenities List
- Neighborhood Risk Factors Disclosure
- Other Pertinent Information

Upload the File Now

**Files Uploaded for this Pre-Application**

<b>Site Control Documentation</b> By attaching the Site Control Documentation, Applicant affirms that the site control conforms to all applicable requirements including §11.204(10) of the QAP.	No files of this type have been uploaded
<b>Census Tract Map</b> If a discrepancy exists between the census tract map and the number entered on the Development Information page, staff will use the census tract listed on the map	No files of this type have been uploaded
<b>Amenities List</b>	No files of this type have been uploaded
<b>Neighborhood Risk Factors Disclosure</b>	No files of this type have been uploaded
<b>Other Pertinent Information</b> Use this space to upload additional documents (additional Census Tract/Site Control documents, Staff Determinations, Narrative, etc.).	No files of this type have been uploaded

◀ Back

Continue ▶

**Electronic Filing Agreement**

Below is the page after uploads have been selected. Clicking the hyperlinks should open the uploaded document. If the document does not open, it was not uploaded properly. **If it does not open for you, it will not open for us.** Click “remove” and upload the document again. If you are having trouble uploading documents, contact Sharon Gamble, 9% HTC Administrator, at [sharon.gamble@tdhca.state.tx.us](mailto:sharon.gamble@tdhca.state.tx.us).

**Attachments and Certifications**



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Upload a File

Select a file type

Upload the File Now

Files Uploaded for this Pre-Application

<b>Site Control Documentation</b> By attaching the Site Control Documentation, Applicant affirms that the site control conforms to all applicable requirements including §11.204(10) of the QAP.
<a href="#">Book1.pdf</a> <a href="#">remove</a>
<b>Census Tract Map</b> If a discrepancy exists between the census tract map and the number entered on the Development Information page, staff will use the census tract listed on the map
<a href="#">Book1.pdf</a> <a href="#">remove</a>
<b>Amenities List</b> No files of this type have been uploaded
<b>Neighborhood Risk Factors Disclosure</b> <a href="#">Book1.pdf</a> <a href="#">remove</a>
<b>Other Pertinent Information</b> Use this space to upload additional documents (additional Census Tract/Site Control documents, Staff Determinations, Narrative, etc.). No files of this type have been uploaded



**Electronic Filing Agreement**

This form doubles as the Electronic Filing Agreement.

Note that this page does not have a “Save” button. The uploads will only be saved when the pre-application is submitted.

Part Six is the pre-application certification. Read it carefully. You cannot submit the pre-application without completing the certification. Then, if you are ready to do so, click "Submit the Pre-Application."

Note that this page does not have a "Save" button. If you do not submit the pre-application at this point, this page, along with the previous page, will not be saved.



**Texas Department of Housing and Community Affairs**  
 2019 9% Housing Tax Credit Pre-Application

Pre-Application Status	
Application Number	19017
Submitted on	Not Submitted
Submitted by	
<a href="#">Send Application Number Email</a>	

**Pre-Application Submission**

[◀ Back](#) [Continue ▶](#)

By submitting this Application, Applicant hereby makes an Application to the Texas Department of Housing and Community Affairs. The Applicant further affirms that they have read and understand the Rules and the QAP. Specifically, the Applicant understands the requirements under §11.101 and §11.903 of the QAP, related to Site and Development Requirements and Restrictions and Adherence to Obligations, as well as Internal Revenue Code Section 42. By checking this box, Applicant is affirming that all statements and representations made in this document, including all supporting materials, are true and correct under penalty of Chapter 37 of the Texas Penal Code titled Perjury and Other Falsification and subject to criminal penalties as defined by the State of Texas. TEX. PENAL CODE ANN. §1.01 - §71.05 et seq. (VERNON 2003 & SUPP. 2007).

Name of person submitting this pre-application

I affirm that, prior to submitting this pre-application, I reviewed the information entered into the pre-application and checked the links to all attachments to verify that the attachments were successfully uploaded, that they are complete, and that they represent the documents I intended to submit with the pre-application.

[◀ Back](#) [Continue ▶](#)

When you submit the pre-application, you will see the next page:



**Texas Department of Housing and Community Affairs**  
 2019 9% Housing Tax Credit Pre-Application

Pre-Application Status	
Application Number	19017
Submitted on	12/11/2018 09:52 am
Submitted by	Sharon Gamble
<a href="#">Send Application Number Email</a>	

**Pre-Application Submission**

[◀ Back](#) [Continue ▶](#)

**This Pre-Application has been submitted.**

Submitted on 12/11/2018 09:52 AM  
 Submitted by Sharon Gamble

[Click here for a printer-friendly view of this application](#)

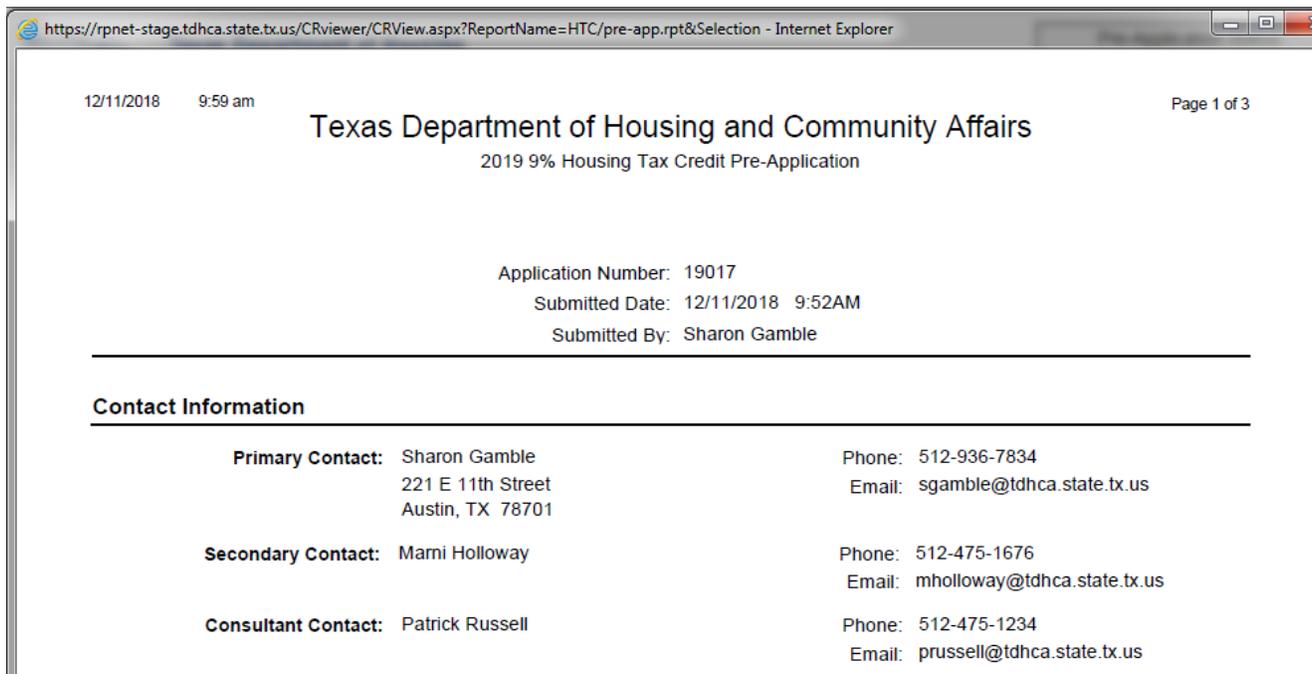
By submitting this Application, Applicant hereby makes an Application to the Texas Department of Housing and Community Affairs. The Applicant further affirms that they have read and understand the Rules and the QAP. Specifically, the Applicant understands the requirements under §11.101 and §11.903 of the QAP, related to Site and Development Requirements and Restrictions and Adherence to Obligations, as well as Internal Revenue Code Section 42. By checking this box, Applicant is affirming that all statements and representations made in this document, including all supporting materials, are true and correct under penalty of Chapter 37 of the Texas Penal Code titled Perjury and Other Falsification and subject to criminal penalties as defined by the State of Texas. TEX. PENAL CODE ANN. §1.01 - §71.05 et seq. (VERNON 2003 & SUPP. 2007).

If you believe that you've made a mistake, you may revoke submission of this pre-application and then edit the pre-application as needed. Revoking a submission will remove this pre-application from consideration by TDHCA. No data will be lost and you can submit it again anytime until the cutoff date and time for pre-application submissions

[◀ Back](#) [Continue ▶](#)

Congratulations! You have submitted your pre-application. The date/time stamp that you see there in the upper right-hand corner and in the green box is logged in our system. As long as that is prior to January 9, 2019 at 5:00 p.m., Austin local time, you are good to go.

You can use the link in the green box to print or save a PDF of the pre-application, which will include the date/time information above.



12/11/2018 9:59 am Page 1 of 3

**Texas Department of Housing and Community Affairs**  
2019 9% Housing Tax Credit Pre-Application

Application Number: 19017  
Submitted Date: 12/11/2018 9:52AM  
Submitted By: Sharon Gamble

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**Contact Information**

<b>Primary Contact:</b> Sharon Gamble 221 E 11th Street Austin, TX 78701	Phone: 512-936-7834 Email: sgamble@tdhca.state.tx.us
<b>Secondary Contact:</b> Marni Holloway	Phone: 512-475-1676 Email: mholloway@tdhca.state.tx.us
<b>Consultant Contact:</b> Patrick Russell	Phone: 512-475-1234 Email: prussell@tdhca.state.tx.us

You will also receive an email acknowledging receipt of the pre-application. No further acknowledgement of receipt will be made.

You have successfully submitted Competitive HTC Pre-Application #19017 for the Sunshiney Acres development. If you have not done so already, please submit your pre-application fee, which should be in the amount of 1200, along with a Multifamily Document and Payment Receipt including the pre-application number. Certain Qualified Nonprofits are eligible for a 10% discount, which should be taken at the time of payment and indicated on the Multifamily Document and Payment Receipt. Please see §11.901(1) of the Qualified Allocation Plan for more information. Pre-application fees must be received by 5:00 p.m., Austin local time, on Wednesday, January 09, 2019. Fees are refundable only if the pre-application is withdrawn.

The URL to access the HTC Pre-Application form is:

[https://public-stage.tdhca.state.tx.us/htc\\_stage/t\\_htc\\_pre\\_app.app\\_entry.page1?p\\_init\\_nbr=19UX657279UE35](https://public-stage.tdhca.state.tx.us/htc_stage/t_htc_pre_app.app_entry.page1?p_init_nbr=19UX657279UE35)

The date and time of receipt will be based on the date/time stamp on the pre-application form; not on the date and time indicated on the acknowledgement email.

If you review the PDF and you notice a mistake, you can fix it! To edit the pre-application, you will have to revoke the submission.



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Submitted on	12/11/2018 09:52 am
Submitted by	Sharon Gamble
<a href="#">Send Application Number Email</a>	

Pre-Application Submission

◀ Back Continue ▶

This Pre-Application has been submitted.

Submitted on 12/11/2018 09:52 AM  
Submitted by Sharon Gamble

[Click here for a printer-friendly view of this application](#)

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If you believe that you've made a mistake, you may revoke submission of this pre-application and then edit the pre-application as needed. Revoking a submission will remove this pre-application from consideration by TDHCA. No data will be lost and you can submit it again anytime until the cutoff date and time for pre-application submissions

◀ Back Continue ▶

The red box above gives you that option via the “!Revoke Pre-Application Submission!” button. Revoking a submission will remove the pre-application from consideration by TDHCA. No data will be lost and you can submit it again anytime until the cutoff date and time for pre-application submissions.

**IF YOU REVOKE THE SUBMISSION, YOU MUST**  
**RESUBMIT THE PRE-APPLICATION PRIOR TO THE**  
**DEADLINE!**

You will get the following warning.



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Submitted by Sharon Gamble

[Click here for a printer-friendly view of this application](#)

By submitting this Application, Applicant hereby makes an Application to the Texas Department of Housing and Community Affairs. The Applicant further affirms that they have read and understand the Rules and the QAP. Specifically, the Applicant understands the requirements under §11.101 and §11.903 of the QAP, related to Site and Development Requirements and Restrictions and Adherence to Obligations, as well as Internal Revenue Code Section 42. By checking this box, Applicant is affirming that all statements and representations made in this document, including all supporting materials, are true and correct under penalty of Chapter 37 of the Texas Penal Code titled Perjury and Other Falsification and subject to criminal penalties as defined by the State of Texas. TEX. PENAL CODE ANN. §1.01 - §71.05 et seq. (VERNON 2003 & SUPP. 2007).

Message from webpage

**REVOKE Pre-Application Submission !**

Are you sure?

**! WARNING ! WARNING ! WARNING !**

If you revoke this submission the application will not be considered by TDHCA! It will be as if you had never submitted it.

OK Cancel

Notification of your action, shown here in the green box, is logged into our system. Notice below that the date/time stamp is gone. As far as we are concerned, at this point the pre-application was never submitted.



Texas Department of Housing and Community Affairs  
2019 9% Housing Tax Credit Pre-Application

Pre-Application Status	
Application Number	19017
Submitted on	Not Submitted
Submitted by	
<a href="#">Send Application Number Email</a>	

Pre-Application Submission

◀ Back Continue ▶

Success

Application submission has been revoked

By submitting this Application, Applicant hereby makes an Application to the Texas Department of Housing and Community Affairs. The Applicant further affirms that they have read and understand the Rules and the QAP. Specifically, the Applicant understands the requirements under §11.101 and §11.903 of the QAP, related to Site and Development Requirements and Restrictions and Adherence to Obligations, as well as Internal Revenue Code Section 42. By checking this box, Applicant is affirming that all statements and representations made in this document, including all supporting materials, are true and correct under penalty of Chapter 37 of the Texas Penal Code titled Perjury and Other Falsification and subject to criminal penalties as defined by the State of Texas. TEX. PENAL CODE ANN. §1.01 - §71.05 et seq. (VERNON 2003 & SUPP. 2007).

Name of person submitting this pre-application

I affirm that, prior to submitting this pre-application, I reviewed the information entered into the pre-application and checked the links to all attachments to verify that the attachments were successfully uploaded, that they are complete, and that they represent the documents I intended to submit with the pre-application.

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You can scroll back through the form, making edits at will. When you are finished editing the pre-application, **re-check your document links to make sure they still work!** You can then return to the submission page and re-submit the pre-application. Note the revised date/time stamp below.

You can revoke, edit and re-submit as many times as you need to; just make sure that your final date/time stamp is on or before January 9, 2019, at 5:00 p.m., Austin local time.



Texas Department of Housing and Community Affairs  
2019 9% Housing Tax Credit Pre-Application

Pre-Application Status	
Application Number	19017
Submitted on	12/11/2018 10:21 am
Submitted by	Sharon Gamble
<a href="#">Send Application Number Email</a>	

Pre-Application Submission

◀ Back Continue ▶

This Pre-Application has been submitted.

Submitted on 12/11/2018 10:21 AM Submitted by Sharon Gamble
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By submitting this Application, Applicant hereby makes an Application to the Texas Department of Housing and Community Affairs. The Applicant further affirms that they have read and understand the Rules and the QAP. Specifically, the Applicant understands the requirements under §11.101 and §11.903 of the QAP, related to Site and Development Requirements and Restrictions and Adherence to Obligations, as well as Internal Revenue Code Section 42. By checking this box, Applicant is affirming that all statements and representations made in this document, including all supporting materials, are true and correct under penalty of Chapter 37 of the Texas Penal Code titled Perjury and Other Falsification and subject to criminal penalties as defined by the State of Texas. TEX. PENAL CODE ANN. §1.01 - §71.05 et seq. (VERNON 2003 & SUPP. 2007).

If you believe that you've made a mistake, you may revoke submission of this pre-application and then edit the pre-application as needed. Revoking a submission will remove this pre-application from consideration by TDHCA. No data will be lost and you can submit it again anytime until the cutoff <sup>date</sup> and time for pre-application submissions

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Questions about pre-application submission can be sent to [sharon.gamble@tdhca.state.tx.us](mailto:sharon.gamble@tdhca.state.tx.us). Be sure to watch the pre-application submission webinar posted at <http://www.tdhca.state.tx.us/multifamily/apply-for-funds.htm>.