|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | TDHCA logo2019 Multifamily Predevelopment Application |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

This Application may be submitted to the Department under the 2019-2 Multifamily Special Purpose Notice of Funding Availability (NOFA): Predevelopment.

**TABLE OF CONTENTS**

[TAB 1 – Certifications …3](#_Toc1656756)

[TAB 2 – Applicant Information 5](#_Toc1656756)

[TAB 3 – Site Information Form A 7](#_Toc1656756)

[TAB 4 – Site Information Form B 11](#_Toc1656759)

[TAB 5 – Multiple Site Information 14](#_Toc1656756)

[TAB 6 – Develpoment Narrative 18](#_Toc1656763)

[TAB 7 – Predevelopment Cost Schedule 20](#_Toc1656756)

[TAB 8 – Nonprofit Organization Information 22](#_Toc1656766)

[TAB 9 – Nonprofit Board Structure 24](#_Toc1656771)

[TAB 10 – Evidence of Development Experience 27](#_Toc1656774)

[TAB 11 – Requests for Priority Consideration 29](#_Toc1656756)

[TAB 12 – REVIEW (FOR DEPARTMENT USE ONLY)](#_Toc1656756) ……33

# TAB 1 – Certifications

## PREDEVELOPMENT CERTIFICATIONS

**The following Predevelopment Certifications must be fully executed and submitted with this Application behind this tab:**

[ ] 2019 Multifamily Predevelopment Certification

[ ] 2019 Predevelopment Applicant Eligibility Certification

**TAB 2 – Applicant Information**

## APPLICANT INFORMATION FORM

**Enter the contact information for the Applicant and any staff responsible for Administrative Deficiencies and/or clarifications to the Application in the boxes provided below:**

**1. Applicant Contact Information**

 **Name:** Full Name **Office Phone:** Office # **Ext.** Ext. # **Mobile:** Mobile #

 **Email:** Email Address

 **Mailing Address:** Street

City StateZipcode

**2. Second Contact Information**

 **Name:** Full Name  **Office Phone:** Office # **Ext.** Ext. # **Mobile:** Mobile #

 **Email:** Email Address

 **Mailing Address:** Street

City StateZipcode

**3. Consultant Contact Information *(if applicable)***

 **Name:** Full Name  **Office Phone:** Office # **Ext.** Ext. # **Mobile:** Mobile #

 **Email:** Email Address

 **Mailing Address:** Street

City StateZipcode

# TAB 3 – Site Information Form A

## SITE INFORMATION FORM A

**1. Development Address**

 **Address:** Street City  **ETJ?** Select

 **Region:** Select **Zip:** Zipcode **County:** County **Rural/Urban:** Select

**2. Census Tract Information (10 TAC §11.101(a))**

 **a. Census Tract Number (11 digits):** (11 digits)

 **b. Development Site is located in census tract with a Poverty Rate of:**  00.0 %

Per Site Demographics Characteristic Report (Opportunity Index tab) on TDHCA website at: <https://www.tdhca.state.tx.us/multifamily/docs/19-MF-SiteDemo.xlsx>.

*NOTE: If the poverty rate is above 40% for individuals (or 55% for Developments in regions 11 and 13), the Neighborhood Risk Factors (“NRF”) Report and required documents must be included as detailed in the Supporting Documents section below.*

 **c. Part I Violent Crime Rate:** YES / NO

Indicate whether the proposedDevelopment Site is located in a census tract (or

for any adjacent census tract with a boundary less than 500 feet from the

 proposed Development Site that is not separated from the Development Site by

 a natural barrier such as a river or lake, or an intervening restricted area, such as

 a military installation) in an Urban Area and the rate of Part I violent crime is

 greater than 18 per 1,000 persons annually as reported on:

 <https://www.neighborhoodscout.com>.

 **d. Proximity to Blighted Structures:** YES / NO

 Indicate whether the proposed Development Site is located within 1000 ft.

 (measured from nearest boundary of the Site to the nearest boundary of blighted structure) of multiple vacant structures that have fallen into such significant disrepair, overgrowth, and/or vandalism that they would commonly be regarded as blighted or abandoned.

**3. Zoning (10 TAC §11.204(11)) and Flood Designation (10 TAC §11.101(a)(1))**

 **Zoning Designation:**   **Flood Zone Designation:**  .

 **Farmland Designation:**  Select

 **Indicate whether the Development Site is:**

 **Appropriately zoned? Select**

 **Entirely outside the 100 year floodplain? Select**

4. School Ratings (Tex. Gov’t Code §2306.6710(a); 10 TAC §11.101(a)(3)(B)(iv))

  **Indicate all that apply to the proposed Development Site below:**

[ ]  Children of the proposed development will attend the following schools:

|  |  |  |
| --- | --- | --- |
| **School Name** | **Grades X through X** | **Met Standard Rating?** |
| **2016** | **2017** | **2018** |
|
| Enter school name. | X | through | X |  |  |  |
|  Enter school name. | X | through | X |  |  |  |
|  Enter school name. | X | through | X |  |  |  |
| Enter school name. | X | through | X |  |  |  |

*NOTE: The 2018 Met Standard ratings can be found on the Texas Education Agency’s website at:* [*https://tea.texas.gov/2018accountability.aspx*](https://tea.texas.gov/2018accountability.aspx)*, and the interactive accountability ratings summary tool at:* [*https://txschools.gov/*](https://txschools.gov/)*.*

[ ]  The school district does not have attendance zones and the closest schools

are listed above.

 [ ]  Development Site is located within the attendance zone of an elementary

 school, a middle school or a high school that does not have a 2018 (or 2017 if the

 Hurricane Harvey Provision, <https://tea.texas.gov/hurricaneharveyprovision/>,

 applies) Met Standard rating by the Texas Education Agency.

 *NOTE: If YES, the required Neighborhood Risk Factors Report ("NRFR") and*

 *documentation must be included behind this Tab. 10 TAC §11.101(a)(3)(D)(iv).*

 [ ]  The intended Target Population is Elderly. Applicant is required to enter school

rating information above, but no disclosure is required.

5. The following Site Information Documents must be submitted with this Application and

 included behind this tab:

 [ ]  Street Map

 [ ]  Census Tract Map

 [ ]  Evidence of Zoning or description of re-zoning process with timeline

 [ ]  Flood Zone Designation

 **For proposed Developments requiring disclosures of neighborhood risk factors**

 **(NRF) under 10 TAC §11.101(a)(3):**

 [ ]  Neighborhood Risk Factors Report (NRFR) and its required documents.

 *NOTE: NRFR is available on the Department’s website at:*

[*https://www.tdhca.state.tx.us/multifamily/housing-tax-credits-9pct/docs/19-Neighborhood-Risk-Factors.pdf*](https://www.tdhca.state.tx.us/multifamily/housing-tax-credits-9pct/docs/19-Neighborhood-Risk-Factors.pdf)*.*

# TAB 4 – Site Information Form B

## SITE INFORMATION FORM B

1. **Site Acreage**

 **Site acreage listed in the Site Control document:** **.**

 **Site acreage intended to be dedicated, sold, or used for public purposes:      .**

 Please describe any discrepancies, including reductions, in site acreage:      .

1. **Site Control (§11.204(10))**

**Current owner of the Development Site (complete using the Multiple Site Information**

**Form if more than one owner):**

 Natural Person(s) or Legal Entity Name: Natural Person(s) or Legal Entity Name

Contact Name: Full Name

Street Address: Street Address

City: City State: State Zip: Zipcode

Date of Last Sale: 00/00/0000

 **Seller Affiliations & Identities of Interest:**

Is the seller affiliated with the Applicant, Principal, sponsor, or any Development Team member, as described in 10 TAC §11.302(e)(1)(B)(Identity of Interest)?

 If YES, please explain:**.** *(Note****:*** *If YES, Applicants are cautioned that they will be required to provide the documentation described in 10 TAC §11.302(e)(1)(B) with any Application for Development financing.)*

Did the seller acquire the property through foreclosure or deed in lieu of foreclosure?

 Identify all sellers of the proposed property for the 36 months prior to the first day of the Application Acceptance Period and their relationship, if any, to members of the Development Team:

 Name of Seller: Full Name  Relationship: Indicate if any.

 Name of Seller: Full Name  Relationship: Indicate if any.

 Name of Seller: Full Name  Relationship: Indicate if any.

1. **Site Control is in the form indicated below and provided behind this tab in**

 **accordance with 10 TAC §11.204(10):**

 **[ ]  Contract for Sale.**

 [ ]  Expiration of Contract or Option:

 [ ]  Anticipated Closing Date:

 **[ ]  Recorded Warranty Deed with corresponding executed closing/settlement**

 **statement.**

 **[ ]  Contract for Lease or Option to Lease.**

 [ ]  Expiration of Contract or Option:

 [ ]  Anticipated Closing Date:

**d. The Title Commitment or Title Policy is provided behind this tab in accordance**

 **with 10 TAC §11.204(12):**

 [ ]  The Property has the following encumbrance(s):      .

# TAB 5 – Multiple Site Information

|  |
| --- |
| **MULTIPLE SITE INFORMATION FORM** **This form is required if a development site is assembled by aggregating noncontiguous tracts conveyed by one contract, or tracts conveyed by more than one contract whether contiguous or not. If applicable, complete both STEP 1 and 2 below. *If a revised form is submitted, update date of submission here:*** *00/00/0000.***STEP 1. For each contract:** List the address, legal description and acreage of each tract. The sum of the acreages must equal or exceed the acreage of the corresponding site plan(s) before dedications and other foreseeable reductions. Provide a reconciliation of any discrepancy (dedications, takings, reserves for other uses, etc.).**STEP 2. Behind this form:** Provide a plat of the acquisitions that correspond to each distinct development site. The plat should state the dimensions of each tract and identify the address, legal description and acreage. If the development site boundaries do not match the boundaries of the platted acquisitions, provide an overlay plat of the development site.**1. Contract Number:** Contract Number **Census Tract No:** (11 digits)  **Acreage:** # acre(s) **Date of last Sale:** 00/00/0000 **Address:** Street City  **Region:** Region **Zip:** Zipcode **County:** Zipcode **Rural/Urban:** Select **Seller Contact Name:** Full Name  **Seller Entity:** Entity Name **Previous Seller Contact Name:** \*Enter if owner owned <36 mo.\* **Previous Seller Entity:** \*Enter if owner owned <36 mo.\* **Seller Address:** Street City  **State:** State **Zip:** # **Did the seller acquire the property through foreclosure or deed in lieu of foreclosure?** Y/N **Is the seller affiliated with the Applicant, Principal, Sponsor, or Development Team?**  Y/N *If yes above, explain:*Describe. **Does this contract include more than one tract/lot?**  Y/N *If yes, list address, legal description, and acreage below:* a. Full Address / Abbreviated Legal / Acres b. Full Address / Abbreviated Legal / Acres c. Full Address / Abbreviated Legal / Acres**2. Contract Number:** Contract Number **Census Tract No:** (11 digits)  **Acreage:** # acre(s) **Date of Last Sale:** 00/00/0000 **Address:** Street City  **Region:** Region **Zip:** Zipcode **County:** Zipcode **Rural/Urban:** Select **Seller Contact Name:** Full Name  **Seller Entity:** Entity Name **Previous Seller Contact Name:** \*Enter if owner owned <36 mo.\* **Previous Seller Entity:** \*Enter if owner owned <36 mo.\* **Seller Address:** Street City  **State:** State **Zip:** # **Did the seller acquire the property through foreclosure or deed in lieu of foreclosure?** Y/N **Is the seller affiliated with the Applicant, Principal, Sponsor, or Development Team?**  Y/N *If yes above, explain:*Describe. **Does this contract include more than one tract/lot?**  Y/N *If yes, list address, legal description, and acreage below:* a. Full Address / Abbreviated Legal / Acres b. Full Address / Abbreviated Legal / Acres c. Full Address / Abbreviated Legal / Acres**3. Contract Number:** Contract Number **Census Tract No:** (11 digits)  **Acreage:** # acre(s) **Date of Sale:** 00/00/0000 **Address:** Street City  **Region:** Region **Zip:** Zipcode **County:** Zipcode **Rural/Urban:** Select **Seller Contact Name:** Full Name  **Seller Entity:** Entity Name **Previous Seller Contact Name:** \*Enter if owner owned <36 mo.\* **Previous Seller Entity:** \*Enter if owner owned <36 mo.\* **Seller Address:** Street City  **State:** State **Zip:** # **Did the seller acquire the property through foreclosure or deed in lieu of foreclosure?** Y/N **Is the seller affiliated with the Applicant, Principal, Sponsor, or Development Team?**  Y/N *If yes above, explain:*Describe. **Does this contract include more than one tract/lot?**  Y/N *If yes, list address, legal description, and acreage below:* a. Full Address / Abbreviated Legal / Acres b. Full Address / Abbreviated Legal / Acres c. Full Address / Abbreviated Legal / Acres |
|  |

# TAB 6 – Development Narrative

## DEVELOPMENT NARRATIVE

1. **The proposed development is (check all that apply):**

 **[ ]  New Construction**

 **[ ]  Acquisition/Rehabilitation**

 Original construction year: 0000.

**[ ]  Rehabilitation Only**

 Original construction year: 0000.

 **[ ]  Reconstruction**

 If applies, indicate both units demolished: 0  **and** units reconstructed: 0.

**[ ]  Adaptive Reuse** (check definition 10 TAC §11.1(d)(1) and describe the current use/status in the Narrative).

1. **The target population will be:**
2. **Please describe the proposed Development. Be sure to include any relevant information not already indicated above, including potential financing, timeline for securing and closing financing, construction schedule, scope of the project, any preferences/limitations on the target population etc.:**

Start typing here...

1. **Predevelopment Funding Request:**

**Grant Amount Requested (not to exceed $50,000 maximum): 0**

# TAB 7 – Predevelopment Cost Schedule

## PREDEVELOPMENT COST SCHEDULE

**Complete the following Development Cost Schedule to the extent that information is available upon Predevelopment Application submission.**

*NOTE: Applicant must provide all cost amounts or indicate as not applicable.*

|  |  |
| --- | --- |
| **ACQUISITION** |  |
| Purchase Contract  |  $0.00 |
| Earnest Money |   $0.00 |
| Purchase Contract Extension Fees |   $0.00 |
| Other  |   $0.00 |
| Other  |   $0.00 |
| **Subtotal Acquisition Costs** | **$0.00**  |

|  |  |
| --- | --- |
| **SOFT COSTS** |  |
| Architectural - Design Fees |   $0.00 |
| Engineering Fees |   $0.00 |
| Real Estate attorney/Other Legal Fees |   $0.00 |
| Accounting Fees |   $0.00 |
| Impact Fees |   $0.00 |
| Building Permits & Related Costs |   $0.00 |
| Appraisal |   $0.00 |
| Market Analysis |   $0.00 |
| Environmental Assessment |   $0.00 |
| Soils Report |   $0.00 |
| Survey |   $0.00 |
| Property Condition Assessment |   $0.00 |
| Title Commitment/Policy |   $0.00 |
| Real Property Taxes |   $0.00 |
| Personal Property Taxes |   $0.00 |
| Tenant Relocation |   $0.00 |
| Other  |   $0.00 |
| **Subtotal Soft Costs** | **$0.00**  |

|  |
| --- |
| **$0.00** |

 **TOTAL PREDEVELOPMENT COSTS**

# TAB 8 – Nonprofit Organization Information

## NONPROFIT ORGANIZATION INFORMATION

**Enter the nonprofit information requested below:**

**Organization Name:**  Full Legal Name

**Is the Organization a 501(c)(3) or (4) as of the date of this Application Submission?** Y/N

 If NO, what is its current legal status? Current Legal Status.

 If “Other” please specify: Specify here.

**Date of legal formation of Nonprofit Organization:** Enter date here.

## NONPROFIT SUPPORTING DOCUMENTS

**Applications must be a Nonprofit Organization with a 501(c)(3) or 501(c)(4) designation at the time of Application. Accordingly, the following documentation must be provided:**

[ ]  **IRS Determination Letter**

[ ]  **Verification of IRS good status** <https://apps.irs.gov/app/eos/>

# TAB 9 – Nonprofit Board Structure

## NONPROFIT BOARD STRUCTURE

**List the nonprofit organization’s Board Members, Directors, and Officers in the boxes provided below:**

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

 **Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

**Name:** Full Name  **Title:** Full Title

**Address:** Street **,** City **,** StateZipcode

**Phone:** Office # **Ext.** Ext. # **Email:** Email Address **Occupation:** Occupation

# TAB 10 – Evidence of Development Experience

## NONPROFIT EVIDENCE OF DEVELOPMENT EXPERIENCE

**Applicants must meet threshold development experience requirements using at least one of the Options below:**

**OPTION A**

**Pursuant to 10 TAC §11.204(6) of the QAP, a Principal of the Developer, Development Owner, or General Partner must establish that they have experience in the development of 150 units or more.**

Indicate all evidence of experience included with this Application:

[ ]  An Experience certificate issued by the Department under the 2014-2019 Uniform

 Multifamily Rules.

[ ]  An Experience Certificate issued by the Department under the 2019 QAP.

[ ]  An application for experience and supporting documentation in accordance with

 10 TAC §11.204(6)(A)(i)-(ix).

[ ] Evidence from the Department that the application for experience has been received

 and is being processed by the Department.

**OPTION B**

**Pursuant to 10 TAC §13.5(h)(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 with this Application meets the alternative Experience

 Requirement in 10 TAC §13.5(h)(1).

# TAB 11 – Requests for Priority Consideration

## DISASTER RECOVERY PRIORITY

 **DISASTER RECOVERY PRIORITY CONSIDERATION is requested under this 2019**

 **Predevelopment Application:** SELECT**.**

 If YES, indicate which of the following applies to the claimed Declared Disaster Area:

[ ]  The county in which the Development Site is located is a designated county for Individual Assistance as determined by the Federal Emergency Management Agency for Major Disaster Declarations DR-4332 and DR-4377.

<https://www.fema.gov/disaster/4332>

<https://www.fema.gov/disaster/4377>

## CHDO PRIORITY CONSIDERATION

**COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) PRIORITY CONSIDERATION**

**is requested under this 2019 Predevelopment Application: SELECT.**

If YES, the required 2019 CHDO Certification Packet, available at: <https://www.tdhca.state.tx.us/multifamily/docs/19-MF-CHDO-Cert-Packet.xlsx>

is required to be submitted with this 2019 Predevelopment Application.

# TAB 12 – REVIEW (FOR DEPARTMENT USE ONLY)