

TDHCA 2020 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 Rules – not ancillary materials. Applicants must read and understand the rules because they are the benchmark by which all questions about the application will be determined.



And...

This webinar is limited in scope.

It will **acquaint** you with the pre-application and the application and how to submit them, but it will not teach you how to complete the pre-application or application. Every application will be different. Staff will answer specific questions about specific applications as they are received and as staff is able.

Questions?

sharon.gamble@tdhca.state.tx.us



What to Expect

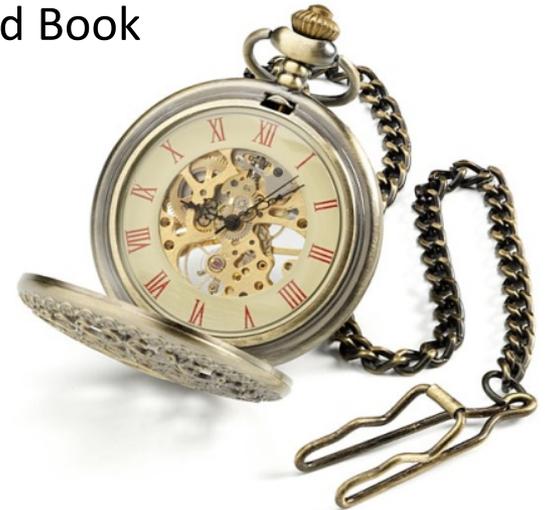
We will cover:

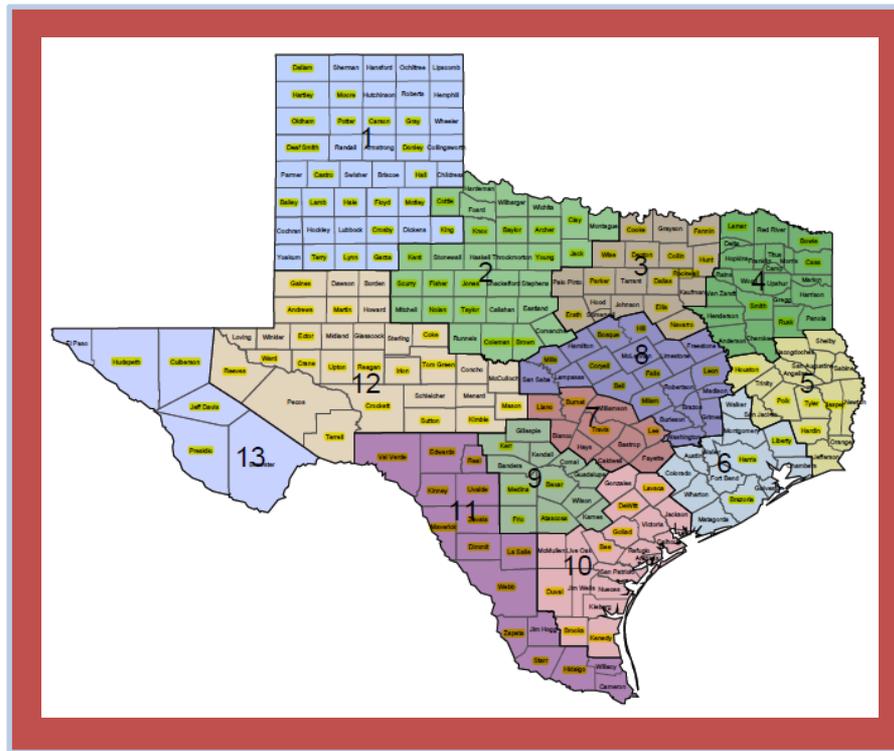
- 2020 Timeline
- Totals, Limits and Afterward
- Changes to the QAP
- Submission Procedures
- Completing the Application



2020 Timeline - §11.2(a)

- 1/03/2020 - Application Acceptance Period Opens
- 1/08/2020 – Pre-Apps & Waiver Requests (as applicable) Due
- 2/14/2020 – Application for FTP Access **if no pre-app**
- 2/28/2020 – Full Apps Due (incl'g 3rd Party Reports and §11.3 Resolutions)
- 4/01/2020 – Market Study Due
- 5/01/2020 – Third Party Requests for Administrative Deficiencies
- Mid-May 2020 – Final Scoring Notices Issued for MOST competitive Apps
- 6/19/2020 – Public Comment to be included in the Board Book
- Before June 30 – List of Eligible Apps published
- Before July 31 – Final Awards
- Mid-August – Commitments Issued
- 11/2/2020 – Carryover
- 11/30/2020 – Deadline for closing under §11.9(c)(8))
(no extension!)
- 7/01/2021 – 10% Test
- 12/31/2022 – Placement in Service Deadline
- **5 business days** – Administrative Deficiency **clearance** time frame



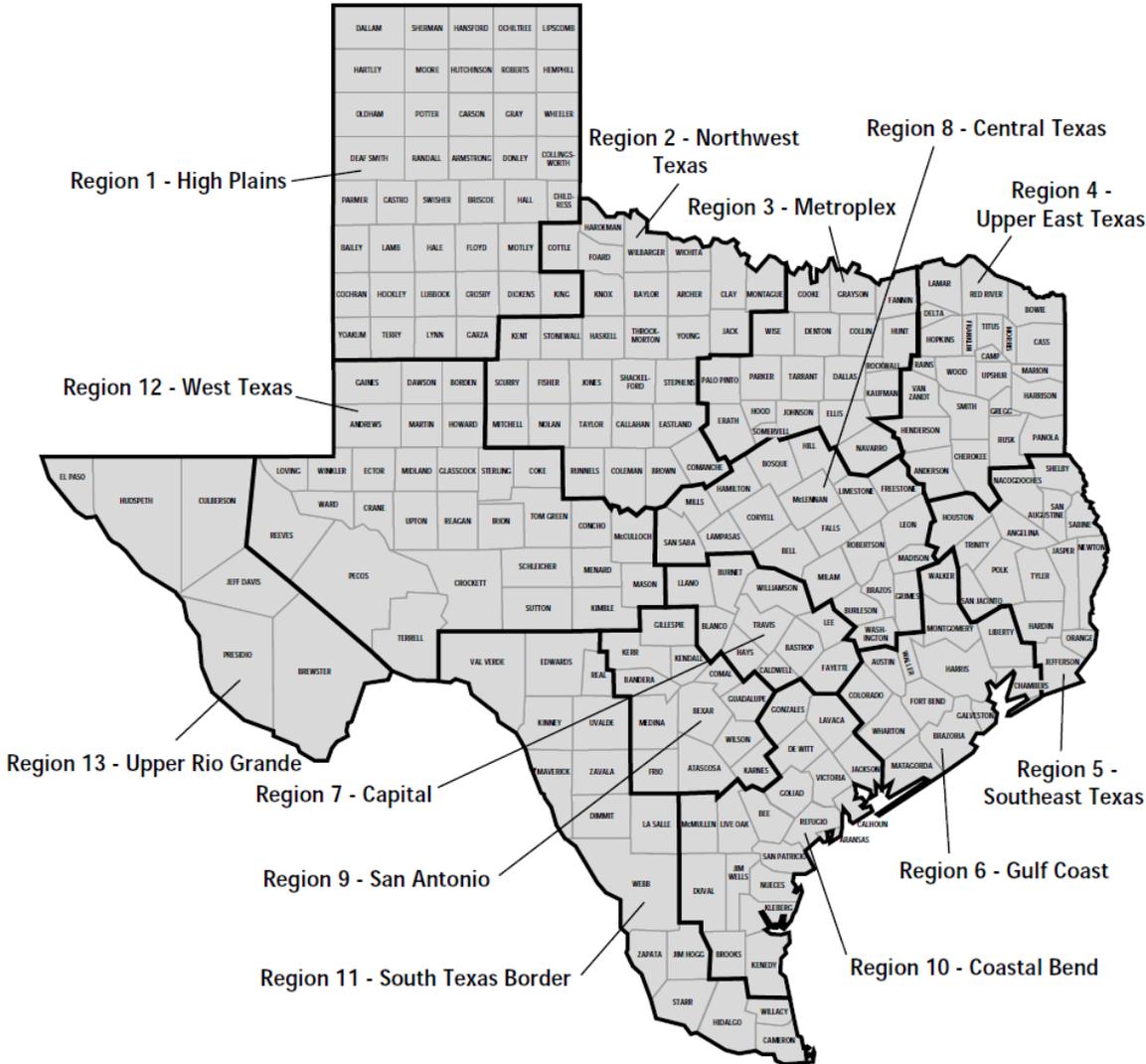


2020 Credit Ceiling

This year's distribution by
Set-Aside and Region

How High is the 2020 Ceiling?

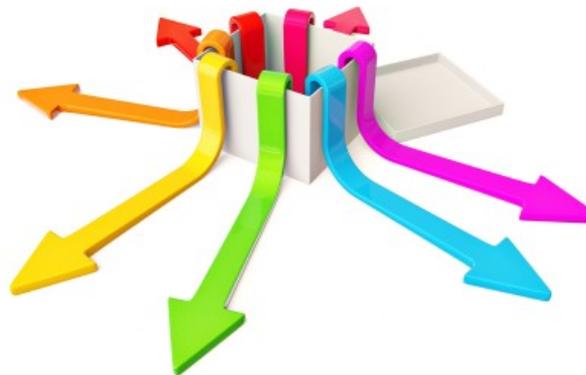
80,723,939



Ceiling Distribution - \$80,723,939

§11.5 Competitive Set-asides

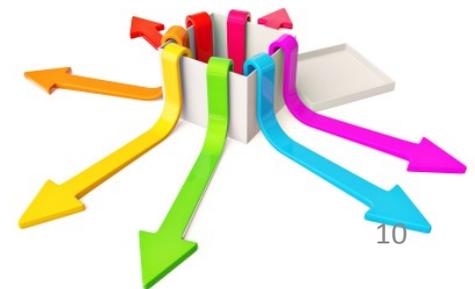
- Nonprofit Set-Aside – \$8,072,394
- At Risk – \$12,108,591
- USDA – \$4,036,197
- Regional – \$68,615,348



Ceiling Distribution...cont'd

Rural Subregions

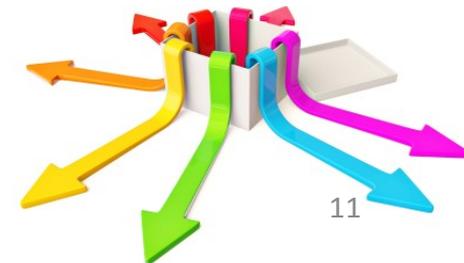
1	\$703,287	8	\$678,731
2	\$600,000	9	\$600,000
3	\$603,503	10	\$658,148
4	\$1,574,925	11	\$938,174
5	\$1,046,000	12	\$600,000
6	\$600,000	13	\$600,000
7	\$600,000		



Ceiling Distribution...cont'd

Urban Subregions

1	\$1,254,248	8	\$2,070,233
2	\$600,000	9	\$5,511,448
3	\$16,729,868	10	\$1,392,807
4	\$1,195,550	11	\$6,263,749
5	\$903,789	12	\$867,661
6	\$15,136,995	13	\$2,465,491
7	\$4,420,741		





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

Awards will fall in this order...

- A. Nonprofit
- B. At-Risk/USDA
- C. Highest Scoring
 - (i) In Uniform State Service Regions containing a county with a population that exceeds 1 million, the Board may not allocate more than the maximum percentage of credits available for Elderly Developments, unless there are no other qualified Applications in the sub-region.
 - (ii) In accordance with Tex Gov't Code, §2306.6711(g), 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 §11.9(d)(7)(A)(ii)(III) and §11.9(d)(7)(B)(iii)), is located in an urban subregion, and is within the boundaries of a municipality with a population that exceeds 500,000.



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

1. The first tie-breaker factor has a two step process:
 - a. Is the poverty rate for the census tract below the average poverty rate for all 9% awards in the past 3 years? If yes, proceed to the second step; if no, proceed to the second tie-breaker.
 - b. Of those for which the poverty rate is below the target for the subregion, which census tract has the highest percentage of statewide rent burden? See rank in the Site Demographic Characteristics Report (lower number wins).
2. Greatest linear distance from the nearest Development that serves the same Target Population and that was awarded less than 15 years ago.



And then...

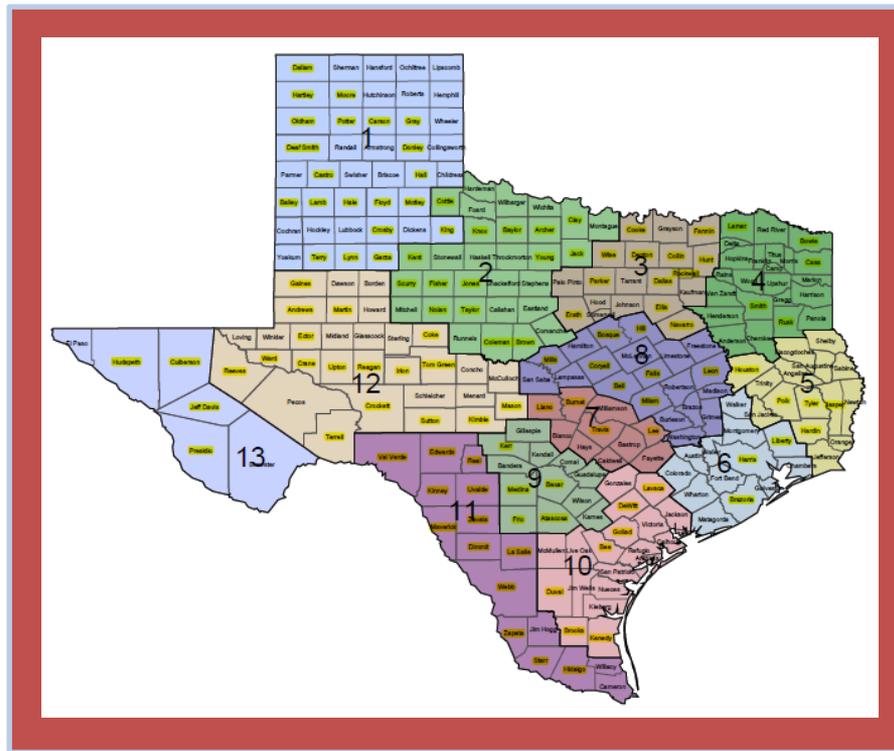
- D. Rural Collapse
- E. Statewide Collapse





After the Awards

- Waiting List – Didn't make the big list in July but remain eligible.
- Returns – Credits returned after Jan. 1 go to next highest scorer in their original sub-region or set-aside if fully fundable or will flow to statewide collapse and may be awarded elsewhere.
- National Pool – Added to statewide collapse and awarded to next fully fundable app on waiting list.
- Force Majeure Returns – Can be allocated separately if all conditions of §11.6(5)(A-G) are met, in the opinion of the Board.



2020 QAP and Rules

The final 2020 QAP has been posted at <https://www.tdhca.state.tx.us/multifamily/nofas-rules.htm>. The QAP has not been published in the Texas Register. We anticipate it will be submitted to the Texas Register on Wednesday, December 4, 2019, and will become effective 20 days after submission.



Changes to the 2020 QAP, Subchapter A

- There were changes to some of the definitions in §11.1(d):
 - Adaptive Reuse, Net Rentable Area, Supportive Housing, Transitional Housing,
 - “Property Condition Assessment (PCA)” is now “Scope and Cost Review (SCR)”,
- §11.3(b), Two Mile Same Year Rule, exempts certain municipalities with a population of two million or more where a federal disaster has been declared, the municipality is authorized to administer disaster recovery funds, and the governing body authorizes the Development by vote .

Changes to the 2020 QAP, Subchapter A

- §11.3(g), Proximity of Development Sites, applies in county with population less than one million, removed the “intervening property” language, now just within 1,000 feet.
- §11.3(h), **NEW**: One Award per Census Tract Limitation, Urban subregions only; Does not apply to At-Risk and USDA.
- §11.4(c)(3)(D), 30% Units used for boost cannot be used for anything else.



Changes to the 2020 QAP, Subchapter A

- §11.6(5) Force Majeure, documentation requirement for planning and risk management
- §11.8 Pre-application notification additional requirement regarding public comment information
- §11.9 Scoring:
 - (c)(1) Income Levels of Residents
 - (c)(2) Rent Levels of Residents
 - (c)(4) Opportunity Index
 - (c)(5) Underserved Area
 - (c)(6) Residents with Special Housing Needs



Changes to the 2020 QAP, Subchapter A

- §11.9 Scoring (continued):
 - (c)(7) Proximity to Job Areas
 - (c)(8) Readiness to Proceed
 - (d)(5) Support from State Representative
 - (e)(1) Financial Feasibility
 - (e)(2) Cost per Square Foot
 - (e)(5) Extended Affordability
 - (e)(6) Historic Preservation



Changes to the 2020 QAP, Subchapter B

- §11.101(a)(1), Floodplain
 - new requirements for MFDL and (HUD/USDA Developments
- §11.101(a)(3), Neighborhood Risk Factors
 - TEA changed school scoring, rule updated to follow suit; exemption for Elderly and SH efficiency and SRO Resolution required for 40% poverty
- §11.101(b), Development Requirements and Restrictions
 - 1C-2019 F with 2018 IR is ineligible.
 - 5(C)(v)-recycling and vacuum stations added
 - 6(B)(ii)-evaps limited to Region 13; 16 SEER added; rainwater harvesting added; 2018 IGCC added



Changes to the 2020 QAP, Subchapter C

- §11.201(2), Filing Bond Applications
- §11.201(7), Deficiency Process
- §11.203(3), Contents of Notification
- §11.204(1), Development Owner Certification
- §11.204(7), Financing Requirements
- §11.204(10), Site Control
- §11.204(13), Ownership Structure and Previous Participation
- §11.204(15), Feasibility Report



Changes to the 2020 QAP, Subchapter D

(Questions regarding this chapter will not be answered on the webinar but answers will be included in the webinar Q&A we will post)

- §11.302(d)(2)(J), Other Operating Expenses
- §11.302(d)(4)(D), Acceptable DCR
- §11.302(e), Total Housing Development Costs
- §11.302(e)(1), Acquisition Costs
- §11.302(e)(4), Building Costs
- §11.302(e)(7), Developer Fee
- §11.302(g), Other Underwriting Conditions
- §11.302(i)(6), Exceptions
- §11.306, Scope and Cost Review (formerly PCA)



Submission Procedures



Pre and Full Applications

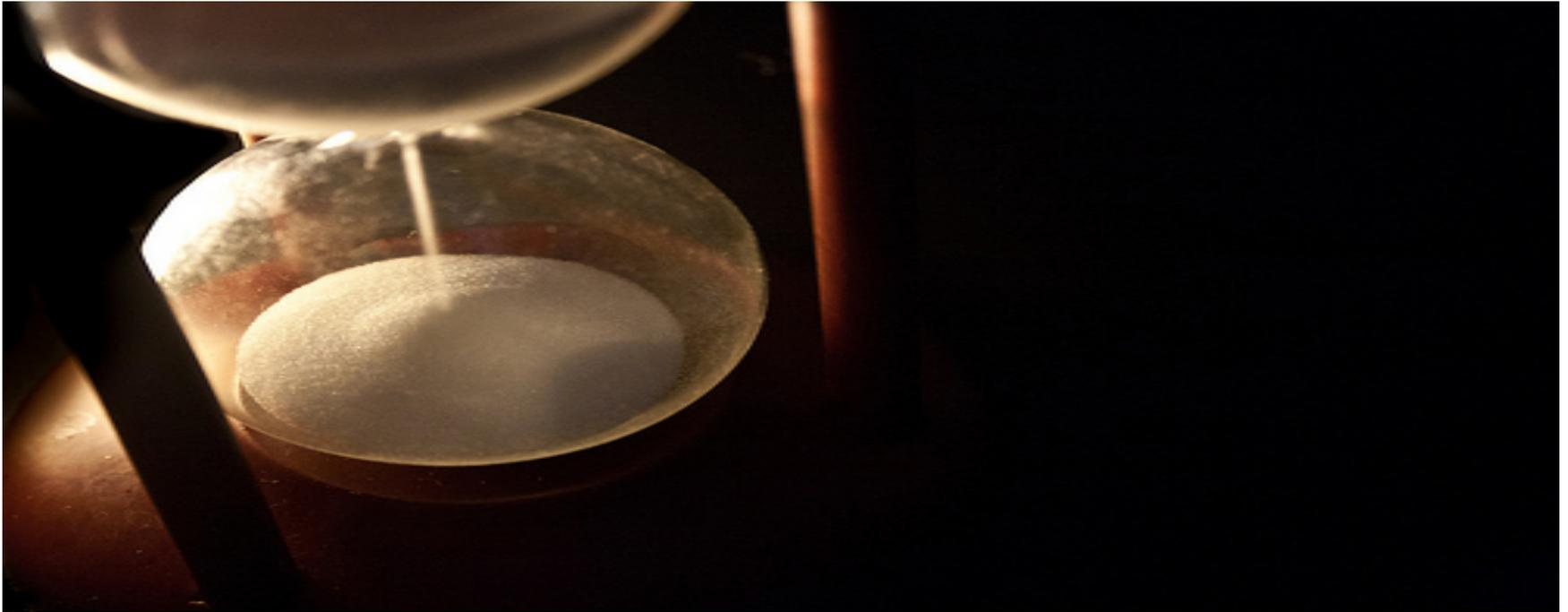


Do Not Let Time Run Out!!!!



**9% Pre-application deadline is January 8, 2020
at 5:00 p.m., Austin local time**

Do Not Let Time Run Out!!!!



If no pre-application is submitted, the Electronic Filing Agreement must be submitted by February 14, 2020 at 5:00 p.m., Austin local time



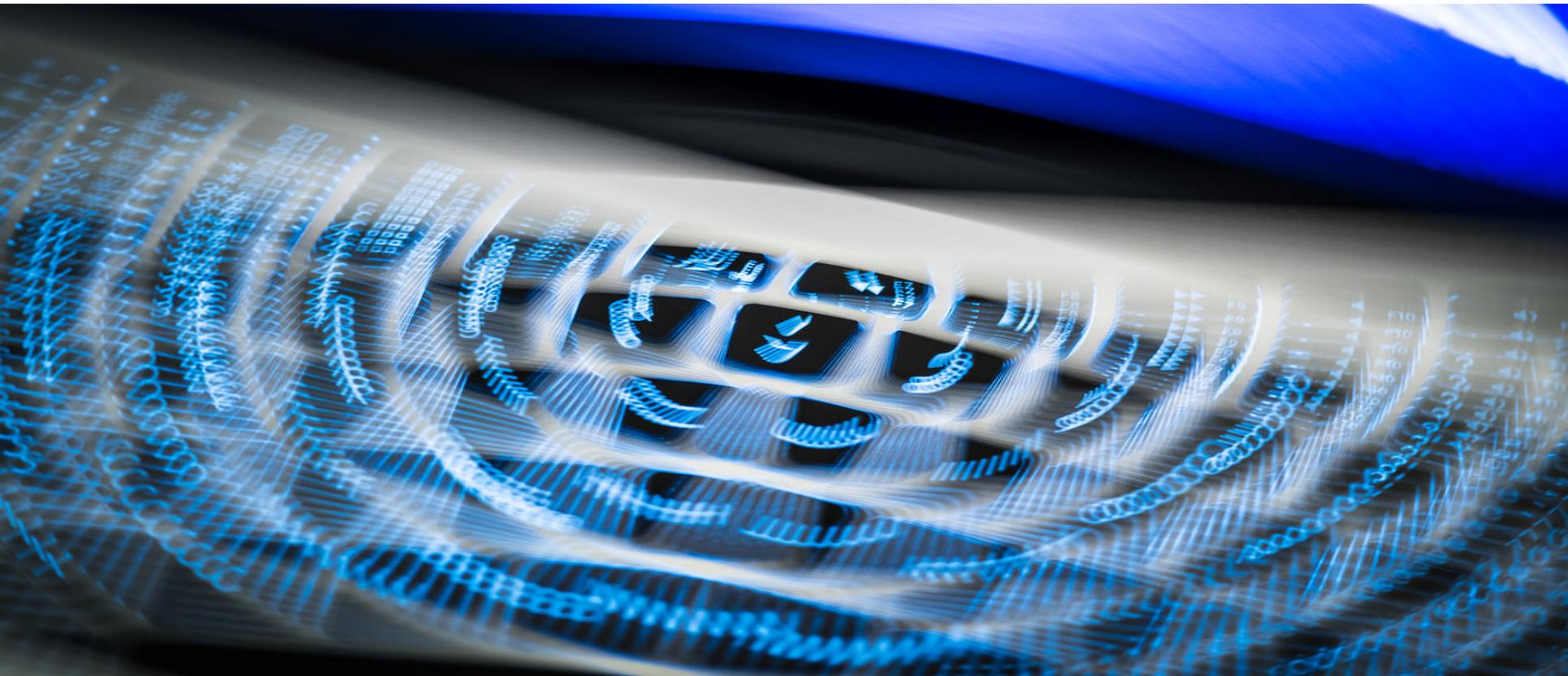
Full Application deadline is February 28, 2020 at
5:00 p.m., Austin local time



Do Not Let Time Run Out!!!!

Application Submission

We're Electronic...Again!



Checks and Receipts

Development: _____ Owner: _____

Contact: _____ Email: _____ Tel: _____

TDHCA Application Number	TDHCA Date/Time Stamp

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

9% HTC
 4% HTC - Bond Issuer: _____
 Compliance
 Asset Management

Indicate Nature of All Documents Submitted

Pre-Application
 Amendment
 Waiver Request
 Determination Notice
 Community Input
 Application
 Commitment Notice
 Carryover
 10% Test
 Cost Certification
 Other: _____

Payment Information (if applicable)

Payment Type: _____ Check Amount: _____ Check Number: _____

Describe Other: _____

Payment Type: _____ Check Amount: _____ Check Number: _____

Describe Other: _____

HTC Pre-app or Application Fee Calculation: _____ X _____ = \$ _____ - \$ _____
 Non-Profit or CHDO? # of Units Per unit fee App. Fee NP Discounted Fee

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



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

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

2020 Pre-App - §11.8

On January 3 around 8:00 a.m. (Austin local time), we will send out a list serve announcing the opening of the 2020 Application Acceptance Period. A link to the pre-application will be included in that announcement. We will also post the pre-app link on the Apply for Funds page.

Due January 8, 2020 by 5:00 p.m.

Austin local Time

Fees: \$10 / unit (10% discount for nonprofits)

Watch the Pre-application Webinar

for a Super Tutorial on the Pre-app!

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



Texas Department of Housing
and Community Affairs

2019 9% Housing Tax Credit Pre-Application Initiation

Email Address

Email Address*

Development Name*

Begin Pre-Application

We will use the same system as last year for pre-application. We will fix the “2019” in the graphic above, and we will make other relevant changes to the form. If you are not familiar with the pre-application system, see the webinar and guide posted on our website at

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



Pre-application Submission

- No third-party software application!
- Completely online through a TDHCA portal.
- Type in some fields, dropdown boxes for others
- Additional fields will appear for data requiring multiple entries.
- Upload evidence items
- Application number will be assigned
- Changes possible until the official 5pm deadline

Quick word about Pre-App Fees

- Per §11.901(3)(A), there is a \$10 per Unit pre-application fee.
- If no fee is received, the pre-application will be considered as not submitted.
- §11.201(1)(A) allows for an opportunity to correct pre-application fees that are miscalculated through the deficiency process, 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.
- A letter explaining pre-application status and appeal rights will be issued to those affected by this rule.

Review §11.901 for more information about fees, including refunds.



Refunds of Pre-app fees - §11.901(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% of the review, threshold review prior to a deficiency being issued will constitute 30% of the review, and review after deficiencies are submitted and reviewed will constitute 20% of the review. In no instance will a refund of the pre-application fee be made after the Full Application Delivery Date.





2020 Multifamily Uniform Application

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

Physical Address: 221 E. 11th Street Austin, TX 78701

Competitive (9%) HTC Applications are Due

February 28, 2020

by 5:00 p.m., Austin local Time

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

\$30 / Unit without one

10% discount for nonprofits

Dates and Deadlines for Other Applicants

- Dates and deadlines for Tax Exempts Bond and Direct Loan applicants are outlined in §11.(2)(b). Important Bond application deadlines:
 - **Notice to Submit Lottery Application:** No later than **December 6, 2019**, Applicants that receive an advance notice regarding a Certificate of Reservation shall submit a notice to the Department, in the form prescribed by the Department.
 - **Applications Associated with Lottery:** No later than **December 13, 2019**, Applicants that participated in the Texas Bond Review Board Lottery must submit the complete tax credit Application, including all required Third Party Reports, to the Department.
- **NOTE:** Documents related to Bond application submissions are posted at <https://www.tdhca.state.tx.us/multifamily/apply-for-funds.htm>. The posted **DRAFT Multifamily Uniform Application** can be used to submit the Application associated with the lottery, but cannot be used to submit the 9% application.
- Other deadlines may be found in 10 TAC Chapters 12 (the Bond Rule) and 13 (the MFDL Rule) or the applicable MFDL NOFA.
- 10 TAC §11.201(2) outlines the **revised** submission requirements for 4% HTC/Tax Exempt Bond Applications.

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.

Do not protect or apply security features to your uploads. Staff must be able to add documents and otherwise edit the file. Test the file prior to uploading to make sure pages can be added.

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

What Comes In with the Full App



An Excel Version AND a PDF Version made
from the FINAL Excel Version



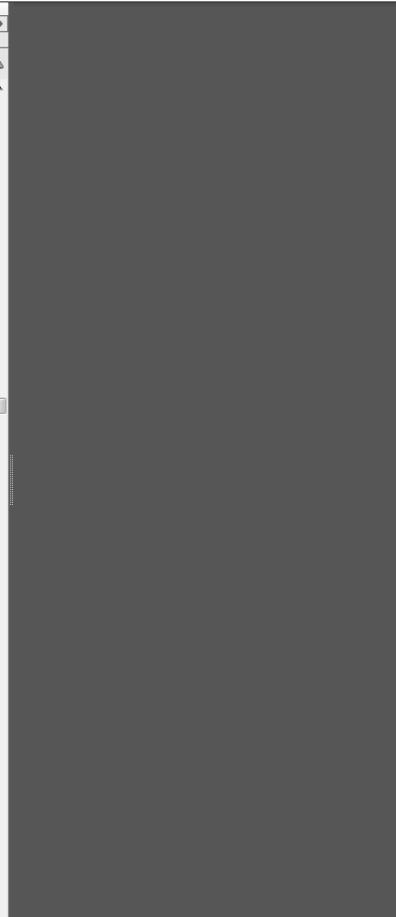
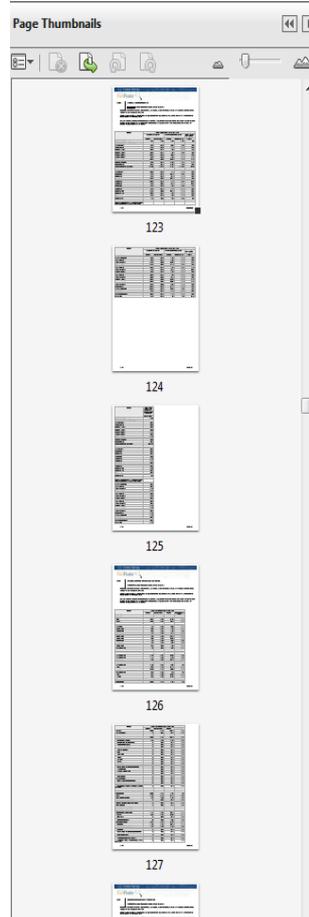


Excel and PDF Versions are Required

- Convert the Excel; **do not scan!** Follow conversion instructions in the 2020 Procedures Manual.
- There are still extra pages hidden within the Excel document in case you need them.
- Once you create your PDF document, if there are extra, superfluous pages, DELETE THEM.
- There are several extra pages at the end of the application, DON'T DELETE THEM.
- Insert documents behind the tabs as needed. It is understood that some of the inserted documents will be scans. Use originals as much as possible.

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

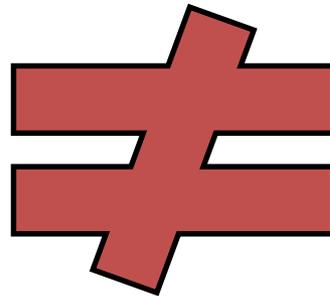
S2503 FINANCIAL CHARACTERISTICS
 American Community Survey 5-Year Estimates

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%	+/-6.0
\$15,000 to \$19,999	9.2%	+/-5.8	4.5%	+/-4.4	10.0%	+/-3.4
\$20,000 to \$24,999	5.7%	+/-4.4	7.8%	+/-3.0	4.7%	+/-3.3
\$25,000 to \$34,999	10.0%	+/-6.8	5.8%	+/-7.9	25.2%	+/-7.9
\$35,000 to \$49,999	4.8%	+/-3.0	4.8%	+/-3.7	19.1%	+/-6.7
\$50,000 to \$74,999	23.2%	+/-8.9	22.3%	+/-7.1	0.7%	+/-6.0
\$75,000 to \$99,999	15.7%	+/-5.5	14.1%	+/-4.4	0.0%	+/-4.2
\$100,000 to \$149,999	7.8%	+/-4.4	11.1%	+/-5.0	0.0%	+/-5.0
\$150,000 or more	9.0%	+/-4.2	13.3%	+/-6.0	0.0%	+/-5.0
Median household income (dollars)	54,528	+/-5,040	58,214	+/-11,695	34,768	+/-11,695
MONTHLY HOUSING COSTS						
Less than \$100	0.8%	+/-1.2	1.2%	+/-1.8	0.0%	+/-1.8
\$100 to \$199	7.1%	+/-4.3	10.5%	+/-6.1	0.0%	+/-6.1
\$200 to \$299	3.4%	+/-2.3	5.0%	+/-3.3	0.0%	+/-3.3
\$300 to \$399	13.7%	+/-8.8	19.5%	+/-8.8	1.4%	+/-4.3
\$400 to \$499	7.1%	+/-4.0	7.0%	+/-5.4	32.5%	+/-4.1
\$500 to \$599	15.6%	+/-5.1	5.9%	+/-4.1	7.3%	+/-5.0
\$600 to \$699	6.0%	+/-4.6	7.8%	+/-3.0	1.4%	+/-4.4
\$700 to \$799	3.2%	+/-2.2	4.0%	+/-2.8	5.8%	+/-4.7
\$800 to \$899	14.4%	+/-5.9	16.5%	+/-4.7	10.0%	+/-4.7
\$900 to \$999	5.3%	+/-3.2	7.8%	+/-4.1	0.0%	+/-4.1
\$1,000 to \$1,499	2.6%	+/-2.7	3.8%	+/-4.1	0.0%	+/-4.1
\$2,000 or more	7.1%	+/-4.2	(X)	(X)	22.2%	+/-13.7
Median (dollars)	589	+/-58	586	+/-137	593	+/-137
MONTHLY HOUSING COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME IN THE PAST 12 MONTHS						

Documentation



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



One IMPORTANT thing about Evidence

11.9 Competitive HTC Selection Criteria.

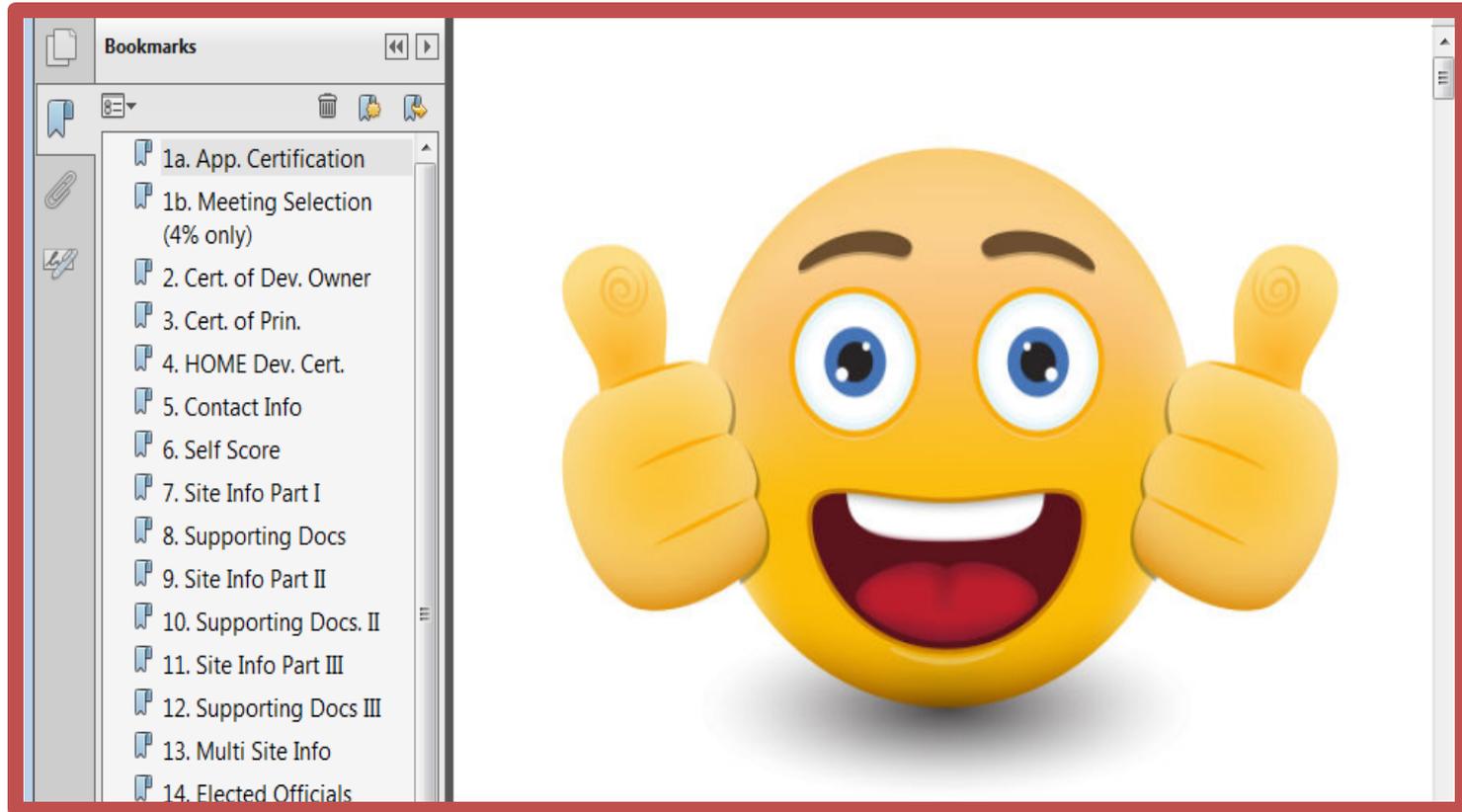
(a) General Information. “... Due to the highly competitive nature of the program, **Applicants that elect points where supporting documentation is required but fail to provide any supporting documentation will not be allowed to cure the issue through an Administrative Deficiency.** However, Department 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.”



Bookmarks

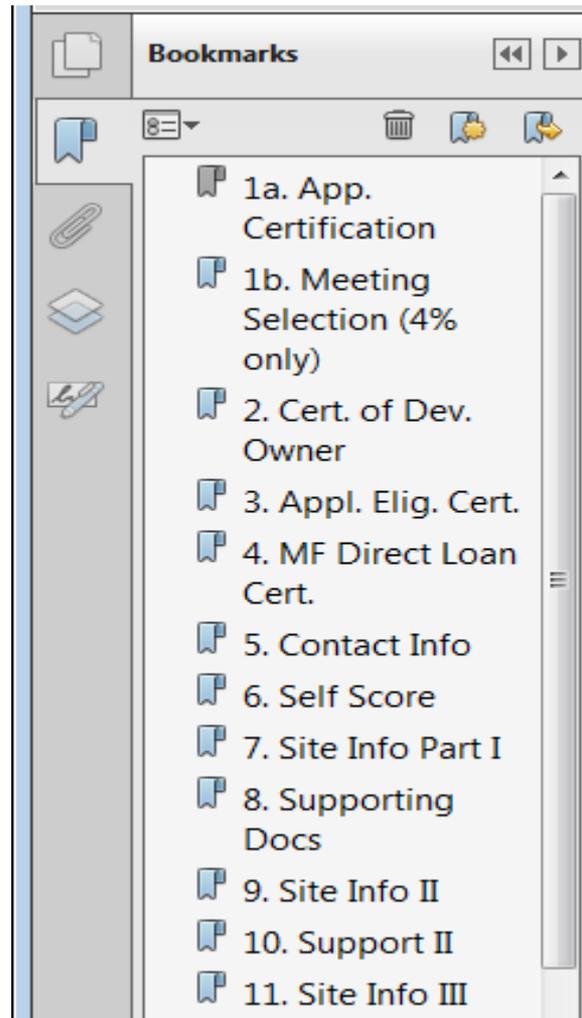


Bookmarks are NOT Optional and...



Applications HAVE been terminated for omitting them.

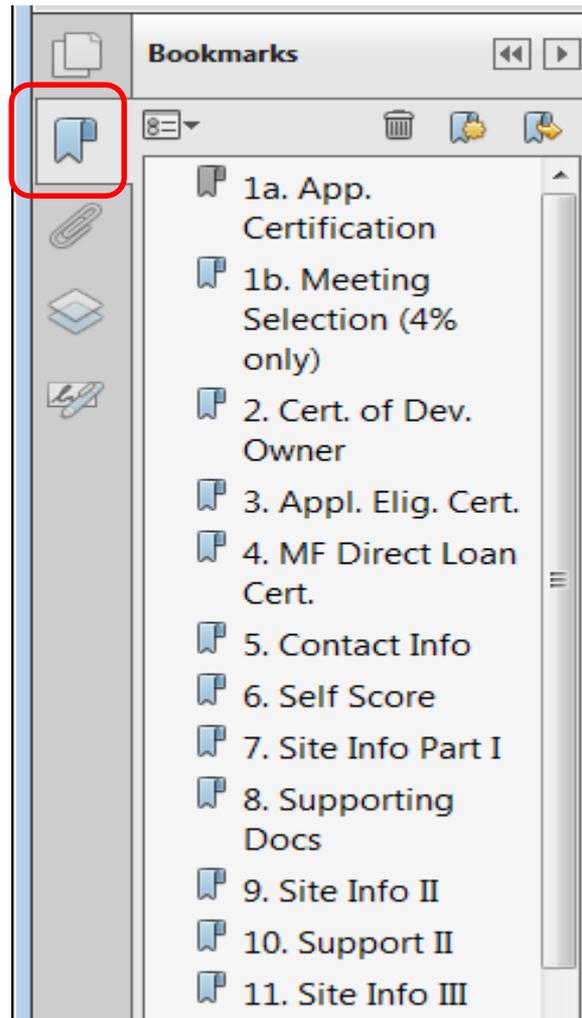
Bookmarks, cont'd



Bookmark
Keep Me Simple



Bookmarks, there's more!



Bookmark
Keep Me Simple



Upload Using Serv-U by the Deadline

- You'll get your account soon after pre-app.
- If no pre-app, Feb. 14 for the Electronic Filing Agreement 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 Serv-U 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





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 or any other file sharing submissions will be opened. Use the Serv-U upload system ONLY.



Application Fees

§11.901

3(A)

- \$20/Unit – 9% HTC Full App with a successful Pre-App
- \$30/Unit – HTC Full App w/o a 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.

Review 11.901 for information about all fees required by TDHCA for various items and requirements for refunds.



Above All, Remember This:

- Don't be late.
- Don't be incomplete.
- Don't be inconsistent.
- Don't make casual mistakes.
- Don't interpret the QAP.
- Don't assume anything – ask!
- Don't expect TDHCA to do your homework.



Part II Begins Now



The 2020 Application

Caveats about this section...

- You will not learn how to put a deal together. If you are not familiar with the rules and requirements for the Housing Tax Credit, Tax Exempt Bond, and Multifamily Direct Loan programs, you will not learn all that you need to know in this webinar.
- Since staff does not work on the development planning side, staff is unable to answer questions about how to put a deal together and how to develop a project. If you need this kind of assistance, we recommend you review previously submitted applications posted on our website. 2019 applications are posted at <https://www.tdhca.state.tx.us/multifamily/housing-tax-credits-9pct/index.htm> and prior years at <https://www.tdhca.state.tx.us/multifamily/housing-tax-credits-9pct/archive.htm>.
- You will learn how to avoid common mistakes in the Application process.
- You will have the ability until the close of the Application Acceptance Period, to ask questions of program staff about the programs, the rules, and the process.

If you notice a broken formula or a locked cell...



Sharon Gamble
sharon.gamble@tdhca.state
.tx.us

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

Some revisions may require you to RESTART the Application. We apologize for this, ahead of time (☹️). If this happens we will send out a listserve letting you know what changed and if you should restart.

Tab 1 – Application Certification

*Unsigned version isn't needed.

*Make sure the notary's commission is current.

*This is an example of a form that will have to be printed, completed, and scanned. For this and all scanned documents, if it isn't legible, re-scan it at a higher dpi setting.

Try not to use a scan of a scan, of a scan.

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 –4%/Bond Application Filing

Required for Tax Exempt Bond Developments only

4% Housing Tax Credit/Bond Application Filing

Development Name:



Lottery Application

For Applicants who participated in the TBRB lottery for private activity bond volume cap and the lottery results indicated the application will be prioritized for a Certificate of Reservation to be issued in January 2020, the Applicant has submitted the Application Fee to submit Lottery Application Form to the Department on or before December 6, 2019. The complete Application, including the Application Fee and Third Party Reports, accompanied by the Application Fee described in § 11.201 of the OAP, will be accepted no later than December 13, 2019 in accordance with §11.2(b) of the OAP.

N/A



Non-Lottery Application



Priority 1 or 2 Application with advance notice of a Certificate of Reservation:

Submit the Application Fee described in § 11.201 of the OAP and the complete Application, with the

This form has changed significantly along with the rules regarding 4%/Bond application submission. For instance, a bond reservation is required before a 4% application can be submitted. We will be confirming whether a bond reservation has been issued **before we can accept the application**. Review the rules at 10 TAC §§11.2(b) and 11.201(2).

Tab 2 – Owner Certification

Certification, Acknowledgement, and Consent of Development Owner- 10 TAC §11.204(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 TAC §11.101(a)(2) - Undesirable Site Features
- 10 TAC §11.101(a)(3) - Neighborhood Risk Factors
- 10 TAC §11.202(1)(M) - Termination of Relationship in an Affordable Housing Transaction
- 10 TAC §11.202(1)(N) - Voluntary Compliance Agreement
(or any similar agreement resulting from negotiations regarding noncompliance)
- 10 TAC §11.901(16) - Unused Credit or Penalty Fee

If information about any of the listed rules is required, include it in the application, behind this tab. Do not submit it separately from the app.

NOTE: while these lists are provided throughout the application, they do not take the place of the rules! Know the requirements and make sure you include all that is required.

Owner Certification, 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 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 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
Unit Sizes	§11.9(b)(1)(A)	0
Unit and Development Features	§11.9(b)(1)(B)	0
Sponsor Characteristics	§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, cont

4. Two Mile Same Year Rule (*Competitive HTC Only*) [10 TAC §11.3(b)]

- The site is not located in a county with a population that exceeds one million.
- The site is located in a municipality with a population of two million or more where a federal disaster has been declared, and the municipality is authorized to administer disaster recovery funds as a subgrant recipient.
- The site is located in a county with a population that exceeds one million and is not located within 2 linear miles of the proposed Development Site of any eligible Pre-application in the same county.
- The site is located in a county with a population that exceeds one million and is located within 2 linear miles of the site of the following eligible Pre-application(s) within the same county:

5. Proximity of Development Sites (*Competitive HTC Only*) [10 TAC §11.3(g)]

- The Development Site is located in a county with a population less than one million and is contiguous to or within 1,000 feet of the site for the following eligible Pre-application(s) serving the same Target Population:

6. One Award per Census Tract Limitation (*Competitive HTC Only*) [10 TAC §11.3(h)]

- The Application is not USDA or At-Risk, and the Development Site is located in a census tract in an Urban subregion and the following eligible Pre-application(s) are located in the same census tract:

Tab 7 – Site Information Pt. 1, cont

9. School Rating (All Programs) [Tex. Gov't Code §2306.6710(a)]; [10 TAC §11.101(a)(3)(B)(iv)]

Children of the proposed development will attend:

School Name	Grades X through X	TEA Rating	
		2018	2019
	through		

Account for each year
for each school.

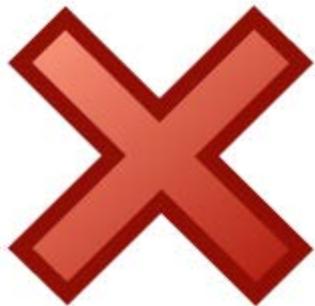
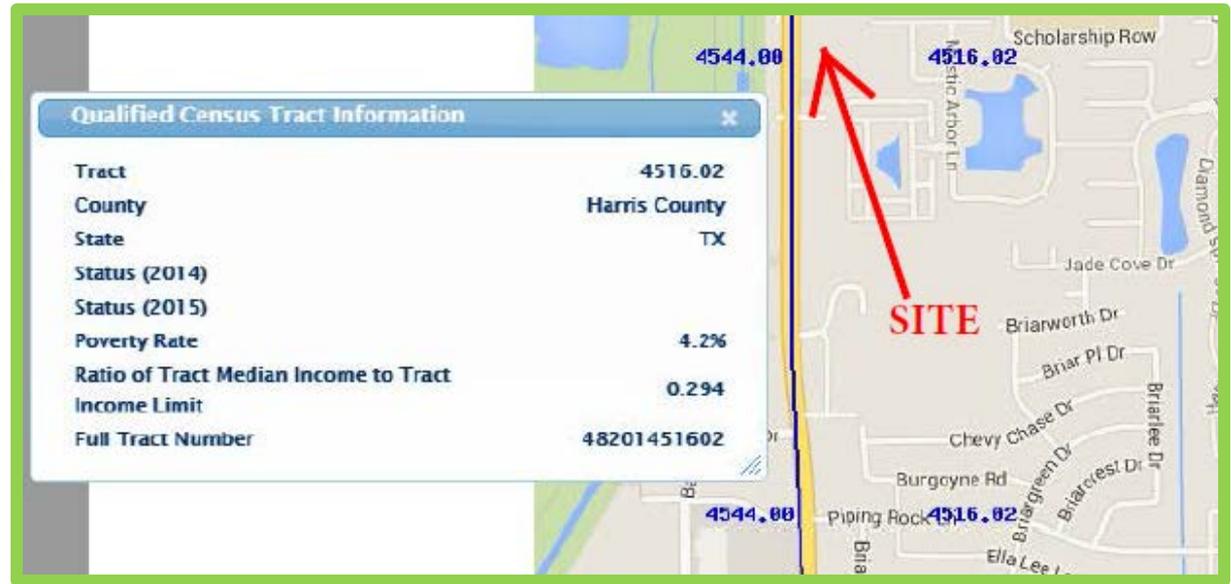
- School district has no attendance zones and the closest schools are listed.
- The Development Site is located within the attendance zone of an elementary school, a middle school or a high school that has a 2019 TEA rating of D (or Harvey exception applies) and a 2018 IR rating; or a 2019 TEA rating of F (or Harvey exception applies) and a 2018 Met Standard rating, and the Neighborhood Risk Factors Report ("NRFR") and required documentation has been submitted **behind Tab 2.** [§11.101(a)(3)(D)(iv)]
- The Application meets the following exception(s). Applicant is required to enter school rating information above, but no disclosure is required.
 - Elderly Development
 - Development encumbered by a TDHCA LURA on the first day of the Application Acceptance Period or date the pre-application is submitted (if applicable)
 - Supportive Housing SRO Development or Supportive Housing Development where all Units are Efficiency Units

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

Tab 8 – About those census tract maps...



https://www.huduser.gov/portal/sadda/sadda_qct.html

Tab 9 – Site Information, Pt. 2

Opportunity Index

Site Information Form Part II

0

Part 1 entries are related to Concerted Revitalization Plan and Opportunity Index points are not requested.
If yes, skip down to select amenities under Urban or Rural, as applicable.

1. **Opportunity Index (Competitive HTC and Direct Loan Applications Only) [10 TAC §11.9(c)(4) and 10 TAC §13.6(1)]**

Development Site is located entirely within 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

The census tract has a median household income rate in the two highest quartiles within the region (2 points).

OR

The census tract has a 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 (but not limited to) 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 (1 point).

Check the box at the top if you ARE NOT requesting Opportunity Index points but you ARE entering amenities to be counted for points under Concerted Revitalization.

Site Info., Pt. 2, cont'd

2. Underserved Area (*Competitive HTC and Direct Loan Applications Only*) [10 TAC §11.9(c)(5)]

- Entirely within a census tract that does not have another Development that was awarded less than 30 years ago according to the Department's property inventory tab of the Site Demographic Characteristics Report (4 points);
 - For areas that did not score above, entirely within a census tract that does not have another Development that was awarded less than 20 years ago according to the Department's property inventory tab of the Site Demographic Characteristics Report (3 points);
 - For areas that did not score above, entirely within a census tract that does not have another Development that was awarded less than 15 years ago according to the Department's property inventory tab of the Site Demographic Characteristics Report (2 points);
-
- Entirely within a census tract where, according to American Community Survey 5-year Estimates, the population share of persons below the 200% federal poverty level decreased by 10% or more and where the total number of persons at or above the 200% poverty level increased by 15% or more from 2010 to 2017. This measure is referred to as the Affordable Housing Needs Indicator in the Site Demographic Characteristics Report (3 points);

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

Count from January 1 of the year of Award.
 For the 2020 cycle, the 15-year date is January 1, 2005 and the 30-year date is January 1, 1990.
 Anything awarded after those dates will not qualify.

Site Info., Pt. 2, cont'd

3. Proximity to Job Areas (*Competitive HTC Applications Only*) [10 TAC §11.9(c)(7)]

Application is *not* in the At-Risk Set-Aside; AND

A. Proximity to the Urban Core

Population of Place is 190,000-749,999 and Development is located w/in 2 miles of the main municipal government administration building. OR

Population of Place is 750,000 or more and Development is located w/in 4 miles of the main municipal government administration building.

OR

B. Proximity to Jobs

The Development is located within 1 mile of 16,500 jobs. (6 points)

The Development is located within 1 mile of 13,500 jobs. (5 points)

The Development is located within 1 mile of 10,500 jobs. (4 points)

The Development is located within 1 mile of 7,500 jobs. (3 points)

The Development is located within 1 mile of 4,500 jobs. (2 points)

The Development is located within 1 mile of 2,000 jobs. (1 point)



There are now two ways to score. The data used will be based solely on that available through US Census' OnTheMap tool. Jobs counted are limited to those based on the work area, all workers, and all primary jobs. Only the 2017 data set (as of October 1 but before Pre-Application Final Delivery Date) will be used. The Development will use OnTheMap's function to import GPS coordinates that clearly fall within the Development Site, and the OnTheMap chart/map report submitted in the Application must include the report date.

Site Info, Pt. 2, cont'd

4. Concerted Revitalization Plan (*Competitive HTC Applications Only*) [10 TAC §11.9(d)(7)]

Region:

- Application is claiming points for a Concerted Revitalization Plan ("CRP").
- No points were claimed for Opportunity Index.
- Applicant has selected amenities in the Opportunity Index section and included documentation in the CRP packet.
- The CRP Packet has been completed **and is included behind Tab 10.**

6. Readiness to Proceed in Disaster Impacted Counties (*Competitive HTC Applications ONLY*) [10 TAC §11.9(c)(8)]

- Application meets all of the following requirements:
 - Application is for a proposed Development located in a county declared by FEMA to be eligible for individual assistance within three years preceding December 1, 2019.

The CRP Packet (and all other packets) will be uploaded within the Application.

Readiness to Proceed is still with us; still goes from Harvey forward.

Tab 11, Site Information, Pt. 3

Site Information Form Part III

Self Score Total: 0

1. Site Acreage

Please identify site acreage as listed in each of the following exhibits/documents.

Site Control: Site Plan: Appraisal: ESA:
Feasibility Report Survey: Feasibility Report Engineer's Plan:

(* 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:

Describe any reductions except as a result of dedication of land for roadways, easements or other changes that may occur during development. Explain ALL factors that may affect the probability of the engineer's or architect's site plan actually being the final size of the development site.

Tab 11, Site Info, Pt.3, Re-platting

4. Re-platting or Vacating Requirement [10 TAC §11.204(10)(E)]

Control of the entire proposed Development Site requires that a plat or right of way be vacated, and evidence that the vacation/re-platting process has started is included.

Here is an addition to the form. We want to know that if vacation and re-platting are required, the process has already be started.



Tabs 14-16, Notifications

Elected Officials

- Elected officials *were identified in the Pre-Application* , and there have been no changes.
(If box above is checked, the rest of the form may be left **BLANK** .)
- Elected officials have *changed since the Pre-Application was submitted* , and information regarding notifications or re notifications is entered below.
- No Pre-Application was submitted* .

Neighborhood Organizations

- Organizations *were identified in the Pre-Application* , and there have been no changes.
(If above is checked, the rest of the form may be left **BLANK**)
- Organizations have *changed since the Pre-Application was submitted* , and information regarding notifications or re-notifications is entered below.
- No Pre-Application was submitted* .

If the Neighborhood Organization changes from pre-app to full app, that will require an explanation, so go ahead and include one.



Tab 16, Certification of Notifications

CERTIFICATION OF NOTIFICATIONS (ALL PROGRAMS)

Pursuant to 10 TAC §11.203 of the Qualified Allocation Plan, evidence of notifications includes this sworn affidavit, and the Elected Officials and Neighborhood Organizations Forms. All Applicants must complete Parts 1 through 4 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 TAC §11.203, 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*):

I (We) certify that the pre-application for this full Application met all threshold requirements, but all required entities were re-notified as required by 10 TAC §11.203.

Notifications made at Application:

No pre-application was submitted, and I (We) certify that the all required entities were notified as required by 10 TAC §11.203.

One or more persons holding a position or role described changed between the submission of the pre-application and the Application, and I (We) certify that the new person(s) was notified as required by 10 TAC §11.203.

As applicable, all re-notifications or notifications made at Application are indicated in the Application on the Elected Officials and/or Neighborhood Organizations Form(s).



Tab 17, Development Narrative

2. The Target Population will be:

[Redacted]

NOTE: Definition of "Elderly Development" has changed. Review 10 TAC §11.1(d)(47) to ensure compliance.

If Elderly is selected (10 TAC §11.1(d)(47)):

- Development meets the requirements of the Housing for Older Persons Act under the Fair Housing Act.
- Development receives federal funding that has a requirement for a preference or limitation for elderly persons or households, but must accept qualified households with children.

Selection is based on funding from (select from list):

[Redacted]

Tab 17, Development Narrative

4. Narrative

- The Development will not provide continual or frequent nursing, medical or psychiatric services to the residents.
- The Development does not violate the general public use requirement of Treasury Regulation §1.42-9 regarding units for use by the general public.
 - The Development does violate TR 1.42-9 and the Application includes a private letter ruling ("PLR").
 - Development financing includes a funding source that specifically allows for the intended Target Population. A copy of that funding sources' authority to target the intended population is included behind this tab.
- Development does not violate the Department's Integrated Housing Rule under 10 TAC §1.15 regarding restricting occupancy to persons with disabilities or in combination with other populations with special needs.

Briefly describe the proposed Development, including any relevant information not already identified above. If Adaptive Reuse, Additional Phase, or Scattered Site, or if any of the three main boxes above are not checked, include detailed information below.



Tab 17, Development Narrative

6. Set-Aside (For Competitive HTC (10 TAC §11.5) and/or Multifamily Direct Loan (10 TAC §13.4(a)) Applications Only)

Identify any and all set-asides the application will be applying under with an "x".

Set-Asides can not be added or dropped from pre-application to full Application for Competitive HTC Applications.

Competitive HTC Only						Multifamily Direct Loan Only			
Select Set-Aside if applicable						Select NOFA and Set-Aside			
At-Risk		Nonprofit		USDA		Select NOFA		Select Set-Aside	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Selections for At-Risk and USDA are independent of each other. Only select both if both apply.</p>									

By selecting the set-aside above, I, individually or as the general partner(s) or officers of the Applicant entity, confirm that I (we) are applying for the above-stated Set-Aside(s) and Allocations. To the best of my (our) knowledge and belief, the Applicant entity has met the requirements that make this Application eligible for this (these) Set-Aside(s) and Allocations and will adhere to all requirements and eligibility standards for the selected Set-Aside(s) and Allocations.

Selections for At-Risk and USDA are independent of each other. Only select both if both apply. You can be At-Risk without being USDA, and the opposite is true. Only select what is true for your application.



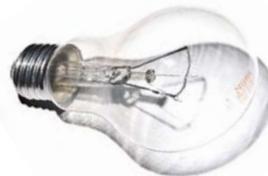
Affordability Elections

8. Qualified Low Income Housing Development Election (*HTC Applications only*)

Pursuant to §42(g)(1)(A) - (C), the term “qualified low income housing development” means any project for the Development meets one of the requirements below, whichever is elected by the taxpayer. Once an election is made, it is irrevocable. Select only one:

- At least 20% or more of the residential units in such development are both rent restricted and occupied by a household whose gross income is 50% or less of the area median gross income, adjusted for family size.
- At least 40% or more of the residential units in such development are both rent restricted and occupied by a household whose gross income is 60% or less of the median gross income, adjusted for family size.
- Applicant elects to use the Average Income for the Development.

FYI: 20/50 requires ALL Units in the set-aside to be 50% or less and they can never rise to 60%. 40/60 allows for units to be at 50%, and they can rise to 60% in the future.



Tab 19, Development Activities, Pt. 2

2. Rent Levels of Residents and Tiebreaker (Direct Loan Applications only) [10 TAC §13.6(5) and (6)]

- | | | |
|--|---------------------|--------------------------------|
| <input type="checkbox"/> At least 20 percent of all low-income Units at 30% or less of AMGI* | Direct Loan Points: | <input type="text" value="0"/> |
| <input type="checkbox"/> At least 10 percent of all low-income Units at 30% or less of AMGI or, for a Development located in a Rural Area, 7.5 percent of all low-income Units at 30% or less of AMGI* | Direct Loan Points: | <input type="text" value="0"/> |
| <input type="checkbox"/> At least 5 percent of all low-income Units at 30% or less of AMGI* | Direct Loan Points: | <input type="text" value="0"/> |
| <input type="checkbox"/> In the event of a tie with another application or applications, this percentage of 30% AMGI MFDL units within the Development would be converted to be available to households at 15% AMGI. | | |

* Applicants electing to restrict units at 30% AMGI for Competitive HTC or income averaging purposes may not count those same units for scoring points under §13.6(5). However, units restricted to ≥40% AMGI for HTC purposes that are layered with 30% AMGI units for Direct Loan purposes may count for point scoring under §13.6(5). Points claimed here will appear on the MFDL Self Score tab.

Application is seeking points for Rent Levels of Residents.

Direct Loan Points Claimed:

3. Subsidy Per Unit (Direct Loan Applications only) [10 TAC §13.6(4)]

- | | | |
|--|---------------------|--------------------------------|
| <input type="checkbox"/> Direct Loan Request/ Direct Loan or NHTF Units ≤ 60,000 | Direct Loan Points: | <input type="text" value="0"/> |
| <input type="checkbox"/> Direct Loan Request/ Direct Loan or NHTF Units = 60,001 - 80,000 | Direct Loan Points: | <input type="text" value="0"/> |
| <input type="checkbox"/> Direct Loan Request/ Direct Loan or NHTF Units = 80,001 - 100,000 | Direct Loan Points: | <input type="text" value="0"/> |

Applicants should confirm any point selections in this section by using the 2020 Direct Loan Unit Calculator Tool on the Apply for Funds page on the TDHCA website: <https://www.tdhca.state.tx.us/multifamily/apply-for-funds.htm>. Points claimed here will appear on the MFDL Self Score tab.

Application is seeking points for Subsidy Per Unit.

Direct Loan Points Claimed:

There are now two MFDL scoring items on this form. These items are not counted in the self-score for 9% HTC applications.

Tab 19, Development Activities, Pt. 2

4. Income Levels of Residents (Competitive HTC Applications only) [10 TAC §11.9(c)(1)]

*30% boost Units and 30% Units used for other scoring items must not be included in the units needed to achieve the Application's scoring elections here.

Application proposes to use the 20-50 or 40-60 election under §42(g)(1)(A) or §42(g)(1)(B) of the Code, respectively.

Total Number of Units at 50% or less of AMGI

COMPLETE THIS SECTION!

Number of 30% Units used to score points under §11.9(c)(2)*

CHECK YOUR MATH!

Number of 30% Units used under §11.4(c)(3)(D) regarding an Increase in Eligible Basis (30% boost)

Number of Units at 50% or less of AMGI available to use for points under §11.9(c)(1)

Percentage used for calculation of eligible points under §11.9(c)(1)

A. Development located in Non-Rural Area of Dallas, Fort Worth, Houston, San Antonio or Austin MSA, and

Development is Supportive Housing proposed by a Qualified Nonprofit (16 points)

These boxes calculate the score based on information entered but do not populate the Self Score form. Select elected points in the yellow box below.

Development is NOT Supportive Housing proposed by a Qualified Nonprofit (up to 15 pts)

B. Development proposed in all other areas.

Development is Supportive Housing proposed by a Qualified Nonprofit (16 points)

Development is NOT Supportive Housing proposed by a Qualified Nonprofit (up to 15 pts)

OR (DO NOT COMPLETE BOTH)

New structure and point values for 11.9(c)(1)(A) and (B).

Tab 19, Development Activities, Pt. 2

<input type="checkbox"/> Application proposes to use the Average Income election under 542(g)(1)(C) of the Code (if so, complete the average income worksheet at Tab 24)		
C. <input type="checkbox"/> Development located in Non-Rural Area of Dallas, Fort Worth, Houston, San Antonio or Austin MSA		This box will populate after the calculation is completed. Average Income from Tab 24 #DIV/0!
<input type="checkbox"/> The Average Income for the proposed Development will be 54% or lower (15 points).		
<input type="checkbox"/> The Average Income for the proposed Development will be 55% or lower (13 points).		
<input type="checkbox"/> The Average Income for the proposed Development will be 56% or lower (11 points).	#DIV/0!	
OR		
D. <input type="checkbox"/> Development proposed in all other areas.		
<input type="checkbox"/> The Average Income for the proposed Development will be 55% or lower (15 points).		
<input type="checkbox"/> The Average Income for the proposed Development will be 56% or lower (13 points).		
<input type="checkbox"/> The Average Income for the proposed Development will be 57% or lower (11 points).	#DIV/0!	
Application is seeking points for Income Levels of Residents.		Points Claimed: <input type="text"/>

New point values for 11.9(c)(1)(C) and (D).

Tab 19, Development Activities, Pt. 2

5. Rent Levels of Residents (Competitive HTC Applications only) [§11.9(c)(2)]

If selecting points from §11.9(c)(1)(A) or §11.9(c)(1)(B), these levels are in addition to those committed under paragraph (1) of this subsection. If selecting points from §11.9(c)(1)(C) or §11.9(c)(1)(D), these levels are included in the income average calculation under paragraph (1) of this subsection. These units must be maintained at this rent level throughout the Affordability Period regardless of the Average Income calculation. Mark only one box below:

- Development is Supportive Housing proposed by a Qualified Nonprofit, and at least 20% (less Units used for boost or in A or B above) of all low-income Units are restricted at 30% or less of AMGI; or (13 points)
- Development is Urban, and at least 10% (less Units used for eligibility for boost or in A or B above) of all low-income Units are restricted at 30% or less of AMGI; or (11 points)
- Development is Rural, and at least 7.5% (less Units used for eligibility for boost or in A or B above) of all low-income Units are restricted at 30% or less of AMGI; or (11 points)
- At least 5% (less Units used for eligibility for boost or in A or B above) of all low-income Units at 30% or less of AMGI. (7 points)

Application is seeking points for Rent Levels of Residents.

Points Claimed:

Note that if you elected points under §11.9(c)(1)(A) or (B), Units used to score points under §11.9(c)(2) are in addition to those Units used to score points under §11.9(c)(1)(A) or (B).

The Units used to score under §11.9(c)(1)(C) or (D) must be included to compute the Average Income, and they MUST maintain their rent level throughout the affordability period.

Tab 19, Development Activities, Pt. 2

6. Resident Services (Competitive HTC Applications and Direct Loan Applications) [§11.9(c)(3) and §13.6(2)]	
<input type="checkbox"/> Development will provide a combination of supportive services as identified in §11.101(b)(7) and those services will be recorded in the Development's LURA.	0
<input type="checkbox"/> Applicant certifies that the Development will contact local service providers, and will make Development community space available to them on a regularly-scheduled basis to provide outreach services and education to the tenants.	0
Application is seeking points for Resident Services.	Points Claimed: 0

7. Residents with Special Housing Needs (Competitive HTC Applications only) [§11.9(c)(6)]	
A. <input type="checkbox"/> Applicant elects to commit at least 5% of the total Units for Persons with Special Housing Needs. The Units identified for this scoring item may not be the same Units identified previously for the Section 811 PRA Program. The Development Owner agrees to specifically market Units to Persons with Special Housing Needs. The Department will require an initial minimum twelve-month period during which Units must either be occupied by Persons with Special Housing Needs or held vacant, unless the units receive HOME funds from any source. (2 points)	0
B. <input type="checkbox"/> Applicant elects to commit at least an additional 2% of the total Units to Persons referred from the Continuum of Care or local homeless service providers to be made available for those experiencing homelessness. Applications in the At-risk or USDA setasides are not eligible for this scoring item. Applications are not eligible under this paragraph unless points have also been selected under A above. The Development Owner agrees to specifically market the 2% of Units through the Continuum of Care and other homelessness providers local to the Development Site. In addition, the Department will require an initial minimum twelve-month period in Urban subregions, and an initial six-month period in Rural subregions, during which Units must either be occupied by Persons referred from the Continuum of Care or local homeless service providers, or held vacant, unless the Units receive HOME funds from any source. (1 point)	0
Application is seeking points for Residents with Special Housing Needs.	Points Claimed: 0

The point structure for Resident Services has changed, and the Governor's office made changes to Residents with Special Housing Needs.

Tab 19, Development Activities, Pt. 2

9. Extended Affordability (Competitive HTC Applications only) [§11.9(e)(5)]	
<input type="checkbox"/> Development will maintain a 35 year Affordability Period.	0
<input type="checkbox"/> Development will maintain a 40 year Affordability Period.	0
<input type="checkbox"/> Development will maintain a 45 year Affordability Period.	0
10. Historic Preservation (Competitive HTC Applications only) [§11.9(e)(6)]	
<input type="checkbox"/> Application requests points for Historic Preservation.	
<input type="checkbox"/> Application contains a letter from the Texas Historical Commission (THC) determining preliminary eligibility for federal or state historic (rehabilitation) tax credits.	
<input type="checkbox"/> Application includes documentation from the THC that the property is currently a Certified Historic Structure or determining preliminary eligibility for status as a Certified Historic Structure.	
<input type="checkbox"/> Application includes evidence that the THC received the request for determination of preliminary eligibility and supporting information on or before February 1 of the current year.	
<input type="checkbox"/> Development will be able to document receipt of historic tax credits by the time Forms 8609 are issued.	
<input type="checkbox"/> At least 75% of the residential units will be within the Certified Historic Structure.	
<input type="checkbox"/> Attached behind this tab are the THC letter and other documentation described above.	
<input type="checkbox"/> Application is eligible for five (5) points.	0

The point structure for Extended Affordability has changed. Under Historic Preservation we have added an item regarding information to be submitted to THC before February 1.

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 shows the website for the Texas Department of Housing and Community Affairs. The browser address bar displays www.tdhca.state.tx.us/asset-management/contacts.htm. The page header includes the department's logo and name, along with navigation links for Home, Contact, About, Calendar, Press, and Employer. A site search bar is also present. Below the header, there are four main menu items: Programs, Support & Services, Board, and Manufactured Housing. The breadcrumb trail indicates the current location: Home » ASSET MANAGEMENT » Asset Management Contacts. On the left side, a vertical navigation menu lists: Asset Management (highlighted), Announcements, Main Page, and Asset Manager Assignments and Contact List. The main content area is titled "Asset Management Contact List" and contains the instruction "Find the Asset Manager assigned to your region." followed by a "County:" label and an empty text input field. Below this is a table with three columns: Contact, Title, and Phone.

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

Tab 22, Architectural Drawings

**Architectural Drawings Must be Submitted Behind this Tab [§11.204(b)(9)]
(If development is scattered site, consult staff.)**

In order to reduce the file size and speed review of drawings, Applicants are encouraged to submit plans as 300dpi images. Following these steps in Adobe Acrobat will convert most plans: File > Print > Printer: Adobe PDF > Advanced > Settings: Custom > [V] Print As Image 300dpi > OK

Site Plan which:

shows the locations (by unit and floor) of mobility and hearing/visual accessible units (unless included in residential building floor plans);

If average income is elected, provides assurance that 20%, 30%, 40%, 50%, 60%, 70% and 80% Unit designations are/will be dispersed across all Unit Types in a manner that does not violate fair housing laws;

Common Building floor plans should include tabulations of the square footage of the following spaces that are outside of Net Rentable Area, whether conditioned or unconditioned, building by building:

spaces that are accessible to tenants, e.g., offices for tenant/management contact, resident services offices, clubrooms, kitchens, community restrooms, exercise rooms, laundries, porches, patios, mailbox areas, etc. (state each area separately);

spaces that are restricted to employees, only, e.g., administrative offices, maintenance areas, equipment rooms, storage areas, etc. (state each area separately); and

For Supportive Housing only, specification of space to be used for 75 sq ft/unit common space.

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. 48 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 ZONE1, 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

SPECIFICATIONS AND BUILDING/UNIT TYPE CONFIGURATION											
<p><i>Unit types should be entered from smallest to largest based on "# of Bedrooms" and "Sq. Ft. Per Unit." "Unit Label" should correspond to the unit label or name used on the unit floor plan. "Building Label" should conform to the building label or name on the building floor plan. The total number of units per unit type and totals for "Total # of Units" and "Total Sq. Ft. for Unit Type" should match the rent schedule and site plan. If additional building types are needed, they are available by un-hiding columns Q through AA, and rows 31 through 79.</i></p>											
<p>You are not required to distinguish the HC or AV Units from other Units that are the same size/floor plan.</p>				Building Label							
				Number of Stories							
				Number of Buildings							
Unit Type				Number of Units Per Building							
Unit Label	# of Bedrooms	# of Baths	Sq. Ft. Per Unit								

We have added a note about the distinguishing the HC and AV units on this form.

Information below to be entered by Supportive Housing Applicants only.

<input type="text"/>	Enter the total development common area from the architect's plans: <input type="text"/> Ensure that this number matches your architectural drawings.	Note revised definition of "Common Area" at 10 TAC §11.1 (d)(22).	<input type="text"/>
<input type="text"/>	The additional square footage allowed for Supportive Housing per 11.9(e)(2) is:		-
<input type="text"/>	The lesser of these two numbers added to NRA: <input type="text"/> Use this number to figure points under 11.9(e)(2)		-

If your Development is NOT Supportive Housing, do not enter anything here! Doing so will affect cost per square foot on the Development Costs Schedule.

Tab 23(c) Accessible Parking

Accessible Parking Calculation

Include this worksheet in the Application (or a signed and certified worksheet provided by your accessibility professional that shows the calculations).

Parking calculations based on:

[-https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf](https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf)

[-https://www.huduser.gov/publications/pdf/fairhousing/fairch2.pdf](https://www.huduser.gov/publications/pdf/fairhousing/fairch2.pdf)

We revised the instructions to provide more information about different kinds of developments

- Developments with Fewer Parking Spaces than Units
- Developments with inside the gate and outside the gate parking
- Developments with more than one parking lot
 - Lots separated by public streets
 - Lots connected by accessible routes
 - Lots not connected by accessible routes

Tab 24, Rent Schedule

Rent Schedule

Unit types must be entered from smallest to largest based on "# of Bedrooms" and "Unit Size", then within the same "# of Bedrooms" and "Unit Size" from lowest to highest "Rent Collected/Unit".

Self Score Total: #REF!

Applications that are Multifamily Direct Loan only cannot include ANY market rate Units.

Private Activity Bond Priority (For Tax-Exempt Bond Developments ONLY):

Rent Designations (select from Drop down menu)													
HTC Units	MFDL - HOME Units	MFDL - NHTF Units	TDHCA MRB Units	Other/ Subsidy Units	# of Units	# of Bedrooms	# of Baths	Unit Size (Net Rentable Sq. Ft.)	Total Net Rentable Sq. Ft.	Program Rent Limit	Tenant Paid Utility Allow.	Rent Collected /Unit	Total Monthly Rent
					(A)			(B)	(A) x (B)			(E)	(A) x (E)
									0				-
									0				-

TOTAL	0			0		-
Non Rental Income	\$0.00	per unit/month for:				
Non Rental Income	0.00	per unit/month for:				
Non Rental Income	0.00	per unit/month for:				
+ TOTAL NONRENTAL INCOME	\$0.00	per unit/month				-
= POTENTIAL GROSS MONTHLY INCOME						-
- Provision for Vacancy & Collection Loss		% of Potential Gross Income:				-
- Rental Concessions (enter as a negative number)		Enter as a negative value				



Income Averaging

AVERAGE INCOME DISTRIBUTION TOOL

9% HTC Only. This worksheet is not required to be included in the PDF application.

Total LI Units		Number of 30% Units used for 30% Boost						
Number of LI Units to be used for Average Income	0	AMFI Average Committed to for Points						
Development AMFI Average	0	Value will not calculate unless a number is entered for boost Units and the table below is completed.						
	AMFI Brackets							Total Units by Unit Type (Number of Bedrooms)
	20	30	40	50	60	70	80	
Bedrooms)	30% Units entered must be reduced by the number of Units used for 30% boost.							
0								0
1								0

The form has been revised to reflect the requirements of 10 TAC §11.4(c) related to Increase in Eligible Basis (30% Boost). Units used for that purpose will not be included in the average. If no Units were used for the boost, enter zero.

Income Averaging

Rent Schedule

Unit types must be entered from smallest to largest based on "# of Bedrooms" and "Unit Size", then within the same "# of Bedrooms" and "Unit Size" from lowest to highest "Rent Collected/Unit".

Private
Bond

Applications that are Multifamily Direct Loan only cannot include ANY market rate Units.

Rent Designations (select from Drop down menu)									
HTC Units	MFDL - HOME Units	MFDL - NHTF Units	TDHCA MRB Units	Other/ Subsidy Units	# of Units	# of Bedrooms	# of Baths	Unit Size (Net Rentable Sq. Ft.)	Total Rent Sq. (A):
					(A)			(B)	
TC 30%					28	0	1.0		
TC 50%					29	0	1.0		
TC 50%					39	1	1.0		
TC 60%					110	1	1.0		
TC 80%					18	1	1.0		
MR					3	1	1.0		
TC 30%					28	2	2.0		
TC 50%					4	2	2.0		
TC 60%					8	2	2.0		
TC 80%					9	2	2.0		
MR					3	2	2.0		

Income Averaging

AVERAGE INCOME DISTRIBUTION TOOL

This worksheet is not required to be included in the PDF application.

Total LI Units	273	Number of 30% Units used for 30% Boost	28
Number of LI Units to be used for Average Income Scoring	245	AMFI Average Committed to for Points	54%
Development AMFI Average	50.10989		

As a check on the information entered in the Rent Schedule, you will enter unit distribution info in the yellow boxes. The form will compute the average.

The average will also show up on Tab 19.

Bedrooms)	AMFI Brackets							Total Units by Unit Type (Number of Bedrooms)
	20	30	40	50	60	70	80	
	30% Units entered must be reduced by the number of Units used for 30% boost.							
0		28		29				57
1				39	110		18	167
2		0		4	8		9	21
3								0
4								0
5								0
Total Units	0	28	0	72	118	0	27	<u>245</u>

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								
Total Paid by Tenant			\$ -	\$ -	\$ -	\$ -	\$ -	

Other (Describe)

If a revised form is submitted, date of submission:





Tab 26, Annual Operating Expense

ANNUAL OPERATING EXPENSES		
<u>General & Administrative Expenses</u>		
Accounting	\$	
Advertising	\$	
Legal fees	\$	
Leased equipment	\$	
Postage & office supplies	\$	
Telephone	\$	
Other	\$	<i>describe</i>

Other Expenses

- Cable TV
- Supportive Services (Staffing/Contracted Services)
- TDHCA Compliance fees (\$40/HTC unit)
- TDHCA Direct Loan Compliance Fees (\$34/MDL unit)
- TDHCA Bond Compliance Fees (TDHCA as Bond Issuer Only - \$25/MRB unit)
- Bond Trustee Fees (ALL Tax-Exempt Bond Developments)
- Security

If the Bond Trustee Fees are included elsewhere in the Application, provide an explanation of where and why.

Tab 27, Pro Forma

Debt Coverage Ratio	#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 WORK³

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		
Subtotal Site Work Cost	\$1,637,568	



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.	B.	C.	D.	E.	F.	G.
Activity	Labor or Unit Price	Materials or # of Units	Total Construction Costs	Acquisition Costs	Engineering / Architectural Costs	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
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total			\$ 1,637,568.00			\$ 1,637,568

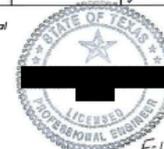
Signature of Registered Engineer

Printed Name

2/23/2017

Date

Seal



103

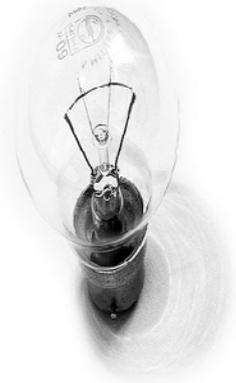
F-11756

Tab 30, Development Cost Schedule

Development Cost Schedule												
			Self Score Total: 0									
<i>This Development Cost Schedule must be consistent with the Summary Sources and Uses of Funds Statement. All Applications must complete the total development cost column and the Tax Payer Identification column. Only HTC applications must complete the Eligible Basis columns and the Requested Credit calculation below:</i>												
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="padding: 2px;">TOTAL DEVELOPMENT SUMMARY</th> </tr> <tr> <th style="padding: 2px;">Total</th> <th colspan="2" style="padding: 2px;">Eligible Basis (If Applicable)</th> </tr> <tr> <th style="padding: 2px;">Cost</th> <th style="padding: 2px;">Acquisition</th> <th style="padding: 2px;">New/Rehab.</th> </tr> </thead> </table>			TOTAL DEVELOPMENT SUMMARY			Total	Eligible Basis (If Applicable)		Cost	Acquisition	New/Rehab.	<div style="border: 1px solid black; padding: 10px; min-height: 50px;">Scratch Paper/Notes</div>
TOTAL DEVELOPMENT SUMMARY												
Total	Eligible Basis (If Applicable)											
Cost	Acquisition	New/Rehab.										
SOFT COSTS³												
Architectural - Design fees												
Architectural - Supervision fees												
Engineering fees												
Real estate attorney/other legal fees												
Accounting fees												
Impact Fees												
Building permits & related costs												
Appraisal												
Market analysis												

Tab 30, Cost Per Square Foot

Voluntary Eligible Building Costs (After 11.9(e)(2))* Enter amount to be used to achieve desired score.		#DIV/0!	
TOTAL BUILDING COSTS & SITE WORK		\$0	\$0
(including site amenities)			
Contingency	0.00%		
TOTAL HARD COSTS		\$0	\$0
OTHER CONSTRUCTION COSTS	%THC		%EHC
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%
TOTAL CONTRACTOR FEES		\$0	\$0
TOTAL CONSTRUCTION CONTRACT		\$0	\$0
Voluntary Eligible "Hard Costs" (After 11.9(e)(2))* Enter amount to be used to achieve desired score.		#DIV/0!	





Tab 30, Last Page

Requested Score for 11.9(e)(2)	
--------------------------------	--

***11.9(c)(2) Cost Per Square Foot: DO NOT ROUND! Applicants are advised to ensure that the figure is not rounding down to the maximum dollar figure to support the elected points.**

Name of contact for Cost Estimate: _____

Phone Number for Contact: _____

If a revised form is submitted, date of submission: _____

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 31, Sources of Funds

- Do not forget to NAME your funding sources.
- Make sure it matches letters from your lenders.
- 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: _____

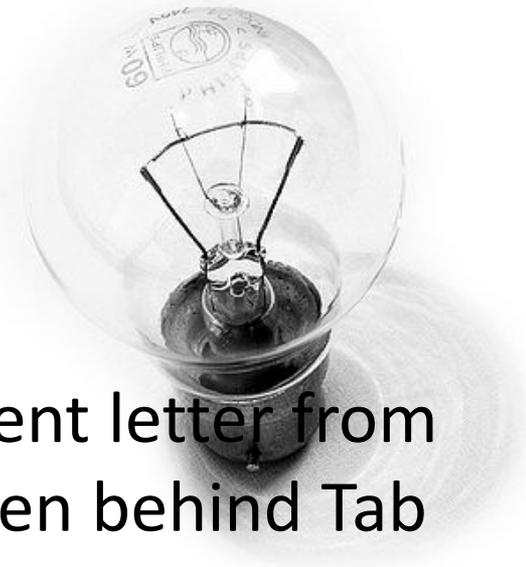
Email address: _____

If a revised form is submitted, date of submission: _____

Note that for 2020, for all applicants except Supportive Housing, the Permanent Lender MUST execute this form.

Tab 32 & 33, Direct Loan

- Tab 32, Financial Capacity, Owner Equity and Appraisal Requirements
 - 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, Financial Feasibility

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

<input type="checkbox"/> Eligible Pro-Forma and letter stating the Development is financially feasible.	0
<input type="checkbox"/> Eligible Pro-Forma and letter stating Development <u>and</u> Principals are acceptable.	0
Total Points Claimed:	0

Scoring for this item has changed. If the letter evidences review of the Development alone it will receive 24 points. If the letter is from the Third Party permanent lender, or if the Development is Supportive Housing and meets the financing requirements under §11.1(d)(122)(E)(i), and the letter evidences review of the Development and the Principals, it will receive 26 points.



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!

Eligibility for points:

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

#DIV/0!

Housing Tax Credit Request less than 9% of Total Housing Development Cost

#DIV/0!

Housing Tax Credit Request less than 10% of Total Housing Development Cost

#DIV/0!

Housing Tax Credit Request less than 11% of Total Housing Development Cost

#DIV/0!

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



Tab 36, Sponsor Characteristics

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%** (Not required for HUB of HUD 202 Rehabilitation projects.)

Cash flow from operations: **CANNOT BE LESS THAN 5%**

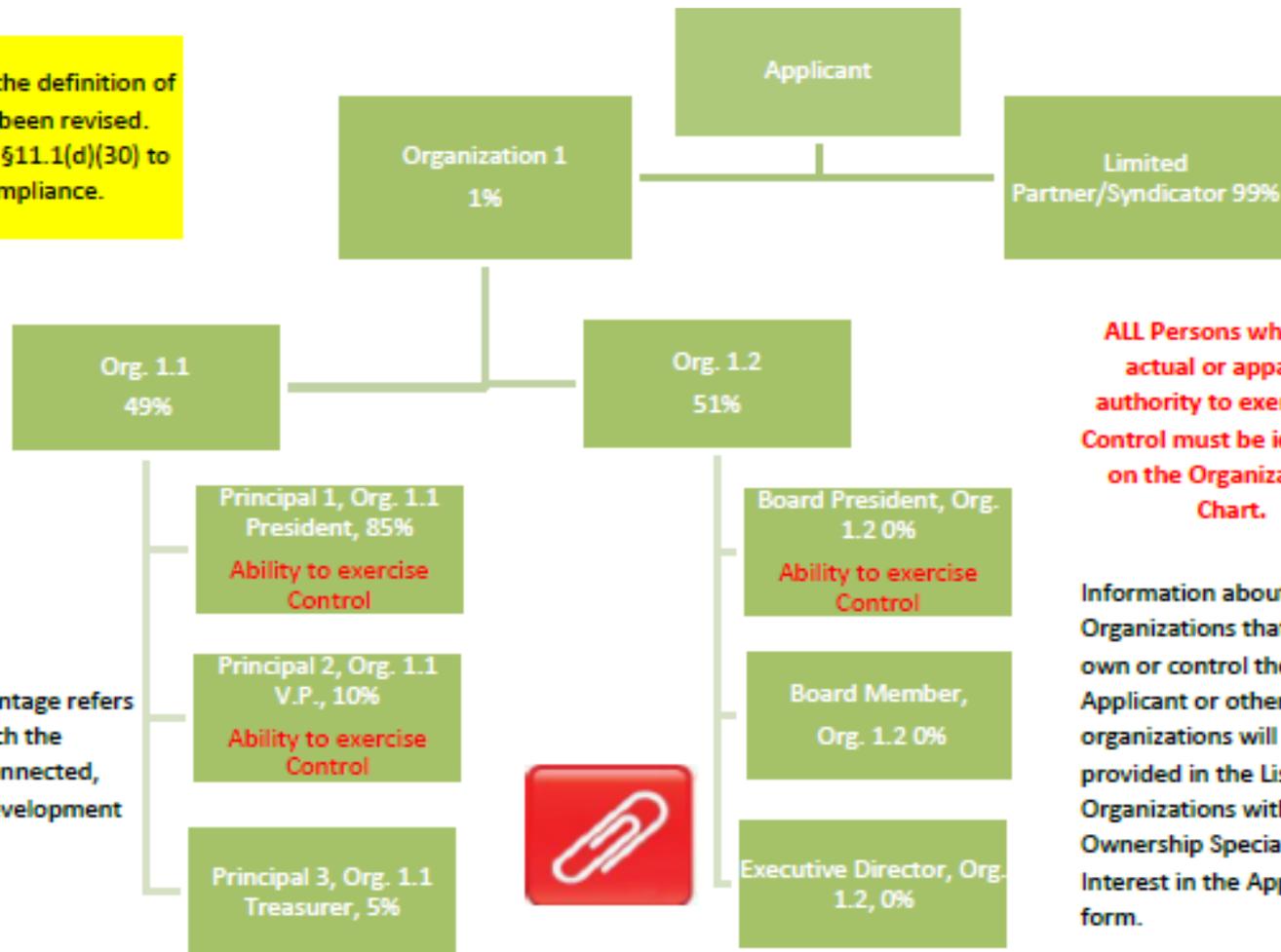
Developer Fee: **CANNOT BE LESS THAN 5%**

Total: 0.00% (Must equal at least 50% regardless of structure)

- Carve out for HUB ownership on HUD 202 projects
- Housing-specific experience must be described in narrative form. What did they DO?
- Nonprofit used for 2 pts (A) requires participation in Nonprofit Set-Aside.

Tab 37, Organizational Charts

Be advised that the definition of "Control" has been revised. Refer to 10 TAC §11.1(d)(30) to ensure compliance.



ALL Persons who have actual or apparent authority to exercise Control must be identified on the Organizational Chart.

Information about Organizations that will own or control the Applicant or other related organizations will be provided in the List of Organizations with an Ownership Special Interest in the Applicant form.

Note that the percentage refers to the entity to which the Person is directly connected, not to the whole Development Owner.



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 §11.1(a)(106) of the QAP, §42(h)(5) of the Code, and the requirements of §11.5(1) of the QAP.

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:

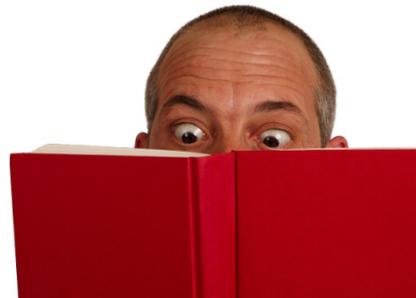
4) Will the nonprofit receive part of the development fees paid in connection with the development? _____

If "Yes," explain: _____

Tab 43, Architect Statements

I (We) have attached a statement describing how the requirements of 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, the number of Units of each Type, (3) Number of Units of each Type that will meet the accessibility requirements, and (4) a description of how the accessibility requirements relating to Unit distribution will be met.

I (We) have attached a statement describing how, regardless of building type, all Units accessed by the ground floor or by elevator ("affected units") meet the requirements at 10 TAC §11.101(b)(8)(B).



Tab 44, Experience

- Certificates from 2014 – 2019 are acceptable.
- Turn in requests as soon as possible.

Evidence of Experience Must be Provided Behind this Tab

Pursuant to §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.

Evidence of experience behind this tab includes:



- An Experience certificate issued by the Department under the 2014-2019 Uniform Multifamily Rules.
- An Experience certificate issued by the Department under the 2020 QAP.
- An Application for experience and supporting documentation in accordance with §11.204(6)(A)(i)-(ix).
- Evidence from the Department that the application for experience was received and is being processed by the Department.

Alternatively, pursuant to §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.

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:

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 Community Organizations

3 Input from State Representative - §11.9(d)(5)

- Letter of either support, neutrality, or opposition is included behind this tab.**
- Letter stating that no letter expressing support, neutrality, or opposition will be provided is included behind this tab.**
- No letter from a State Representative is included behind this tab.

Points Requested

** Note that letters are due February 28, 2020

Letters of support will receive eight (8) points. Neutral letters or letters that do not specifically refer to the Development will receive zero (0) points, and letters of opposition will receive negative eight (-8) points. If the relevant Representative's office is vacant, the Application will be considered to have received a neutral letter.

NEW! No Letter from a State Representative: (or a letter conveys to the Department that no written statement of support, neutrality, or opposition will be provided by the State Representative for a particular Development): Points available under this subparagraph will be based on how an Application scores under §11.9(d)(1), of this section, relating to Local Government Support:

- 8, 0, or -8 points if the Development Site is within a municipality, or within a county and not within a municipality or ETJ; or
- 4, 0, or -4 points **each** for the municipality **and** the county if the Development Site is within the ETJ of a municipality.

Tab 47, Third Party Reports

2. Environmental Clearance (Direct Loan applications only)

All Applications for Direct Loans awarded HOME, NHTF, or NSP1 PI must complete an environmental clearance process in accordance with 24 CFR Parts 50 or 58 or 24 CFR 93.301(f), as applicable, 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 Multifamily Direct Loan funds.

- Property has already received Environmental Clearance from HUD under 24 CFR Parts 50 or 58 or 24 CFR 93.301(f), as applicable, and 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 and understands that clearance must be received prior to closing on the loan.

<http://www.tdhca.state.tx.us/program-services/environmental/index.htm>

- 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 48. Tie-Breaker Information

Tie-Breaker Information

Tie-Breaker #1 (10 TAC §11.7(1))

Applications proposed to be located in a census tract with a poverty rate below the average poverty rate for all awarded Competitive HTC Applications from the past three years (with Region 11 adding an additional 15% to that value and Region 13 adding an additional 5% to that value), are eligible for the first tie-breaker. Any of the tied Applications that meet the first part of the tie-breaker will progress to the second part. Then the Development in the census tract with the highest percentage of statewide rent burden for renter households at or below 80% Area Median Family Income (AMFI), will win the tie-breaker. Tied Applications that do not meet the first part of the tie-breaker or that are still tied after applying the second part of the tie-breaker will proceed to the second tie-breaker to break the tie.

Is Site in Region 11 or 13? Poverty Rate =

Poverty Rate is less than 15.629.

Is Site in Region 11? Poverty Rate =

Applicable Poverty Rate =

Poverty Rate is less than 30.629.

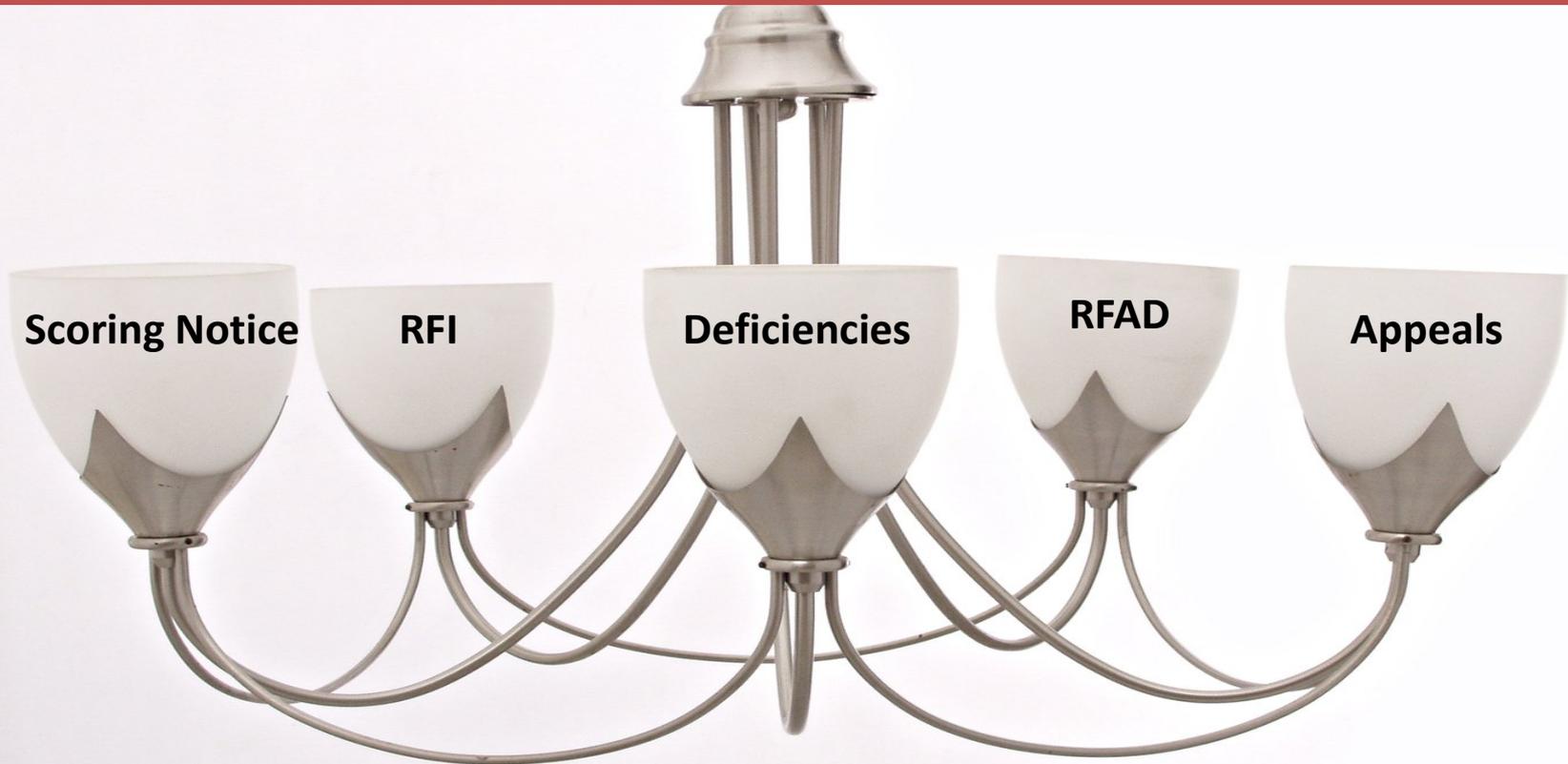
Is Site in Region 13? Poverty Rate =

Applicable Poverty Rate =

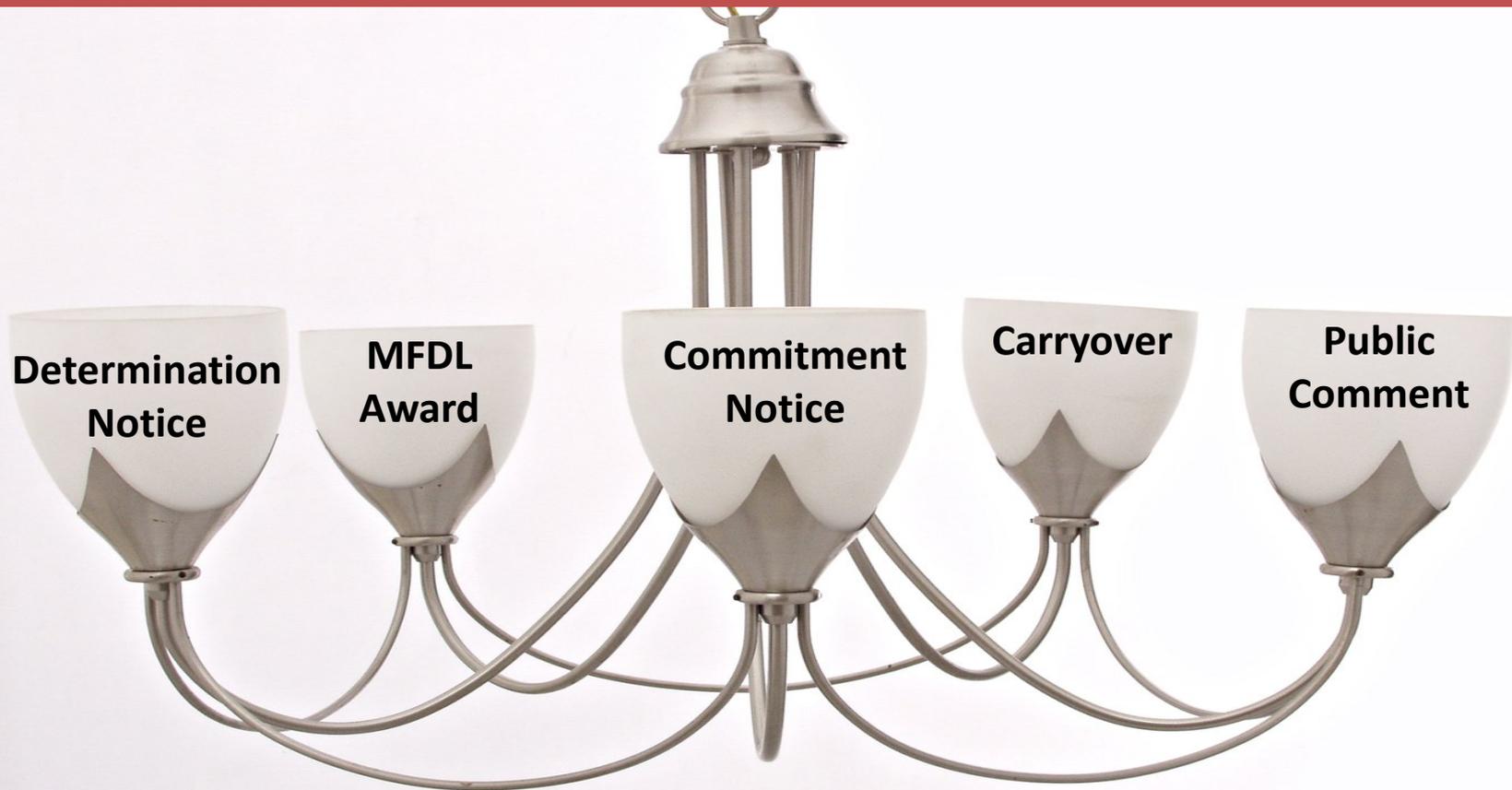
Poverty Rate is less than 20.629.

Rent Burden Rank = (lower number wins tie)

Mystery Bookmarks



Mystery Bookmarks, cont'd



Multifamily Finance Division

- Marni Holloway – Division Director – 512-475-1676
- Sharon Gamble – 9% Administrator – 512-936-7834
- Andrew Sinnott – Direct Loan Administrator – 512-475-0538
- Jason Burr – Database Administrator – 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

firstname.lastname@tdhca.state.tx.us

Direct Loan Program Specialists

- Marie Esparza - Loan Program Specialist – 512-475-3933
- Cris Simpkins – Loan Closing Specialist – 512-475-3433
- Alena Morgan – Direct Loan Policy Research Specialist – 512-475-2596

Teresa Morales – 512-475-3344 -Director of the Multifamily Bond Program



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
- Laura Rogers – 512-475-4573
- Greg Stoll – 512-475-2319
- Deborah Willson – 512-475-3872

Yes, it's Gregg with two "Gs" and Willson with two "Ls".

The End

