



Multifamily Finance Division
P.O. Box 13941, Austin, Texas 78711-3941
221 East 11th Street, Austin, TX 78701

Telephone: (512) 475-3340
Facsimile: (512) 475-0764

Post Bond Closure Submission

Instructions: In accordance with §50.12(b) of the 2012 - 2013 Qualified Allocation Plan (QAP), no later than 60 days after closing on the bonds, regardless of the Bond Issuer, the Development Owner must submit:

1. **Management Plan.** Requirements and Guidelines for the Management Plan are detailed below and the submitted plan must be signed.
2. **Affirmative Marketing Plan Form.** The Plan submitted should be the HUD Form that is available at the following link which also includes instructions for completing the form: <http://portal.hud.gov/hudportal/documents/huddoc?id=935-2a.pdf>. The form should be completed and signed. If an alternative format for the Affirmative Marketing Plan is being submitted, then the information contained in the Plan must, at a minimum, contain all the information that is included in the HUD Form.
3. **Fair Housing Training.** The Development Owner or Management Company must submit evidence of attendance at a Department-approved Fair Housing training relating to leasing and management issues for at least five hours **and** the Development Architect or Engineer responsible for Fair Housing compliance for the Development must submit evidence of attendance at a Department-approved Fair Housing training relating to design issues for at least five hours, on or before the date the bonds are closed. Certifications must not be older than 2 years from the date of submission of these documents.
4. **Post Application Architect Certification Form.** This form relates to representations of the Application and accessibility standards in accordance with §50.8(5)(G) and (H) of the 2012 - 2013 QAP. The form should be completed, signed and notarized.
5. **Agreement & Election Statement.** The Development Owner may execute an Agreement and Election Statement for the purpose of fixing the Applicable Percentage with respect to a building or buildings for the month in which the bonds were closed as provided for in §42(b)(2) of the Code. If this Statement was not submitted at the time the executed Determination Notice was submitted to the Department then it should be submitted with these documents, provided the Applicable Percentage was fixed. The Statement should be signed and notarized.



REQUIREMENTS AND GUIDELINES FOR A MANAGEMENT PLAN

The Management Plan must clearly state the following:

1. Prospective applicants who hold Section 8 vouchers or certificates are welcome to apply and will be provided the same consideration for occupancy as any other prospective tenant;
2. Any minimum income requirements for Section 8 voucher and certificate holders will only be applied to the portion of the rent the prospective tenant would pay, provided, however, that if Section 8 pays 100% of the rent for the unit, the housing sponsor may establish other reasonable minimum income requirements to establish other reasonable minimum income requirements to ensure that the tenant has the financial resources to meet daily living expenses. Minimum income requirements for Section 8 voucher and certificate holders will not exceed 2.5 times the portion of rent the tenant pays; and
3. All other screening criteria, including employment policies or procedures and other leasing criteria (such as rental history, credit history, criminal history, etc.) must be applied to the prospective tenants uniformly and in a manner consistent with the Texas and Federal Fair Housing Acts and with Department requirements.

NOTE: The Owner is encouraged to read other requirements of property management as found in 10 TAC Chapter 60.

REQUIREMENTS AND GUIDELINES FOR AN AFFIRMATIVE MARKETING PLAN

"Affirmative Fair Housing Marketing (AFHM) Plan – Multifamily Housing" from HUD (Form HUD-935.2A (8/2006) must be completed and signed. The form is available at: <http://portal.hud.gov/hudportal/documents/huddoc?id=935-2a.pdf>. If an alternative format for the Affirmative Marketing Plan is being submitted, then the information contained in the Plan must, at a minimum, contain all the information that is included in the HUD Form.

In addition, the Affirmative Marketing Plan must identify the methods used to market the property to persons with disabilities.



2012 POST APPLICATION-ARCHITECT CERTIFICATION FORM

HTC File No.: _____ Development Name: _____

NAME and ADDRESS of ARCHITECT	
Name: _____	Contact: _____
Mailing Address (No P.O. boxes): _____	
City: _____	St.: _____ Zip: _____ Phn.: () _____ Ext: _____
TIN #: _____	Fax: () _____ E-mail: _____

As required by §2306.6722 Texas Government Code, and included in the 2012 - 2013 Qualified Allocation Plan (QAP), the development must be designed and constructed in compliance with stated accessibility standards.

With regard to the rule above, I (We) certify that the subject development will be built to comply with all applicable requirements of the Application and the 2012 - 2013 QAP, including the requirement that is indicated by §50.8(5)(G) and §50.8(5)(H). The text of the foregoing sections follows:

(G) “Pursuant to §2306.6722, any Development supported with a Housing Tax Credit allocation shall comply with the accessibility standards that are required under §504, Rehabilitation Act of 1973 (29 U.S.C. §794), and specified under 24 C.F.R. Part 8, Subpart C. The Applicant must provide a certification from the Development engineer, an accredited architect or Department-approved third party accessibility specialist, that the Development will comply with the accessibility standards that are required under §504, Rehabilitation Act of 1973 (29 U.S.C. §794), and specified under 24 C.F.R. Part 8, Subpart C and this subparagraph. (§2306.6722 and §2306.6730).”

(H) “For Developments involving New Construction (excluding New Construction of non-residential buildings) where some Units are two-stories or single family design and are normally exempt from Fair Housing accessibility requirements, a minimum of 20% of each Unit type (i.e. one bedroom, two bedroom, three bedroom) must provide an accessible entry level and all common-use facilities in compliance with the Fair Housing Guidelines, and include a minimum of one bedroom and one bathroom or powder room at the entry level. A similar certification will also be required after the Development is completed from an inspector, architect, or accessibility specialist.”

I further certify that I am aware that multiple representations were made about the design of the development in the application and that specifications regarding the design exist with respect to certain definitions, Threshold requirements, and Selection options within the 2012 - 2013 QAP. I am aware that, as required by §2306.6712 Texas Government Code, and included in the QAP a “material alteration” of the design of the development requires the approval of the TDHCA Governing Board.

